

Request for Proposal (RFP)

**Selection of Portfolio Manager(s)
For
Investment Management of Investible Funds
Of
Coal Mines Provident Fund Organisation (CMPFO)**



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| Date of Issue 07-12-2024 | Deadline for submission of Proposal 27-12-2024 |
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To be submitted through GeM Portal

**The Commissioner
Office of the Coal Mines Provident Fund Commissioner
Police Line, Hirapur, Dhanbad -826001, Jharkhand,
India**

Background

- 1.1. The Coal Mines Provident Fund Organisation (CMPFO) is an autonomous organisation governed by the Board of Trustees and functions under the overall supervision of Ministry of Coal, Government of India. CMPFO administers Coal Mines Provident Fund and Miscellaneous Provision Act, 1948 and various schemes framed under the Act. The main objectives of the Organisation are providing social and financial security to the employees working in coal industry and ensuring optimum returns on the contribution of the members.
- 1.2. CMPFO currently administers the accruals and accumulations in the following investible funds:
 - a. Coal Mines Provident Fund Scheme, 1948;
 - b. Coal Mines Pension Scheme, 1998;
 - c. Coal Mines Deposit Linked Insurance Scheme, 1976;
 - d. Coal Mines Administrative Charges Fund.

2 Terms of Reference:

- 2.1 Paragraph 54 of the Coal Mines Provident Fund Scheme provides that all monies belonging to the CMPF shall either be deposited in the State Bank of India or in such other scheduled banks as may be approved by the Central Government from time to time, or invested in securities mentioned or referred to in clauses (a) to (d) of Section 20 of the Indian Trusts Act, 1882 (II of 1882), as amended from time to time, subject to the condition that the securities in which investments are made are payable both in respect of capital and of interest in Dominion of India.
- 2.2 In order to ensure optimum returns on the corpus of funds through investment in securities, CMPFO has decided to select Portfolio Manager(s) to manage the investible funds being administered by CMPFO, as under para 1.2. The Investible funds under Coal Mines Provident Fund Scheme 1948, Coal Mines Pension Scheme 1998, Coal Mines Deposit Linked Insurance Scheme 1976 and Coal Mines Administrative Charges Fund will be allocated to the selected Portfolio Manager(s) for investment management.
- 2.3 Total Investible Funds being administered by CMPFO is to the tune of Rs 1,35,000.00 Crore [approximately], as on March 31, 2024.
- 2.3 CMPFO invites bids in three parts (*Pre-qualification, Technical and Financial Bids*), from the applicants who meet the eligibility criteria provided in this RFP document, for evaluation and to select suitable Portfolio Manager(s) for investment management of the funds being administered by CMPFO.
- 2.4 This document is a **Request for Proposal** [RFP] for Selection of Portfolio Manager(s) for investment management of investible funds of the CMPFO and the applicants wishing to participate in the process should submit their proposals as per the terms defined in this document.
- 2.5 For any further information that may be required, the intending applicants may visit official website of CMPFO, viz. www.cmpfo.gov.in.

3 Scope of the Assignment

- 3.1** To achieve its objectives, the CMPFO invests the Investible Funds to generate optimum returns and at the same time ensuring safety of the investments. In this context, CMPFO invites bids from the eligible applicants to act as Portfolio Manager(s).
- 3.2** The Portfolio Manager(s) while investing the Investible Funds would adhere to the Notifications issued by the Ministry of Finance and the Guidelines / instructions issued by the Board of Trustees of CMPFO and as amended from time to time and strive to maximize the return from the investment of the CMPFO corpus without breaching any of the regulations / guidelines / notifications / instructions.
- 3.3** The role of Portfolio Manager(s) will include activities ancillary to portfolio management like facilitating the process for safe deposit of securities, taking hold of the securities and / or selling, transfer, endorsement, negotiation, substitution, exchange, sub-division and consolidation, etc of the securities.
- 3.4** The Portfolio Manager(s) shall monitor and be responsible for the management of investments on a continuous basis and adopt best investment management practices in line with the notifications issued by the Ministry of Finance and the Guidelines/instructions issued by the Board of Trustees of CMPFO and as amended from time to time.
- 3.5** The Portfolio Manager(s) shall maintain proper books and records relating to the investment of CMPFO corpus allocated and shall submit periodical reports on the performance to the CMPFO as may be called for by the CMPFO.
- 3.6** The Portfolio Manager(s) shall strictly adhere to the best risk management practices in respect of transactions in securities through accredited brokers pertaining to settlement risks and concentration risks.
- 3.7** The Portfolio Manager(s) shall not employ or use the services of its sponsor / promoter or any of the associate entities, their employees or their relatives. Such restrictions shall also apply to using the services of the sponsor / promoter of other Portfolio Manager(s) selected by the CMPFO or any of their associate entities, their employees or their relatives. Upon selection and appointment of Portfolio Manager(s), the Selected Portfolio Manager(s) shall submit a detailed list of their sponsors / promoters, associate entities to CMPFO, to be shared with all the selected Portfolio Manager(s).
- 3.8** The Portfolio Manager(s) shall submit to CMPFO a Statutory Auditor's certificate on a quarterly basis, for compliance of the above Paragraphs 3.6 and 3.7.
- 3.9** The selected Portfolio Manager(s) shall ensure necessary back office support for the activities undertaken by them on behalf of CMPFO, including settlements, accounting, reconciliation and audit related services. All transactions undertaken on behalf of CMPFO will be routed through the sub-accounts opened by CMPFO with a custodian appointed by CMPFO. Each Portfolio Manager(s) shall arrange to submit detailed MIS periodically, pertaining to transactions routed through the sub-account to CMPFO.

- 3.10** Upon selection and appointment of Portfolio Manager(s), the Selected Portfolio Manager(s) shall submit to CMPFO the details of securities held by the designated Fund Manager and by the Key Management Personnel in their personal capacity, in securities where the CMPFO corpus is deployed. In case of any transactions for CMPFO in the securities held by the designated Fund Manager / Key Management Personnel in their personal capacity or vice-versa, prior reporting has to be made to the CMPFO by the Portfolio Manager(s).
- 3.11** The Portfolio Manager(s) shall keep the investment of the CMPFO corpus distinctly separate and segregated from their other business and ensure a safety mechanism including a firewall for maintaining an arm's length between the CMPFO transactions and other transactions, be it proprietary or otherwise.
- 3.12** Within a fortnight of appointment, the Portfolio Manager(s) shall furnish a detailed bio-data of all their directors [along with their interest in other companies], Key Management Personnel and the designated Fund Manager(s) and also submit a half-yearly report on changes, if any.
- 3.13** The Portfolio Manager(s) selected to manage the CMPFO corpus shall ensure that the dedicated Fund Manager(s) identified internally to manage / handle the CMPFO corpus on its behalf, have been managing debt portfolio on a continuous basis during the preceding 5 (five) years as on the date of appointment; he is not entrusted with any other fund other than CMPFO corpus; and he continues in the role of managing CMPFO corpus till completion of the tenure of appointment.

The Portfolio Manager(s) selected to manage the CMPFO corpus shall not invest in the Primary market issues in which its Related Party is one of the Lead Managers or Issuer of securities. The Portfolio Manager(s) shall also ensure that it shall not purchase securities of its Related Party and of the Related Parties of any other Portfolio Manager(s) appointed by CMPFO.

The Portfolio Manager(s) selected to manage the CMPFO corpus will have to submit a detailed list of its Related Party to CMPFO and advise CMPFO of any subsequent changes in the list provided earlier. ("Related Party" is as defined under Section 2 (76) of Companies Act 2013).

- 3.14** The Portfolio Manager(s) shall ensure that all the above terms in the Scope of the Assignment are strictly adhered to at all points of time and that any breach thereof shall be reported to CMPFO immediately and shall be rectified within 30 days of a communication from the CMPFO in writing. Failure to comply would attract a penalty of 0.0004 per cent of the corpus being managed by the Portfolio Manager(s). Corpus, for this purpose, would mean the amount of corpus as on the last day of the previous month to the month in which breach has taken place.
- 3.15** The Portfolio Manager(s) would be compensated by way of an investment management fee for the professional services rendered for the assignment.
- 3.15.1** No investment Management fee will be payable for Special Deposit Scheme investments to the tune of Rs 16,500 Crore [approximately] being managed under Coal Mines Provident Fund Scheme, 1948.

3.16 The Portfolio Manager(s) will be appointed for a period of -5- (five) years. However, CMPFO reserves the right to shorten / extend the period for execution of services. CMPFO also reserves the right to shorten the period of contract in case of the breach of terms and conditions of the contract by the Portfolio Manager(s).

3.17 CMPFO reserves the right to terminate the Agreement in case of breach of any of the above terms of the Scope of the Assignment, after giving notice of sixty calendar days to the Portfolio Manager(s).

4 Eligibility criteria

4.1 The applicant for being selected as a Portfolio Manager(s) shall have:

4.1.1 a minimum experience of five years as on March 31, 2024, in managing Fixed Income / Debt Funds [excluding own / proprietary funds], preferably managing Pension / Provident Funds.

AND

4.1.2 (a) Assets Under Management (AUM)* comprising debt funds as on March 31, 2024, shall not be less than Rs 30,000 Crore [including management of retirement funds[^] but excluding investment of its own/ proprietary funds].

OR

(b) Assets Under Management (AUM)* of retirement funds[^] as on March 31, 2024, shall not be less than Rs 15,000 Crore [excluding investment of its own / proprietary funds]

* Excluding advisory / non-discretionary funds.

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1. Funds managed for exempted trust under discretionary Portfolio Management Services (PMS) of the applicant;
 2. Dedicated 100% debt funds, for retirement fund management having an exemption under the Income Tax Act 1961;
 3. Debt funds under the National Pension System where 100% of the shareholding is held by the applicant.

AND

(c) shall have a minimum net worth of Rs 500 Crore and the minimum prescribed Capital Adequacy Ratio (CAR), if applicable, as defined by relevant regulations as on March 31, 2024.

4.2 Bidding on consortium basis is not permitted.

4.3 The applicant for being selected as a Portfolio Manager(s) should be duly registered with Reserve Bank of India (RBI) or Securities and Exchange Board of India (SEBI) and also registered with SEBI to carry out Portfolio Management Service (PMS) activity under relevant regulations.

4.4 The applicant and / or its subsidiaries and / or holding companies and / or associate entities should not have been barred or suspended by any regulator or government authority or court of law in India from carrying out capital/financial market related activities.

- 4.5** The applicant and / or its subsidiaries and / or holding companies and / or associate entities are not in violation of any applicable law or judgment by any court of law or government authority in India for violations, individually or in the aggregate, that would affect their performance of any obligations under this assignment.
- 4.6** The Portfolio Manager/its Holding Company should not have been convicted / penalized or have cases that have been settled or are under settlement or pending before any court of law under Prevention of Money Laundering Act, 2002 and Foreign Exchange Management Act,199 or any other law of similar nature by whatever name called in India or globally during the last five years as on the date of this RFP.
- 4.7** There are no legal or arbitration proceedings or any proceedings by or before any government or regulatory authority or agency, now pending or (to the best knowledge of the Applicant) threatened against the Applicant / its holding company / its associate companies which, if adversely determined, could reasonably be expected to have a material adverse effect on the Applicant's ability to perform the obligations under this assignment. In case any investigation is pending against the applicant / its subsidiaries / its holding company / its associate companies, full details of such investigation including the name of the investigating agency, the charge/offence for which the investigation has been launched, name and designation of persons against whom the investigation has been launched and other relevant information should be disclosed, to the satisfaction of the CMPFO. CMPFO reserves the right to reject or disqualify the relevant applicant based on the information provided above and/or from any other external sources.
- 4.8** The Directors, Key Personnel of the Applicant and/or the dedicated Fund Manager shall be persons with adequate qualifications and professional experience in the financial services industry and have not been found guilty of moral turpitude or convicted of any economic offence or violation of any financial sector laws.
- 4.9** As on the last date for submission of RFP, the applicant / holding company / associate companies / Related Parties defined under various statutes should not have been barred / blacklisted / failed to honour any commitment related to investment management activities by any Government (Central or State Government) / Semi Government / Public sector entity in India or under a declaration of ineligibility for fraudulent or corrupt practices or inefficient / ineffective performance by any Government (Central or State Government) / Semi Government / Public Sector entity in India.
- 4.10** There should not have been any instances in the last 3 (three years) where the applicant / Group / holding company / associate companies / Related Parties defined under various statutes have been involved in a credit default / failure to honour financial payment obligations to any external parties.
- 4.11** There should not have been any change in the management control of the applicant due to financial stress in the Group / holding company / associate companies / Related parties in the last 3 (three) years.

- 4.12** The applicant should confirm that it agrees to unconditionally accept all the terms and conditions set out in the RFP documents; that the information contained in the proposal or any part thereof, including its exhibits, schedules and other documents delivered to the CMPFO is true, accurate, genuine and complete in all respects; and in case the applicant is not in a position to disclose complete information and/or data relating thereto, the reason for such non-disclosure is clearly stated in the proposal.
- 4.13** The applicant shall forthwith inform the CMPFO of any material change in the information or particulars previously furnished that have a bearing on the selection.
- 4.13** The applicant shall undertake to comply with all the extant guidelines and directives of CMPFO.

5 Availability of bid documents

- 5.1** The complete set of bid documents can be downloaded from the web site of GeM <https://gem.gov.in/> and CMPFO <http://www.cmpfo.gov.in/>. Bids made on the basis of such downloaded documents shall be considered valid for participation in the bidding process. The downloading of the bid documents from the website can be done by the intending applicants till as per schedule.
- 5.2** Requisition of bid documents by any other means will not be entertained.
- 5.3** Though adequate care has been taken while issuing Request for Proposal (RFP), the eligible applicants should satisfy themselves that the RFP is complete in all respects. Clarifications required, if any, should be sought from CMPFO immediately, in writing, by e-mail [e-mail id: fin.dhanbad@cmpfo.gov.in] so as to reach at least 3 (three) working days before the date of Pre-Bid Conference. If no such request is received, then CMPFO shall consider that the eligible applicant is satisfied that the RFP is complete in all respects.
- 5.4** All queries seeking clarifications would be responded during the pre-bid conference to be held as per schedule. All clarifications / responses from CMPFO to the queries from applicants would be consolidated and uploaded on the GeM portal.
- 5.5** Neither CMPFO, nor its employees or consultants make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP and it is not possible for CMPFO to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. Each applicant should conduct his own investigation and analysis and check the accuracy, reliability and completeness of the information in this RFP.
- 5.6** Neither CMPFO nor its employees or consultants will have any liability to any applicant or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this RFP, any matter deemed to form a part of this RFP, the award of mandate, the information and any other information supplied by or on behalf of CMPFO or their employees or any consultants or otherwise arising in any way from the selection process.
- 5.7** CMPFO reserves the right to change, modify, add to or alter any or all of the provision of this RFP

and / or cancel the bidding process at any stage without assigning any reason whatsoever. Such changes will be uploaded in CMPFO website

6 Earnest Money Deposit & Performance Bank Guarantee

- 6.1** The bids shall be accompanied by an Earnest Money Deposit [EMD] @ 5 per cent of the Estimated Cost (maximum of Rs. 50,00,000.00) to be remitted to CMPFO's Account through NEFT/RTGS, as per bank details provided below :-

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|----------------------------|----------------------------|
| Account Payee Name: | CMPF A/c No. 1 |
| Bank Name: | State Bank of India |
| Branch Name: | Dhanbad (Jharkhand) |
| Account No: | 10976586920 |
| IFSC Code No: | SBINO000066 |

- 6.2** No other mode of payment will be accepted.
- 6.3** Remittances made towards security deposit after the Last date for submission of Bid-Proposals to CMPFO will render the bids liable for rejection.
- 6.4** Bids not accompanied with EMD in accordance with the aforesaid provision shall be rejected as non-responsive bid.
- 6.5** CMPFO will refund the EMD to all the applicants upon signing of Investment Management Agreement with the successful Portfolio Manager(s). No interest shall be payable on the EMD amount.
- 6.6** CMPFO reserves the right to forfeit the Earnest Money Deposit if the applicant fails or refuses to accept the offer from CMPFO for being appointed as the Portfolio Manager(s) and / or fails to sign the Investment Management Agreement within the stipulated period and / or refuses to accept any of the terms of the Investment Management Agreement. CMPFO may also decide to debar the said applicant from future assignments.
- 6.7** The selected Portfolio Manager(s) will be required to submit to CMPFO an unconditional and irrevocable Performance Bank Guarantee/e-PBG for a sum Rs 1.00 Crore [Rupees One Crore only] within a fortnight from the date of notification of the award or at least 2 (two) working days prior to signing of the Investment Management Agreement, whichever is earlier, for the due performance and fulfilment of the Investment Management Agreement by the Portfolio Manager(s).
- 6.8** The Performance Bank Guarantee, payable on demand, should be issued by a Scheduled Commercial Bank [rated "AA-" or above] acceptable to CMPFO, valid till 180 days after the completion of the tenure of the appointment as Portfolio Manager(s).
- 6.9** All cost and incidental charges including commission, etc, for arranging the Bank Guarantee shall be borne by the Applicant.

- 6.9** CMPFO may invoke the Performance Bank Guarantee, if in its opinion the selected Portfolio Manager(s) has not been able to perform the duties and obligations under the Investment Management Agreement. Notwithstanding and without prejudice to any rights whatsoever of CMPFO, the amount of Performance Bank Guarantee shall be payable to the CMPFO as compensation for the failure of the selected Portfolio Manager(s) to perform the duties and obligations under the Investment Management Agreement.
- 6.10** CMPFO will, however, give a notice of 14 days to the concerned Portfolio Manager(s) indicating the duties and obligations for which the default is noticed and provide an opportunity to represent before the CMPFO.
- 6.11** The decision of CMPFO on the representation, if any, given by the concerned Portfolio Manager(s), shall be final and binding.

7 Bid Documents

- 7.1** The Coal Mines Provident Fund Organisation (CMPFO) invites bids from the interested applicants, who meet the eligibility criteria, for selection as Portfolio Manager(s), in three parts:-
- 7.1.1 **‘Part – I Pre-Qualification Bid’** should contain the information regarding the applicant’s eligibility criteria as required under Annexure – II and III.
- 7.1.2 **‘Part – II Technical Bid’** should contain the information, data, documents and statements as required under the Annexure IV to VIII of this RFP.
- 7.1.3 **‘Part – III Financial Bid’** should contain the Financials quoted by the Applicant for Selection of Portfolio Manager(s) for management of the CMPFO funds as per Annexure-I of this RFP.

8 Submission of Bids

8.1 Steps in electronic RFP process:

- 8.1.1 The RFP document, along with terms and conditions and other relevant documents, has been uploaded on <https://gem.gov.in/>. The bidders can log on to the website and see these documents.
- 8.1.2 Applicants are required to upload scanned copies of relevant documents and excel files for Pre-qualification, Technical and Financial bids as per the terms and formats defined in section 8 of this RFP document.

8.2 Registration

- 8.2.1 Applicants wishing to participate in the electronic RFP process may get themselves registered by visiting Government e-Marketplace (GeM) Website <https://gem.gov.in/>.
- 8.2.2 As part of the enrolment process, the applicants will be required to choose a unique username and assign a password for their accounts.

8.2.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the GeM Portal.

8.3 Searching for tender documents

8.3.1 There are various search options built in the GeM Portal, to facilitate bidders to search active tenders by several parameters. Bidder can search for tenders by type and nature of entity to search for a tender published on the GeM Portal.

8.3.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules.

8.3.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

8.4 Preparation of bids

8.4.1 Bidders are advised to go through GeM GTC(<https://gem.gov.in/page/gtc>) and uploaded bid documents thoroughly before creation of their bids.

8.4.2 Bidder should take into account any corrigendum published on the tender document before submitting their bids.

8.4.3 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

8.4.4 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

8.5 Submission of bids

8.5.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

8.5.2 Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.

8.5.3 Bidder should prepare the EMD as per the instructions specified in clause 6.8 of this document. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

- 8.5.4 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 8.5.5 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 8.5.6 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8.5.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8.5.8 Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8.5.9 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.
- 8.6 Assistance to bidders
- 8.6.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 8.6.2 Any queries relating to the process of online bid submission or queries relating to GeM Portal in general may be directed to Helpdesk No. given under 'Contact Us' section of GeM portal.
- 8.7 More information useful for submitting online bids on the GeM Portal may be obtained at: <https://gem.gov.in/>.
- 8.8 The applicants shall make an Earnest Money Deposit [EMD] @ 5 per cent of the Estimated Cost (maximum of Rs. 50,00,000.00) in the form of a demand draft/FDR/NEFT in favour of "Commissioner, Coal Mines Provident Fund" payable at "Dhanbad". The same should be sent to Commissioner, Coal Mines Provident Fund, HQ, Dhanbad - 826001 by courier or in person on or before as per schedule.. The demand draft must be put in a sealed envelope clearly mentioning "EMD

pertaining to proposal for appointment of Portfolio Manager” and the name of the applicant. Failure to provide the EMD by the stipulated time shall lead to offer being considered as unresponsive and rejected. For NETF the bank account details referred to para 6.1.

- a. CMPFO will refund the EMD to all the unsuccessful applicants upon signing of Agreement with the successful Portfolio Managers. No interest shall be payable on the EMD amount.
- b. BOT, CMPF reserves the right to forfeit the EMD if the applicant withdraws/amends/impairs in respect during the Bid Validity Period or fails or refuses to accept the offer from CMPFO for being appointed as the Portfolio Manager and/ or fails to provide performance guarantee and/or sign the Agreement within the stipulated period and/ or refuses to accept any of the terms of the Agreement. BOT, CMPF may also decide to debar the said applicant from future assignments.

8.9 The authorized representative of the applicants may be present at the time of opening of the Pre-Qualification, Technical and Financial bids.

8.10 There must be a summary of list of documents against each proposal (Pre-qualification, Technical and Financial bids). For both Pre-Qualification and Technical bids, there must be an index at the beginning of the proposal detailing the summary of all information contained in the proposal.

8.11 Each supporting document required in the proposal should clearly indicate the serial number of the relevant section of the RFP against which the submission has been made.

8.12 The currency of the proposal and payments shall be in Indian rupees only.

8.13 The proposals must be submitted online only as detailed in this RFP. Proposals hand delivered or sent through registered post or courier or e-mail or any other means shall not be accepted. Proposals received in such manner will be treated as invalid and rejected.

8.14 The applicant must ensure that the softcopies of all bid documents complete in all aspects as detailed in this RFP are submitted online.

8.15 The applicant must ensure that they adhere to the timelines for submission of bids. Any delayed proposal will be straightaway rejected.

8.16 Pre-bid conference

The applicants can seek clarification from the CMPFO on the RFP, in writing, by email to Addl. CPFC (IMC) (email id: fin.dhanbad@cmpfo.gov.in) as per format given in Section 9.4 of this document. The CMPFO will respond to the above queries during the pre-bid conference. All such queries received would be consolidated in a single document with responses from the CMPFO and uploaded on the CMPFO website (www.cmpfo.gov.in)

8.17 The CMPFO ascertains completeness of bid documents

8.17.1 The CMPFO will open and evaluate the contents of the documents received in consultation with the consultant, to ascertain that all documents/information requirements are provided in the format and the manner specified.

- 8.17.2 If any documents are not in the specified format, CMPFO reserves the right to reject the proposal.
- 8.17.3 The applicant is allowed to update his bid documents till the prescribed final date for submission of proposals. Modifications and substitutions in the bid documents will only be allowed until the stipulated time and date.
- 8.18 The CMPFO evaluates Pre-qualification, Technical and Financial bid on predefined evaluation criteria
- 8.18.1 Pre-qualification bid
- The Pre-qualification bids of all the applicants will be evaluated as per the criteria specified in Section 7.1 of the RFP.
- 8.18.2 Technical bid
- The applicants who meet the Pre-qualification criteria will be eligible for evaluation of their Technical bid. The Technical bids of all the applicants will be evaluated as per the criteria specified in Section 7.2 of the RFP.
- 8.18.3 Financial bid
- All applicants, who obtain a minimum score of 75 per cent on the Technical bid, would be short-listed for the evaluation of their Financial bid.
- 8.18.4 In determination of the best value bid, the following weight will be given for the Technical and Financial bid scores of the applicants:
- | | | |
|---------------------|---|-----|
| Technical bid score | : | 80% |
| Financial bid score | : | 20% |
- The final rankings for applicants will be on the basis of the weighted average score of the Technical and Financial bids, as per the weights given above.
- 8.18.5 All proposals will be reviewed by a Designated Committee constituted by the BOT, CMPF. The designated committee may seek oral or written clarifications from the applicants. The applicants must respond/provide the information/clarifications within the stipulated time. Failure to provide the information may lead to disqualification of the applicant.
- 8.18.6 The proposals shall be valid for a period of six (6) months from the date of opening of the proposals.
- 8.19 The BOT, CMPF finalises multiple Portfolio Managers and informs the applicants
- The BOT, CMPF will finalise the Portfolio Managers based on the evaluation criteria as prescribed in the RFP and inform the respective Portfolio Managers. The BOT, CMPF also reserves the right to call for a re-bid if, in its opinion, the bids received are not reasonable.
- 8.20 Based on the aggregate score of technical bid and financial bid, applicants will be offered appointment as Portfolio Managers of CMPFO's Corpus.

8.21 Key Activities and Dates

The expected schedule of key activities for the purpose of this RFP is outlined below:

| Sr.No. | Key Activities | Due Date* |
|--------|---|--|
| 1. | Issuance of Request For Proposal (RFP) | 07 December, 2024 (Saturday) |
| 2. | Last date for submission of queries via e-mail (fin.dhanbad@cmpfo.gov.in) | 16 December, 2024 (Monday) |
| 3. | Pre-bid Conference (11:00 AM) | 18 December, 2024 (Wednesday) |
| 4. | Issuance of clarification and addendum, if any | 23 December, 2024 (Monday) |
| 5. | Last date for submitting Proposal (11.00 AM) | 27 December, 2024 (Friday) |
| 6. | Pre-qualification bid opening | 30 December, 2024 (Monday) |
| 7. | Technical bid opening for the eligible applicants | 30 December, 2024 (Monday) |
| 8. | Financial bid opening for the eligible applicants | 06 January, 2024 (Monday) |
| 9. | Issuance of letters to selected Portfolio Managers | After approval of BOT |
| 10. | Selected Portfolio Managers to be ready in all respects to manage allocated funds | Within 15 days of issue of letter intimating appointment |

* The CMPFO reserves the right to change any date/time mentioned in the schedule above

9 Opening of bids

9.1 The pre-qualification bids will be opened by CMPFO as per scheduled. at the office of the Commissioner, Coal Mines Provident Fund Organisation, Head Quarters Office, Police Line, Hirapur, Dhanbad 826001, Jharkhand, to ascertain that all documents / information / data have been provided by the applicants in the specified formats and in the manner specified in the RFP.

9.2 Part –I Pre-Qualification bids :

The Pre-qualification bids will be opened first and evaluated as per the Eligibility Criteria specified in this RFP document. In case of those applicants who have not fulfilled the Eligibility Criteria or the documents submitted are found to be incomplete or found to be not in compliance with the criteria specified in this RFP document, the bids will be rejected.

9.3 Part-II Technical bids :

The Technical Bids of those applicants, who meet the Pre-Qualification criteria, will be opened and evaluated as per criteria specified in this RFP document.

9.4 Only one authorized representative on behalf of each of the Applicant who may like to attend the opening of the Pre-Qualification Bids and Technical Bids can be present at the time of the opening of the Pre-Qualification Bids and / or the Technical Bids.

9.5 Part – III, Financial Bids :

a) The Financial Bids of only those applicants who have scored a minimum of 75 points out of 100 points on technical evaluation will be short-listed for financial evaluation thereof. The date, time and venue of the opening of the Financial Bids will be intimated to the authorized representative of the short-listed applicants, at the e-mail and /or postal address provided in Annexure III.

b) The financial bids are to be uploaded on-line through the relevant folder (BoQ) and quotes should not be shown or included in any other document submitted by the applicant.

c) The Investment Management fee should form the financial bid, expressed as per centage per annum linked to average Assets Under Management (AUM) allocated to the Portfolio Manager out of the total corpus of funds of CMPFO, excluding Special Deposit Scheme Funds, Cash and Bank balances. Average AUM would be computed as the average of (i) AUM at the beginning of the year; and (ii) AUM at the end of the year. If the number of months managed by the Portfolio Manager is less than a year, the fee would be payable on a pro-rata basis, as per example shown below :-

Let us say the aggregate fee is 0.01% and let us assume the overall AUM allocated at the beginning of the year is Rs 20,000 Crore and the year-end AUM of Rs 25,000 Crore, then the Investment Management fee payable would be :

Average AUM is $((20,000 + 25,000)/2) = 22,500$ Crore

*Investment Management Fee payable would be: $22,500 * 0.01\% = \text{Rs } 2.25$ Crore.*

*In case the allocated funds are for less than a year (say 9 months, the investment management fee payable would be on a proportionate basis, i.e. $2.25 * 9/12 = 1.6875$ Cr.*

d) If GST is left blank, it would be interpreted that the Investment Management Fee includes GST and/or other applicable taxes.

e) No separate fee will be payable for transaction costs like brokerage, out-of-pocket expenses, etc.

- 9.6 Only one authorized representative on behalf of each of the short-listed applicant who may like to attend the opening of Financial Bids can be present at the time of the opening of the Financial Bids.

10 Bid Evaluation Process

10.1 The CMPFO evaluates Pre-qualification, Technical and Financial bid on predefined evaluation criteria.

10.1.1 Pre-qualification bid

The Pre-qualification bids of all the applicants will be evaluated as per the criteria specified in Section 7.1 of the RFP.

10.1.2 Technical bid

The applicants who meet the Pre-qualification criteria will be eligible for evaluation of their Technical bid. The Technical bids of all the applicants will be evaluated as per the criteria specified in Section 7.2 of the RFP.

10.1.3 Financial bid

All applicants, who obtain a minimum score of 75 per cent on the Technical bid, would be short-listed for the evaluation of their Financial bid.

10.1.4 In determination of the best value bid, the following weight will be given for the Technical and Financial bid scores of the applicants:

| | | |
|---------------------|---|-----|
| Technical bid score | : | 80% |
| Financial bid score | : | 20% |

The final rankings for applicants will be on the basis of the weighted average score of the Technical and Financial bids, as per the weights given above.

10.1.5 All proposals will be reviewed by a Designated Committee constituted by the BOT, CMPF. The designated committee may seek oral or written clarifications from the applicants. The applicants must respond/provide the information/clarifications within the stipulated time. Failure to provide the information may lead to disqualification of the applicant.

10.1.6 The proposals shall be valid for a period of six (6) months from the date of opening of the proposals.

10.2 The BOT, CMPF finalizes multiple Portfolio Managers and informs the applicants

The BOT, CMPF will finalize the Portfolio Managers based on the evaluation criteria as prescribed in the RFP and inform the respective Portfolio Managers. The BOT, CMPF also reserves the right to call for a re-bid if, in its opinion, the bids received are not reasonable.

10.3 Based on the aggregate score of technical bid and financial bid, applicants will be offered appointment as Portfolio Managers of CMPFO's Corpus.

10.4 Key Activities and Dates

The expected schedule of key activities for the purpose of this RFP is outlined below:

11. Bid evaluation criteria

11.1 The pre-qualification criteria for selection of Portfolio Manager is as follows:

| S. No | Criteria | Supporting Document |
|-------|--|-------------------------------|
| 1 | The Portfolio Manager must be duly registered with SEBI to carry portfolio management service (PMS) activity and incorporated in India only. The applicant is registered as a Portfolio Manager with SEBI under the relevant provisions and undertakes to maintain the registration during the tenure of agreement with BOT, CMPF. | Refer section 12.2.1 |
| 2 | The Portfolio Manager must have: i. At least five (5) years of experience in debt fund management (excluding management of own funds) as on date of RFP; and, ii. a. Assets under management (AUM) [#] under debt funds [#] as on 31st March, 2024, must not be less than Rs. 30,000 Crore; including management of Retirement Funds* and excluding investment of its own funds. For the AUM purposes, funds under advisory / non-discretionary should not be included. OR ii. b. Assets under management (AUM) [#] of Retirement Funds* as on 31 st March, 2024, must not be less than Rs. 15,000 Crore excluding investment of its own funds. For the AUM purposes, funds under advisory / non-discretionary should not be included. | Refer section 12.2.2 & 12.2.3 |
| 3 | The Portfolio Manager/ its Related Party have never been barred or suspended by any financial sector regulator or government authority or court of law in India from carrying out investment management activities in capital market and / or money market. | Refer section 12.2.4 |
| 4 | The Portfolio Manager/ its Related Party are not in violation of any applicable law or judgment by any court of law or violation of any direction/ order/ regulation by a government/ regulatory authority in India, which individually or in the aggregate, would affect their performance of any obligations under this assignment. | Refer section 12.2.5 |
| 5 | The Portfolio Manager/ its Related Party should not have been convicted/ penalized/ or have cases that have been settled or are under settlement or pending before any court of law under Prevention of Money Laundering Act, 2002 and Foreign Exchange Management Act, 1999 or any other law of similar nature by whatever name called in India or globally | Refer section 12.2.6 |
| 6 | There are no legal or arbitration proceedings or any proceedings by or before any government or regulatory authority or agency, now pending or (to the best knowledge of the Portfolio Manager) threatened against the Portfolio Manager/ its Related Party which, if adversely determined, could reasonably be expected to have a material adverse effect on the Portfolio Managers' ability to perform the obligations under this assignment. Any development with regards to this should be intimated to the CMPFO immediately. BOT, CMPF reserves the right to reject or disqualify the Portfolio Manager based on the information provided. | Refer section 12.2.7 |

| | | |
|----------|--|----------------------|
| 7 | <p>i. The current Directors and key personnel (including but not limited to the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chief Investment Officer, Fund Manager(s), Compliance Officer) of the Portfolio Manager or of its Holding Company shall be persons not found guilty of moral turpitude or convicted of any economic offence or violation of any financial sector laws.</p> <p>ii. The applicant should not have been barred / blacklisted / declared to have failed to honouring any commitment related to investment management activities by any Government (Central or State Government) / any other entity</p> <p>iii. The Applicant should not have been declared ineligible for investment management activities by any Government (Central or State Government) / any other entity on account of fraudulent or corrupt practices or inefficient / ineffective performance.</p> | Refer section 12.2.8 |
|----------|--|----------------------|

| S. No | Criteria | Supporting Document |
|-----------|--|-----------------------|
| 8 | The Portfolio Manager shall forthwith inform the CMPFO of any material change (including financial, legal and personnel) in the information or particulars previously furnished, which would have a bearing on it's appointment as Portfolio Manager of CMPFO. | Refer section 12.2.9 |
| 9 | The Portfolio Manager shall undertake to comply with all the extant BOT, CMPF guidelines/directions as applicable from time to time. | Refer section 12.2.10 |
| 10 | The Portfolio Manager shall have a minimum net worth of Rs 500 crore as on 31st March, 2024 | Refer section 12.2.11 |
| | | |

| | | |
|------------------|--|----------------------------------|
| <p>11</p> | <p>The Portfolio Manager must have the following policies/guidelines and their effective ongoing implementation in place that is appropriate for the scale and nature of investments managed by the Portfolio Manager:</p> <ul style="list-style-type: none"> • Respective Investment policy/manual: The applicant should have an investment policy covering inter alia the following: <ul style="list-style-type: none"> a. Clearly articulated roles and responsibilities of investment, dealing and research teams b. Defined process of forming investment strategies and limits: investment strategy for each fund, long term and short term investment limits for each issuer, sector etc c. Clear articulation of investment process with defined investment universe and its approval process and credit rating process d. Clearly defined constitution of the investment committee with their roles and responsibilities e. The approval process and the review frequency of investment policy/manual must be clearly defined. • Respective Risk policy: The applicant should have a risk policy covering inter alia the following: <ul style="list-style-type: none"> a. Structure, roles and responsibilities of the risk team b. Well-defined risk limits and metrics • Valuation policy: The applicant should have a well-defined and documented valuation policy following the relevant regulations • Compliance policy: The applicant should have a well-defined compliance policy covering inter alia the following: <ul style="list-style-type: none"> a. Structure, roles and responsibilities of the compliance team b. Well-defined employee dealing and anti-money laundering policies • Data security policy: The applicant should have a clearly defined data security policy covering the technological platforms, systems, access controls and firewalls used for the same • Disaster Recovery Plan (DRP) and Business Continuity Plan (BCP) – A well-defined process covering <ul style="list-style-type: none"> a. Ownership of the process b. Frequency of testing the process c. DR sites and servers for back up d. Replication of process between original and back-up servers • Broker empanelment process: The applicant must have a well-documented broker empanelment process covering the following aspects <ul style="list-style-type: none"> a. Criteria for selection and review of brokers b. Frequency and review of the approval process • Any other relevant policies / process | <p>Refer section 12.2.12</p> |
| <p>12</p> | <p>The Portfolio Manager must have net profit in each of the last five financial years i.e. (FY2024, FY2023, FY2022, FY2021 and FY2020)</p> | <p>Refer section 12.2.13</p> |

*** The AUM of Retirement Fund must be exclusive of CMPFO's fund managed by the applicant. Refer to the Glossary & Definitions section for the definitions of Retirement Funds and Holding Company/ Related Party/ Subsidiary Company/ Associate Company of the Portfolio Manager**

[^]For Asset Under Management, book value (net of any provisions or write-offs) should be used for HTM portfolios and market value should be used for MTM portfolios

Debt funds here for pre-qualification criteria will include 100% debt funds (including but not limited to Low Duration Fund, Ultra Short Duration Fund, Liquid Fund, Overnight Fund, Short Duration Fund, Medium Duration Fund, Money Market Fund, Medium to Long Duration Fund, Long Duration Fund, Corporate Bond Fund, Dynamic Bond Fund, Banking & PSU Fund, Credit Risk Fund, Floater Fund, Gilt Fund, Gilt Fund with 10Y Constant Duration categories,) but not hybrid funds and fund of funds

Kindly refer to section 8.2.12 for additional information required

11.2 Technical evaluation parameters

The following table outlines the broad parameters based on which evaluation of technical proposals of the applicants shall be carried out by the CMPFO:

| Parameter | Measurement Criteria | Supporting Document | Weight |
|--|--|--------------------------------------|---------------------|
| Experience in managing Long Term Debt funds or Retirement Funds* of non-owned funds | No. of years of past experience | Refer section 12.3.1 | 15 per cent |
| Aggregate Assets Under Management (AUM) [^] of Long Term Debt Funds and Retirement Funds* (non owned funds) | Average of total Long Term Debt Funds and Retirement Funds* managed (non-owned funds) at each quarter ended from quarter ended June 2019 to quarter ended March 2024 | Refer section 12.3.2 | 20 per cent |
| Performance of Mark to Market (MTM) and Held till Maturity (HTM) Eligible Portfolios of non-owned funds | Asset-weighted returns of MTM and HTM Eligible portfolios (non-owned funds) at each quarter end between June 2019 and March 2024 (20 quarters) | Refer section 12.3.3, 12.3.4& 12.3.5 | 55 per cent |
| Ratio of Defaulted Investment [^] to total quarterly average AUM | Ratio of total value of investments that defaulted to the total of quarterly average AUM at each quarter end between June 2019 and March 2024 (20 quarters) | Refer section 12.3.6 | 10 per cent |
| Total | | | 100 per cent |

*** The AUM of Retirement Fund must be exclusive of CMPFO's fund managed by the applicant. Refer to Glossary & Definitions section for definitions of Long Term Debt Funds, Retirement Funds, Eligible Portfolios and Defaulted Investment**

[^]For Asset Under Management, book value (net of any provisions or write-offs) should be used for HTM portfolios and market value should be used for MTM portfolios. Defaulted Investments must be considered before any provisioning or write-offs.

For the purpose of calculation of weighted average maturity of HTM portfolio, book value should be used. For the purpose of calculation of weighted average maturity of MTM portfolio, market value should be used.

Only Eligible Portfolios must be considered for calculations of above parameters. Refer to Glossary & Definitions for definition of Eligible Portfolios. Refer to excel named "Illustrations" and tab named 12.3.7.1 and 12.3.7.2 for illustrations to determine Eligible Portfolios

11.2.1 Evaluation and scoring process (the numbers used in this section are for illustrative purpose only)

a. Technical bid evaluation –

| | Experience in managing Long Term Debt Funds or Retirement Funds* of non-owned funds (in years) | Aggregate AUM of Long Term Debt Funds and Retirement Funds* (non-owned funds) (Rs cr) | Performance of Mark to Market (MTM) and Held till Maturity (HTM) portfolios of non-owned funds (%) | Ratio of Defaulted Investment to total quarterly average AUM |
|--|--|---|--|---|
| Parametric Weights | 15% | 20% | 55% | 10% |
| Basis for parametric evaluation | 20 or more than 20 years : 100 | >= 30,000 cr : 100 | Returns for MTM and HTM portfolios will be calculated separately. Annualized quarterly average returns on a one-year rolling basis will be calculated from June 2019 to March 2024 for HTM and MTM portfolios. These values will be normalized and asset weighted values of MTM and HTM will be used for evaluation. | Scaled to minimum value amongst qualified bidders. Score of lowest value = 100, others scored proportionately |
| | Score on proportionate basis for experience between 5 and 20 years : $20+(100-20)*(X-5)/15$ where X is Applicant's years of experience | Below 30,000 cr : $(AUM/30,000)*100$ | | |
| | 5 years: 20 | | | |

Refer to excel named "Illustrations" for detailed calculations

* **The AUM of Retirement Fund must be exclusive of CMPFO's fund managed by the applicant.** Refer to Glossary & Definitions section for definitions of Long Term Debt Funds, Retirement Funds, Eligible Portfolios and Defaulted Investment

Table 2(scores of Experience in managing Long Term Debt Funds or Retirement Funds of non- owned funds)

| | Experience in managing Long Term Debt Funds or Retirement Funds* of non- owned funds (in years) | Score for experience |
|-------------|---|----------------------|
| | | A |
| Applicant 1 | 22 | 100 |
| Applicant 2 | 7 | 30.67 |
| Applicant 3 | 18 | 89.33 |
| Applicant 4 | 9 | 41.33 |
| Applicant 5 | 21 | 100 |

Applicants 1 and 5 have more than 20 years of experience and hence both get the best score of 100, Applicants 2, 3 and 4 will get score on a proportionate basis between 50 and 100 based on their years of experience as per the formula given in Table 1

* **The AUM of Retirement Fund must be exclusive of CMPFO's fund managed by the applicant.** Refer to Glossary & Definitions section for definitions of Long Term Debt Funds, Retirement Funds, Eligible Portfolios and Defaulted Investment

Table 3 (scores of Aggregate AUM of Long Term Debt Funds and Retirement Funds (non-owned funds))

| | Aggregate AUM of Long Term Debt Funds and Retirement Funds* (non-owned funds) (Rs cr) | Score for AUM |
|-------------|--|---------------|
| | | B |
| Applicant 1 | 15,000 | 50 |
| Applicant 2 | 25,000 | 83.33 |
| Applicant 3 | 32,000 | 100 |
| Applicant 4 | 11,000 | 36.67 |
| Applicant 5 | 4,500 | 15 |

Applicant 3 have more than 30,000 cr and hence will get the best score of 100, Applicants 2 gets a score of $83.33 = (25000/30,000) * 100$. Other applicants too get the score based on this formula as the AUM is below Rs 30,000 Cr.

* The AUM of Retirement Fund must be exclusive of CMPFO's fund managed by the applicant. Refer to Glossary & Definitions section for definitions of Long Term Debt Funds, Retirement Funds, Eligible Portfolios and Defaulted Investment

Table 4 (scores of Performance of Mark to Market (MTM) and Held till Maturity (HTM) portfolios of non-owned funds): Applicants may refer to excel named "Illustration" provided along with this RFP document for the calculation of weighted average return for MTM and HTM portfolio and their respective scores.

| | Assets under management of MTM portfolios | Assets under management of HTM portfolios | Score for MTM portfolios | Score for HTM portfolios | AUM weighted score | Performance of Mark to Market (MTM) and Held till Maturity (HTM) portfolios of non-owned funds |
|----------------|---|---|--------------------------|--------------------------|--------------------|--|
| | Rs cr | Rs cr | | | | |
| | | | | | | C |
| Applicant 1 | 5000 | 5500 | 56.32 | 46.34 | 51.09* | 80.14 [@] |
| Applicant 2 | 1000 | 0 | 55.05 | Nil | 55.05 | 86.34 |
| Applicant 3 | 4500 | 7500 | 51.01 | 44.88 | 47.18 | 74.00 |
| Applicant 4 | 11000 | 0 | 57.43 | Nil | 57.43 | 90.08 |
| Applicant 5 | 2500 | 2000 | 61.54 | 66.53 | 63.76 | 100.00 |
| Maximum | | | | | 63.76 | |

* $51.09 = (5000 * 56.32 + 5500 * 46.34) / (5000 + 5500)$

[@] The final score is arrived by scaling the AUM weighted score to the maximum i.e. here, $80.14 = (51.09 / 63.76) * 100$; $86.34 = (55.05 / 63.76) * 100$ and so on.

Table 5 (scores of Ratio Defaulted Investment to the total quarterly average AUM): Applicants may refer to excel named "Illustration" provided along with this RFP document for the calculation of scores for MTM and HTM portfolio.

| | Assets under management of MTM portfolios | Assets under management of HTM portfolios | Default Ratio for MTM portfolios | Default Ratio for HTM portfolios | AUM weighted score | Ratio of Defaulted Investment to total quarterly average AUM |
|--|---|---|----------------------------------|----------------------------------|--------------------|--|
| | Rs cr | Rs cr | | | | |
| | | | | | | D |

| | | | | | | |
|----------------|-------|------|---------|---------|---------------|---------------------|
| Applicant 1 | 5000 | 5500 | 0.00085 | 0.00095 | 0.0009* | 100.00 [@] |
| Applicant 2 | 1000 | 0 | 0.0025 | 0 | 0.0025 | 36.10 |
| Applicant 3 | 4500 | 7500 | 0.0038 | 0.0009 | 0.0020 | 45.40 |
| Applicant 4 | 11000 | 0 | 0.0015 | 0 | 0.0015 | 60.16 |
| Applicant 5 | 2500 | 2000 | 0.0008 | 0.0012 | 0.0010 | 92.29 |
| Minimum | | | | | 0.0009 | |

* $0.0009 = (5000 * 0.00085 + 5500 * 0.00095) / (5000 + 5500)$

[@] The final score is arrived by scaling the AUM weighted score to the minimum i.e. for Applicant 1, $100 = (0.0009 / 0.0009) * 100$; $36 = (0.0009 / 0.0025) * 100$ and so on.

Note: In case the minimum value of the ratio is 0 (zero) for at least one of the applicants, the scoring will be based on the formula $(1 - \text{Applicant's value}/\text{maximum value}) * 100$. For e.g. if any applicant has a default ratio of 0.002 and the maximum default ratio among all applicants is 0.008, then the score for the applicant will be $75 = \{1 - (0.002/0.008)\} * 100$.

Table 6 (Technical bid parameters scoring)

| | Experience in managing Long Term Debt Funds or Retirement Funds# of non- owned funds | Aggregate AUM of Long Term Debt Funds and Retirement Funds# (non- owned funds) | Performance of Mark to Market (MTM) and Held till Maturity (HTM) portfolios of non-owned funds | Ratio of Defaulted Investment to total quarterly average AUM | Total score |
|---------------------------|--|--|--|--|--------------------|
| | A [§] | B ^{**} | C [*] | D [^] | E |
| Parametric Weights | 15% | 20% | 55% | 10% | |
| Applicant 1 | 100.00 | 50 | 80.14 | 100.00 | 79.07 [@] |
| Applicant 2 | 30.67 | 83.33 | 86.34 | 36.10 | 72.36 |
| Applicant 3 | 89.33 | 100 | 74.00 | 45.40 | 78.74 |
| Applicant 4 | 41.33 | 36.67 | 90.08 | 60.16 | 69.09 |
| Applicant 5 | 100 | 15 | 100.00 | 92.29 | 82.23 |

The AUM of Retirement Fund must be exclusive of CMPFO's fund managed by the applicant. Refer to Glossary & Definitions section for definitions of Long Term Debt Funds, Retirement Funds, Eligible Portfolios and Defaulted Investment

The parametric score for each applicant is calculated on the basis of their score on each parameter based on the criteria defined for each parameter in Table 1 above.

§ Refer Table 2 above for calculation of column A

**Refer Table 3 above for calculation of column B

* Refer Table 4 above for calculation of column C

^ Refer Table 5 above for calculation of column D

[@] Working for Applicant 1(E) = $(15% * 100 + 20% * 50 + 55% * 80.14 + 10% * 100) = 79.07$

b. Overall evaluation –

Table 7(Overall evaluation scoring)

| | Final Score of Technical Bid | Eligibility for Financial Bid - applicants with score of at least 70 on Technical bid | Financial Bid | Scaled Score of Technical Bid | Scaled score of Financial Bid | Final Score = sum (parametric weight*Bid Score of each applicant) | Rank |
|-----------------------------------|------------------------------|---|----------------|-------------------------------|-------------------------------|---|------|
| | E [@] | | | | | F | |
| Parametric Weights | | | | 80% | 20% | 100% | |
| Applicant 1 | 79.07 | Eligible | 0.0061% | 96.16 | 100 | 96.63 | 2 |
| Applicant 2 | 72.36 | Eligible | 0.0062% | 88.00 | 98.39 | 90.08 | 4 |
| Applicant 3 | 78.74 | Eligible | 0.0064% | 95.63 | 95.31 | 95.57 [^] | 3 |
| Applicant 4 | 69.09 | Not Eligible | - | - | - | | - |
| Applicant 5 | 82.23 | Eligible | 0.0063% | 100.00 | 96.83 | 99.37 | 1 |
| Maximum / Minimum | 82.23 | | 0.0061% | | | | |
| Basis for final evaluation | Maximum | | Minimum | | | | |

[@]Value derived from table 6 of section 11.2.1.1

Note - Only applicants with a minimum score of 70 in technical evaluation would be considered for the final evaluation. In arriving at the final score, the scores for each applicant on the Technical and Financial Bids are calculated separately. The scores for each applicant are scaled relative to the best score on Technical and Financial Bids. The best scores for the Technical and Financial Bids are the maximum score and minimum bid respectively.

E.g. In this case, the maximum score of Technical Bid is 82.23. Applicant 5 would therefore have the highest score of 100 and the scores of all other applicants would be calculated relative to the best score. Applicant 3, for instance would have a score of $95.63 = (78.74/82.23) * 100$. In case of the Financial Bid, the minimum bid is 0.0061%. Applicant 1 would therefore have a score of 100 and the scores of all other applicants would be calculated relative to the best score. Applicant 3, for instance would have a score of $95.31 = (0.0061\%/0.0064\%) * 100$.

The final evaluation of each applicant would be done on the basis of their weighted average score on Technical and Financial Bids. The Technical and Financial Bids would have a weight of 80% and 20% respectively.

[^]Working for Applicant 3 (F) = $(80\% * 95.63 + 20\% * 95.31) = 95.57$

12. Format of Pre-qualification, Technical and Financial bid

12.1 Documents comprising the proposal

The proposal submitted by the applicant shall comprise the following documents:

- 12.1.1 Pre-qualification bid with all the information, as laid down in Section 8.2, duly filled in along with all attachments/schedules duly completed and with a covering letter, as per the format defined in Section 9.1, signed by the authorized representative of the applicant.
- 12.1.2 Technical bid including all the information, as laid down in Section 8.3, duly filled in along with all attachments/schedules duly completed and with a covering letter, as per the format defined in Section 9.2, signed by the authorized representative of the applicant.
- 12.1.3 The applicant's Financial bid, as per the format defined in Section 8.4, along with a covering letter, as per the format defined in Section 9.3, signed by the authorized representative of the applicant.
- 12.1.4 Any deviations from the requirements of the RFP must be included as a separate statement as per the format defined in Section 9.5.
- 12.1.5 Any other information that is to be submitted during the course of the proposal process.

There must be an index at the beginning of the proposal detailing the summary of all information contained in the proposal. All pages in the proposal must be serially numbered.

12.2 Pre-qualification bid format

Name of applicant:

- 12.2.1 An undertaking from the Chief Executive Officer or Managing Director or equivalent official of the Portfolio Manager certifying that the applicant is registered as a Portfolio Manager with SEBI under the relevant provisions and undertakes to maintain the registration during the tenure of agreement with BOT, CMPF.

Copy of the Registration Certificate (the first such certificate as well as subsequent renewals) of the Portfolio Manager with SEBI to carry portfolio management service (PMS) activity.

Copy of Incorporation Certificate

| Sr. No. | Supporting Documents submitted | Remarks if any | Annexure No. |
|---------|--------------------------------|----------------|--------------|
| | | | |

Please refer to section 9.6 for the format of undertaking

- 12.2.2 At least five (5) years of experience in fixed income fund management (being management of funds which do not include management of own funds) as on date of RFP;

| Sr. No. | Name of fund | Inception Date | Number of years * | Supporting document submitted | Remarks if any | Annexure No. |
|---------|--------------|----------------|-------------------|-------------------------------|----------------|--------------|
| | | | | | | |

Name and inception date of the earliest portfolio/fund/client, as applicable, must be mentioned.

12.2.3 Name, inception date and Assets Under Management (AUM).

AUM[^] under debt funds[#] as on 31st March , 2024, must not be less than Rs.30,000 Crore; including management of Retirement Funds* and excluding investment of its own funds. For the AUM purposes, funds under advisory / non-discretionary should not be included.

“OR “

AUM[^] of Retirement Funds* as on 31st March , 2024, must not be less than Rs.15,000 Crore excluding investment of its own funds. For the AUM purposes, funds under advisory / non-discretionary should not be included.

^For Asset Under Management book value (net of any provisions or write-offs) should be used for HTM portfolios and market value should be used for MTM portfolios

Debt funds here for pre-qualification criteria will include 100% debt funds (including but not limited to Low Duration Fund, Ultra Short Duration Fund, Liquid Fund, Overnight Fund, Short Duration Fund, Medium Duration Fund, Money Market Fund, Medium to Long Duration Fund, Long Duration Fund, Corporate Bond Fund, Dynamic Bond Fund, Banking & PSU Fund, Credit Risk Fund, Floater Fund, Gilt Fund, Gilt Fund with 10Y Constant Duration categories) but not hybrid funds

Refer to Glossary & Definitions for definition of Retirement Funds

| Sr No. | AUM (Rs. Crore) as on March 31, 2024 | |
|--------|--------------------------------------|-------------------|
| | Debt fund + Retirement Funds* | Retirement Funds* |
| | | |

** The AUM of Retirement Fund must be exclusive of CMPFO’s fund managed by the applicant. Refer to Glossary & Definitions for definition of Retirement Funds*

Please note that there should be a certification for the above 12.2.3 by a statutory auditor.

12.2.4 An affidavit by the Chief Executive Officer or Managing Director or equivalent of the Portfolio Manager and duly notarized by a public notary, confirming that the Portfolio Manager/ its Related Party have never been barred or suspended by any financial sector regulator or government authority or court of law in India from carrying out investment management activities in capital market and/or money market.

| Sr. No. | Supporting Documents submitted | Remarks if any | Annexure No. |
|---------|--------------------------------|----------------|--------------|
| | | | |

Please refer to section 9.7 for the format of affidavit

12.2.5 An affidavit by the Chief Executive Officer or Managing Director or equivalent of the Portfolio Manager and duly notarized by a public notary, confirming that the Portfolio Manager/ its Related Party are not in violation of any applicable law or judgment by any court of law or government authority in India which violations, individually or in the aggregate, would affect their performance of any obligations under this assignment.

| Sr. No. | Supporting Documents submitted | Remarks if any | Annexure No. |
|---------|--------------------------------|----------------|--------------|
| | | | |

Please refer to section 9.7 for the format of affidavit

12.2.6 An affidavit by the Chief Executive Officer or Managing Director or equivalent of the Portfolio Manager and duly notarized by a public notary, confirming that the Portfolio Manager/its Holding Company have not been convicted/ penalized/ or have cases that have been settled or are under settlement or pending before any court of law

under Prevention of Money Laundering Act, 2002 and Foreign Exchange Management Act, 1999 or any other law of similar nature by whatever name called in India or globally.

| Sr. No. | Supporting Documents submitted | Remarks if any | Annexure No. |
|---------|--------------------------------|----------------|--------------|
| | | | |

Please refer to section 9.7 for the format of affidavit

- 12.2.7 An affidavit by the Chief Executive Officer or Managing Director or equivalent of the Portfolio Manager and duly notarized by a public notary, confirming that there are no legal or arbitration proceedings or any proceedings by or before any government or regulatory authority or agency, now pending or (to the best knowledge of the Portfolio Manager) threatened against the Portfolio Manager/ its Related Party which, if adversely determined, could reasonably be expected to have a material adverse effect on its ability to perform the obligations under this assignment. Any development with regards to this should be intimated to the CMPFO immediately. BOT, CMPF reserves the right to reject or disqualify the Portfolio Manager based on the information provided.

| Sr. No. | Supporting Documents submitted | Remarks if any | Annexure No. |
|---------|--------------------------------|----------------|--------------|
| | | | |

Please refer to section 9.7 for the format of affidavit

- 12.2.8 An Undertaking from the Chief Executive Officer or Managing Director or equivalent official of the Portfolio Manager certifying that

12.2.8.1 the current Directors and key personnel (including but not limited to the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chief Investment Officer, Fund Manager(s), Compliance Officer) of the Portfolio Manager or of its Holding Company shall be persons not found guilty of moral turpitude or convicted of any economic offence or violation of any financial sector laws.

12.2.8.2 The applicant should not have been barred / blacklisted / declared to have failed to honouring any commitment related to investment management activities by any Government (Central or State Government) / any other entity

12.2.8.3 The Applicant should not have been declared ineligible for investment management activities by any Government (Central or State Government) / any other entity on account of fraudulent or corrupt practices or inefficient/ineffective performance

| Sr. No. | Supporting Documents submitted | Remarks if any | Annexure No. |
|---------|--------------------------------|----------------|--------------|
| | | | |

Please refer to section 9.6 for the format of undertaking

- 12.2.9 An Undertaking from the Chief Executive Officer or Managing Director or equivalent official of the Portfolio Manager certifying that the Portfolio Manager shall forthwith inform the CMPFO of any material change (including financial, legal and personnel) in the information or particulars previously furnished, which would have a bearing on its appointment as Portfolio Manager.

| Sr. No. | Supporting Documents submitted | Remarks if any | Annexure No. |
|---------|--------------------------------|----------------|--------------|
| | | | |

Please refer to section 9.6 for the format of undertaking

12.2.10 An Undertaking from the Chief Executive Officer or Managing Director or equivalent official of the Portfolio Manager certifying that the Portfolio Manager shall comply with all the extant BOT, CMPF guidelines/directions as applicable from time to time.

| Sr. No. | Supporting Documents submitted | Remarks if any | Annexure No. |
|---------|--------------------------------|----------------|--------------|
| | | | |

Please refer to section 9.6 for the format of undertaking

12.2.11 Net worth

Data for net worth of the Portfolio Manager should be provided in the following format. The Portfolio Manager shall have a minimum net worth of Rs 500 crore March 31, 2024

| Sr. No. | Net worth (Rs cr) as on March 31, 2023 | Annexure No. |
|---------|--|--------------|
| | | |

Please note that there should be a certification for the above by a statutory auditor

12.2.12 An Undertaking from the Chief Executive Officer or Managing Director or equivalent official of the Portfolio Manager certifying that the Portfolio Manager has all the respective policies and guidelines and their effective ongoing implementation in place that is appropriate for the scale and nature of investments managed by the Portfolio Manager as described in the pre-qualification criteria no 11. A copy of all the investment policies as mentioned must also be enclosed.

| Sr. No. | Supporting Documents submitted | Remarks if any | Annexure No. |
|---------|--------------------------------|----------------|--------------|
| | | | |

Please refer to section 9.6 for the format of undertaking

12.2.13 Data for the net profit of the Portfolio Manager in each of the last five financial years i.e. (FY2024, FY2023, FY2022, FY2021 and FY2020) should be provided in the format given below along with the supporting document.

| Financial Year | Profit in Rs Cr | Supporting Document | Annexure No. |
|----------------|-----------------|---------------------|--------------|
| 2024 | | | |
| 2023 | | | |
| 2022 | | | |
| 2021 | | | |
| 2020 | | | |

The Applicant must provide the audited copy of financial results or annual report for each of the last five years.

12.2.14 Additional Information:

| Sr.No. | Particulars | Data | Supporting documents submitted | Remarks if any | Annexure No |
|--------|---|------|--------------------------------|----------------|-------------|
| 1 | Name and experience of Directors of the applicant | | | | |

| | | | | | |
|----|---|--|--|--|--|
| 2 | Shareholding pattern of the promoters | | | | |
| 3 | Name and Designation of Authorised Representative | | | | |
| 4 | Profitability - PAT Growth (latest 3 years) | | | | |
| 5 | Applicant details | | | | |
| 5a | Nature of business/ Products or services offered by the applicant(s): | | | | |
| 5b | Date of incorporation: | | | | |
| 5c | Date of commencement of business: | | | | |
| 5d | Full address including telephone Nos./Fax Nos.: | | | | |
| 5e | Registered Office Address: | | | | |
| 5f | Address for communication: | | | | |

Note: The pre-qualification bid document should be duly attested by authorised personnel.

12.3 Technical bid format

The following information is required to be submitted by the applicants in the below format:

12.3.1 Experience in managing Long Term Debt Funds or Retirement Funds* of non-owned funds:

Experience in number of years (up to two decimals) as on date of RFP.

(Provide the required data in the excel named “Technical Bid Data” and tab named 12.3.1 along with technical bid)

| Sr. No. | Number of years of experience of Long Term Debt Funds or Retirement Funds* | |
|---------|--|------------------------------------|
| | Number of years–Long Term Debt Funds | Number of years – Retirement Funds |
| | | |

Values up to 2 decimals

* **The AUM of Retirement Fund must be exclusive of CMPFO’s fund managed by the applicant.** Refer to Glossary & Definitions section for definitions of Long Term Debt Funds, Retirement Funds

12.3.2 AUM^ of Long Term Debt Funds and Retirement Funds* portfolios:

Average of total Long Term Debt Funds and Retirement Funds* assets managed (non-owned funds) at each quarter end –quarterly average of daily assets under management for all Eligible Portfolios for 5 years (from quarter ended June 2019 to quarter ended March 2024).

(Provide the required data in the excel named “Technical Bid Data” and tab named 12.3.2 along with the technical bid.)

| | Aggregate AUM of Long Term Debt Funds and Retirement Funds* portfolios (in Rs. Crore) |
|--|---|
| | Non Owned |
| | |

| Quarter end dates | Portfolio 1 | Portfolio 2 | Portfolio ...n | Total |
|--|----------------------|-------------------|----------------|-----------------------------|
| Type of portfolio (Long Term Debt Funds/Retirement Funds*) | Long Term Debt Funds | Retirement Funds* | | |
| Type of portfolio (MTM/HTM) | MTM | HTM | | |
| 30-Jun-19 | | | | |
| 30-Sep-19 | | | | |
| 31-Dec-19 | | | | |
| 31-Mar-20 | | | | |
| 30-Jun-20 | | | | |
| 30-Sep-20 | | | | |
| 31-Dec-20 | | | | |
| 31-Mar-21 | | | | |
| 30-Jun-21 | | | | |
| 30-Sep-21 | | | | |
| 31-Dec-21 | | | | |
| 31-Mar-22 | | | | |
| 30-Jun-22 | | | | |
| 30-Sep-22 | | | | |
| 31-Dec-22 | | | | |
| 31-Mar-23 | | | | |
| 30-Jun-23 | | | | |
| 30-Sep-23 | | | | |
| 31-Dec-23 | | | | |
| 31-Mar-24 | | | | |
| Average | | | | Average of above all |

The AUM of Retirement Fund must be exclusive of CMPFO's fund managed by the applicant. Refer to Glossary & Definitions section for definitions of Long Term Debt Funds, Retirement Funds

^For the purpose of performance evaluation, all the Eligible Portfolios would have to be segregated based on the type of valuation practice into MTM and HTM portfolios.

For AUM, book value (net of any provisions or write-offs) should be used for HTM portfolios (excluding investments done for short term parking of funds, for e.g. money market instruments, fixed deposits (FD) of up to 1 year etc) and market value should be used for MTM portfolios

For HTM portfolio, the cumulative incremental portfolio should be considered for computing Average AUM of the fund. The legacy portfolio (investments not made during the required period) should not be considered. Only on the initial date the opening figures will be zero and thereafter on cumulative basis.

For illustrations of calculations of quarterly average AUM refer to excel named "Illustrations" and tab named 12.3.7.3 for MTM and 12.3.7.5 for HTM portfolios

Please note that there should be a certification for the above by a statutory auditor

12.3.3 Performance of Mark-to-Market (MTM) portfolios#:

Asset weighted point-to-point returns (for the quarter) for all MTM portfolios (non-owned funds) expressed as percentage, from quarter ended June 2019 to quarter ended March 2024. In case, there are multiple plans in a portfolio then NAVs of all the plans will need to be considered for calculating point to point returns. The point to point returns will need to be weighted by the AUM managed under each plan.

(Provide the required data in the excel named "Technical Bid Data" and tab named 12.3.3 along with the

| | | | | | | | | |
|-----------|--|--|--|--|--|--|--|--|
| 30-Sep-19 | | | | | | | | |
| 31-Dec-19 | | | | | | | | |
| 31-Mar-20 | | | | | | | | |
| 30-Jun-20 | | | | | | | | |
| 30-Sep-20 | | | | | | | | |
| 31-Dec-20 | | | | | | | | |
| 31-Mar-21 | | | | | | | | |
| 30-Jun-21 | | | | | | | | |
| 30-Sep-21 | | | | | | | | |
| 31-Dec-21 | | | | | | | | |
| 31-Mar-22 | | | | | | | | |
| 30-Jun-22 | | | | | | | | |
| 30-Sep-22 | | | | | | | | |
| 31-Dec-22 | | | | | | | | |
| 31-Mar-23 | | | | | | | | |
| 30-Jun-23 | | | | | | | | |
| 30-Sep-23 | | | | | | | | |
| 31-Dec-23 | | | | | | | | |
| 31-Mar-24 | | | | | | | | |

For the purpose of performance evaluation all the Eligible Portfolios would have to be segregated based on the type of valuation practice into MTM and HTM portfolios.

* For calculation of annualized purchase yield refer to excel named "Illustrations" and tab named 12.3.7.6

For complete illustration of calculations for above table refer to excel named "Illustrations" and tab named 12.3.7.8

For Asset Under management, book value (net of any provisions or write-offs) should be used for HTM portfolios (excluding investments done for short term parking of funds, for e.g. money market instruments, fixed deposits (FD) of upto 1 year etc)

Calculate purchase yield up to 4 decimals

Please note that there should be a certification for the above by a statutory auditor

12.3.5 Average assets under management (AUM) of MTM portfolios and HTM portfolios for aggregated performance calculation

MTM portfolios

Total assets managed (non-owned funds) – quarterly average of daily asset under management for all eligible MTM portfolios for 5 years (from quarter ended June 2019 to quarter ended March 2024). The AUM thus calculated will be used as weight for performance of MTM portfolios.

(Provide the required data in the excel named "Technical Bid Data" and tab named 12.3.5 along with the technical bid).

| Quarter end dates | Quarterly average AUM - MTM portfolios (in Rs. Crore) | | | |
|-------------------|---|-------------|----------------|-------|
| | Non Owned | | | |
| | Portfolio 1 | Portfolio 2 | Portfolio ...n | Total |
| 30-Jun-19 | | | | |

| | | | | |
|----------------|--|--|--|------------------------------------|
| 30-Sep-19 | | | | |
| 31-Dec-19 | | | | |
| 31-Mar-20 | | | | |
| 30-Jun-20 | | | | |
| 30-Sep-20 | | | | |
| 31-Dec-20 | | | | |
| 31-Mar-21 | | | | |
| 30-Jun-21 | | | | |
| 30-Sep-21 | | | | |
| 31-Dec-21 | | | | |
| 31-Mar-22 | | | | |
| 30-Jun-22 | | | | |
| 30-Sep-22 | | | | |
| 31-Dec-22 | | | | |
| 31-Mar-23 | | | | |
| 30-Jun-23 | | | | |
| 30-Sep-23 | | | | |
| 31-Dec-23 | | | | |
| 31-Mar-24 | | | | |
| Average | | | | Average of above all values |

The average AUM calculated using the above table will be used as a weight for performance of MTM portfolios only For

calculation of quarterly average AUM refer to excel named "Illustrations" and tab named 12.3.7.3 for MTM portfolios **Please**

note that there should be a certification for the above by a statutory auditor

HTM portfolios

Average of cumulative values of investments made in a particular quarter must be considered. Investments made for short-term parking of funds including money market instruments, fixed deposits (FD) of up to 1 year etc must not be included. The AUM thus calculated will be used as weight for performance of HTM portfolios. (Provide the required data in the excel named "Technical Bid Data" and tab named 12.3.5 along with the technical bid).

| Quarter end dates | Quarterly average book value of investments - HTM portfolios (in Rs. Crore) | | | |
|-------------------|---|-------------|----------------|-------|
| | Non Owned | | | |
| | Portfolio 1 | Portfolio 2 | Portfolio ...n | Total |
| 30-Jun-19 | | | | |
| 30-Sep-19 | | | | |
| 31-Dec-19 | | | | |
| 31-Mar-20 | | | | |
| 30-Jun-20 | | | | |
| 30-Sep-20 | | | | |
| 31-Dec-20 | | | | |
| 31-Mar-21 | | | | |
| 30-Jun-21 | | | | |
| 30-Sep-21 | | | | |

| | | | | |
|----------------|--|--|--|------------------------------------|
| 31-Dec-21 | | | | |
| 31-Mar-22 | | | | |
| 30-Jun-22 | | | | |
| 30-Sep-22 | | | | |
| 31-Dec-22 | | | | |
| 31-Mar-23 | | | | |
| 30-Jun-23 | | | | |
| 30-Sep-23 | | | | |
| 31-Dec-23 | | | | |
| 31-Mar-24 | | | | |
| Average | | | | Average of all above values |

The legacy portfolio (investments not made during the required period) should not be considered. Only on the initial date the opening figures will be zero and thereafter on cumulative basis.

The average AUM calculated using the above table will be used as a weight for performance of HTM portfolios only. For calculation of quarterly average AUM refer to excel named "Illustrations" and tab named 12.3.7.5 for HTM portfolios **Please note that there should be a certification for the above by a statutory auditor**

12.3.6 Ratio of Defaulted Investment to total quarterly average AUM

MTM portfolios

Applicant must provide the ratio of total value of Defaulted Investment in MTM portfolios during the last twenty quarters to the total quarterly average AUM in the past 20 quarters from June 2019 to March 2024.

Quarterly average AUM must be calculated similarly to section 12.3.5

(Provide the required data in the excel named "Technical Bid Data" and tab named 8.3.6 along with the technical bid).

| Quarter end dates | Total value of Defaulted Investment during the quarter (Rs cr) | | | Quarterly average AUM^ - MTM (Rs cr) | | |
|-------------------|--|-------------|-----------|--------------------------------------|-------------|-----------|
| | Portfolio 1 | Portfolio 2 | Total (A) | Portfolio 1 | Portfolio 2 | Total (B) |
| 30-Jun-19 | | | | | | |
| 30-Sep-19 | | | | | | |
| 31-Dec-19 | | | | | | |
| 31-Mar-20 | | | | | | |
| 30-Jun-20 | | | | | | |
| 30-Sep-20 | | | | | | |
| 31-Dec-20 | | | | | | |
| 31-Mar-21 | | | | | | |
| 30-Jun-21 | | | | | | |
| 30-Sep-21 | | | | | | |
| 31-Dec-21 | | | | | | |
| 31-Mar-22 | | | | | | |
| 30-Jun-22 | | | | | | |
| 30-Sep-22 | | | | | | |
| 31-Dec-22 | | | | | | |
| 31-Mar-23 | | | | | | |
| 30-Jun-23 | | | | | | |
| 30-Sep-23 | | | | | | |

| | | | | | | |
|---|--|--|--------------------------------------|--|--|--------------------------------------|
| 31-Dec-23 | | | | | | |
| 31-Mar-24 | | | | | | |
| | | | Total of above all values (A) | | | Total of above all values (B) |
| Ratio of total investments that defaulted to average AUM = A/B | | | | | | |

*^ For illustration of calculations of quarterly average AUM please refer to excel named "Illustrations" and tab named 12.3.7.3 for MTM portfolios
Calculate ratio up to 10 decimals*

Please note that there should be a certification for the above by a statutory auditor

HTM portfolios

Applicant must provide the ratio of total value of Defaulted Investment in HTM portfolios during the last twenty quarters to the total quarterly average AUM in the past 20 quarters from June 2019 to March 2024.

Quarterly average AUM must be calculated similarly to section 12.3.5

(Provide the required data in the excel named “Technical Bid Data” and tab named 12.3.6 along with the technical bid).

| Quarter end dates | Total book value of Defaulted Investment during the quarter (Rs cr) | | | Quarterly average AUM [^] - HTM (Rs cr) | | |
|---|---|-------------|--------------------------------------|--|-------------|--------------------------------------|
| | Portfolio 1 | Portfolio 2 | Total (A) | Portfolio 1 | Portfolio 2 | Total (B) |
| 30-Jun-19 | | | | | | |
| 30-Sep-19 | | | | | | |
| 31-Dec-19 | | | | | | |
| 31-Mar-20 | | | | | | |
| 30-Jun-20 | | | | | | |
| 30-Sep-20 | | | | | | |
| 31-Dec-20 | | | | | | |
| 31-Mar-21 | | | | | | |
| 30-Jun-21 | | | | | | |
| 30-Sep-21 | | | | | | |
| 31-Dec-21 | | | | | | |
| 31-Mar-22 | | | | | | |
| 30-Jun-22 | | | | | | |
| 30-Sep-22 | | | | | | |
| 31-Dec-22 | | | | | | |
| 31-Mar-23 | | | | | | |
| 30-Jun-23 | | | | | | |
| 30-Sep-23 | | | | | | |
| 31-Dec-23 | | | | | | |
| 31-Mar-24 | | | | | | |
| | | | Total of above all values (A) | | | Total of above all values (B) |
| Ratio of total investments that defaulted to average AUM = A/B | | | | | | |

[^]For illustration of calculations of quarterly average AUM please refer to excel named “Illustrations” and tab named 12.3.7.5 for HTM portfolios
Calculate ratio up to 10 decimals

Please note that there should be a certification for the above by a statutory auditor

12.4 Financial bid

12.4.1 Format for submitting Financial bids

Provide the financial bid in the following format in the excel named “Financial Bid Data” tab named “Financial Bid”.

| Charges | Percentage (%) In figures (excluding taxes) | Percentage (%) in Words |
|---|---|-------------------------|
| Investment Management fee should form the financial bid, expressed as per centage per annum linked to average Assets Under Management (AUM) allocated to the Portfolio Manager. | | |

Kindly Note: If the fee quoted in figures and in words in the above table is different, lesser of the two will be considered.

12.4.2 Illustration and other conditions of Financial bid

12.4.3 The financial bids are to be uploaded on-line through the relevant folder (BoQ) and quotes should not be shown or included in any other document submitted by the applicant.

12.4.4 The Investment Management fee should form the financial bid, expressed as per centage per annum linked to average Assets Under Management (AUM) allocated to the Portfolio Manager out of the total corpus of funds of CMPFO, excluding Special Deposit Scheme Funds, Cash and Bank balances. Average AUM would be computed as the average of (i) AUM at the beginning of the year; and (ii) AUM at the end of the year. If the number of months managed by the Portfolio Manager is less than a year, the fee would be payable on a pro-rata basis, as per example shown below :-

Let us say the aggregate fee is 0.01% and let us assume the overall AUM allocated at the beginning of the year is Rs 20,000 Crore and the year-end AUM of Rs 25,000 Crore, then the Investment Management fee payable would be :

Average AUM is $((20,000 + 25,000)/2) = 22,500$ Crore

*Investment Management Fee payable would be: $22,500 * 0.01\% = Rs 2.25$ Crore.*

*In case the allocated funds are for less than a year (say 9 months, the investment management fee payable would be on a proportionate basis, i.e. $2.25 * 9/12 = 1.6875$ Cr.*

12.4.5 If GST is left blank, it would be interpreted that the Investment Management Fee includes GST and/or other applicable taxes.

12.4.6 No separate fee will be payable for transaction costs like brokerage, out-of-pocket expenses, etc.

12.4.7 If the idle funds exceed an amount of Rs 1,00,000 (Rupees One Lakh) for a period of more than 2 (two) working days, the Portfolio Manager would have to reimburse the CMPFO to the extent of Savings Bank deposit rate of State Bank of India plus 4 (four) per cent for the appropriate number of days. The starting date for calculation of idle funds will be the following date on which the fund moves into the account. However, the deal date will not be counted for calculation of idle funds.

12.4.8

- a. For example, if a newly selected Portfolio Manager is allocated a corpus of Rs. 10,000 crore (= A) from new inflows; and allocated from the existing fund managed by the current Portfolio Manager say Rs. 30,000 crore (= B); and from this Rs 30,000 crore's of investment, the newly selected Portfolio Manager is able to get Rs. 8,000 crore (= C) through redemptions, interest flows, etc, which it would then invest appropriately; the investment management fee will be calculated on a corpus of Rs. 18,000 crore ($D = A + C$) and not on the corpus of Rs. 40,000 crore ($E = A + B$). It is to be noted that reinvestment of maturity proceeds of the investments made by the Portfolio Manager during the period of their current appointment will not be eligible for fees payment.

12.4.9 There will be no separate fee payable for transaction costs like brokerage etc.

12.4.10 The fee quoted should be unconditional and inclusive of the expenditure to be incurred on the work mentioned in section 5 of the RFP.

12.4.11 Any statutory charges attributable to CMPFO's corpus will be borne by CMPFO.

12.4.12 If idle funds exceed an amount of Rs. 5,00,000/- for a period of more than two working days, the Portfolio Manager would have to pay a penalty to BOT, CMPF equivalent to the latest interest rate declared by BOT, CMPF. The starting date for the calculation of idle funds will be based on the following: 1. the following date on which the fund moves into the Designated Bank account 2. The date following the bank holidays. The deal date will not be counted for the calculation of idle funds.

- a. For example, if the number of working days for which funds are idle is 5 working days then Portfolio Manager shall pay to BOT, CMPF interest at the rate declared by BOT, CMPF from time to time for a period of 3 days.

12.5 Format of resume

| | |
|---|---|
| Name | |
| Present designation | Designation in the organisation |
| Proposed Position and Role | |
| Age | |
| Academic qualification | |
| Details of overall experience highlighting the period of past and present stints | Details of past experience (date-wise) along with positions held |
| Experience in Debt fund management | Details of debt fund management (date-wise) along with name and nature of portfolio managed |
| Current Responsibilities | From date, name and nature of the fund/portfolio being managed |
| Total experience in debt fund management | No. of years as on last date of submission of bid |
| Tenure spent with the firm | No. of years as on last date of submission of bid |
| Any other relevant information | - |

11 Allocation of funds

- 11.1** In case of selection of more than one Portfolio Manager(s), CMPFO may decide the amount of allocation of funds to individual Portfolio Manager(s).
- 11.2** CMPFO will monitor the performance of the selected Portfolio Manager(s) through a process of periodic review, as may be decided and will communicate to the Selected Portfolio Manager(s) the criteria for such performance review finalized in consultation with its Consultant.
- 11.3** The periodic review would, apart from the performance of the concerned Portfolio Manager(s) during the review period, the efficiency and adherence to the terms laid down in the Investment Management Agreement.
- 11.4** Based on the periodic review of the performance of the selected Portfolio Manager(s), CMPFO may decide to modify, change or alter the allocation or reallocation of funds to the Portfolio Manager(s) on an annual basis, in accordance with the terms of Investment Management Agreement.

12 General instructions

- 12.1** All the documents, either type-written on the letter-heads of the applicant and/or photocopied should be on A-4 size papers and should be signed and stamped by the applicant's authorized signatory.
- 12.2** Applicants should sign with seal on all pages of their bids including all the enclosures submitted with the bids except printed leaflets / brochures.
- 12.3** Bids and documents, containing any correction and/or overwriting, will not be accepted.
- 12.4** The Applicants shall submit all information / documents as per sequence mentioned in Annexure VIII with an index. All pages should be serially numbered. Information / documents not submitted in the sequence may be considered incomplete and hence may not be considered as an acceptable offer.
- 12.5** The bid documents are not transferable.
- 12.6** CMPFO reserves the right to reject the bids or cancel the tender without assigning reasons therefor or call for a re-bid if, in its opinion, the bids received are not reasonable and/or incomplete.

14 Validity period of Bids

- 14.1** The bids submitted shall be valid for 6 months from the date of opening of the proposals from the applicant. .

15 Notification of Award

- 15.1** The applicants whose bids have been accepted will be notified of the award by CMPFO prior to expiry of the Bid validity period by e-mail or fax and confirmed by registered letter.

16 Signing of Agreement

- 16.1** On communication of the award of contract, the successful applicant shall sign the investment management agreement within 30 days of the award of contract with CMPFO.
- 16.2** The investment management agreement will include the Notifications issued by the Ministry of Finance and the Guidelines issued by the Board of Trustees of CMPFO and as amended from time to time. The agreement will also include the Risk Management, Management Information System, Custodial Agreement, Portfolio Management fee, Statutory Audits, Concurrent Audits and other terms which CMPFO deems to be relevant for efficient management and monitoring of the Funds.
- 16.3** The newly selected Portfolio Manager(s) will take over from the earlier Portfolio Manager(s) from a notified date.

17 Termination of Appointment and Dispute Resolution

17.1 TERM AND TERMINATION

- 17.2** The appointment as Portfolio Manager is valid for a period of 5 (five) years unless terminated in accordance with the provisions of this Agreement. At the end of five years the appointment stands terminated unless it is extended by mutual consent of the Portfolio Manager and BOT, CMPF, depending on the performance of the former. Any extension shall be in writing by way of addendum to the existing agreement. The performance of the Portfolio Manager shall be reviewed on a regular basis and the BOT, CMPF reserves the right to terminate the appointment of the Portfolio Manager at any point of time if its performance is not up to the satisfaction of BOT, CMPF and/or if the conditions specified in this Agreement are not complied with the Portfolio Manager .
- 17.3** The CMPFO shall review the performance of the Portfolio Managers on a quarterly basis. The criteria for performance review shall be finalised by the CMPFO in consultation with the Consultant and communicated to the selected Portfolio Managers. The allocation of funds amongst the portfolio managers will be carried out as follows:
- 17.4** The initial allocation of the fund amongst the selected portfolio managers will be done based on the aggregate score of technical bid and financial bid in the ratio of 80:20; respectively.

- 17.5** The review of allocation of funds amongst the selected portfolio managers will be carried out at an annual periodicity from the date of contract based on the aggregate score of performance of portfolio manager and fee quoted (as per schedule 5) by the Portfolio Manager in the ratio of 80:20; respectively.
- 17.6** BOT, CMPF reserves its right to terminate the agreement immediately in the following events;
- 17.7** If the Portfolio Manager is in breach or contravenes the conditions/clauses as specified in the RFP or this Agreement;
- 17.8** Any Representations and Warranties, contained herein and any information, disclosures, reports, documents or statements relating to the Agreement or furnished by the Portfolio Manager under or pursuant to this Agreement are untrue, incomplete, inaccurate and incorrect in any respects and any material fact has not been disclosed;
- 17.9** If the Portfolio Manager ceases to be eligible to render its Services under the Regulations; including but not limited to, suspension or termination of the registration granted to the Portfolio Manager by SEBI and/or any other competent authority;
- 17.10** Commencement of corporate insolvency resolution process under the Insolvency or Bankruptcy Code, 2016 (the 'IBC') or immediately after liquidation commencement date (under Section 34 or Section 59 of the IBC) or upon admission of a winding up petition under Section 272 of the Companies Act, 2013;
- 17.11** If the Portfolio Manager or its Related Party or their Directors or key personnel in office have been found guilty of moral turpitude or convicted of any economic offence or violation of any financial sector laws;
- 17.12** If the Portfolio Manager is unable to perform the duties and responsibilities as specified in the RFP or this Agreement;
- 17.13** If the Portfolio Manager is adjudicate insolvent;
- 17.14** Any litigation/s initiated before any judicial/quasi-judicial body against the Portfolio Manager, which may adversely affect the interests of the Trust.
- 17.15** If any false declaration or misrepresentation of any information/data or document relating to the RFP or the selection process is found; Further, a complaint may be filed with regulator (such as SEBI) along with any other legal action which CMPFO may deem fit.
- 17.16**
- 17.17** For any other reason that CMPFO may deem fit, by giving a notice in writing to the Portfolio Manager.
- 17.18** If in the CMPFOs opinion, the performance of the Portfolio Manager is not satisfactory.
- 17.19** If there is a change in the ownership, management or key personnel of the Portfolio Manager which in the opinion of the BOT, CMPF, adversely affects the interest of the members of CMPFO.
- 17.20** The termination of the Agreement, in any manner whatsoever, shall not, affect or preclude the consummation of any transaction initiated by the Portfolio Manager at the discretion of BOT, CMPF/Trust.
- 17.21** CMPFO becomes aware of any news or updates about the Portfolio Manager through any available sources

which if it feels might adversely impact the Portfolio Manager's ability to perform the duties under the Agreement, then BOT, CMPF/Trust reserves the right to take appropriate action

- 17.22** If the Portfolio Manager, its affiliates, its agents, or any of their directors or personnel, act or omit to act, in any manner which is inconsistent with the purpose of the Agreement or in any manner which brings or is likely to bring CMPFO into disrepute or which otherwise may compromise or adversely affect the reputation and standing of CMPFO in any way; in CMPFO's sole discretion.
- 17.23** It shall be the duty of the Portfolio Manager to ensure that it transfers all assets within 15 days from the date of communication by BOT, CMPF to transfer the assets.
- 17.24** The Portfolio Manager shall ensure smooth transfer of all the funds and provide all necessary support thereof.
- 17.25** Any form of non-support or non-cooperation or obstructions from the Portfolio Manager shall amount to non-performance by the Portfolio Manager. The BOT, CMPF reserves the right to invoke the PBG and / or take legal action against the Portfolio Manager in such cases.
- 17.26** In case, of termination due to any reason (including any legal action) except force majeure, all the expenses incurred in the process of transferring the assets of the BOT, CMPF will be borne the Portfolio Manager. For any delay in transfer of assets/ funds consequent to termination due to any reason (including any legal action) except force majeure, interest at the rate of the highest yielding security purchased during the tenor of appointment would be payable to BOT, CMPF by the Portfolio Manager for the period of delay. Delay will be counted from the next bank working day after 15 days from the date of communication from BOT, CMPF to transfer the assets.
- 17.27** The Portfolio Manager shall be subject to the term of Agreement until all transfers of assets or funds or any other actions related to such transfers are completed
- 17.28** Portfolio Manager shall submit an auditor's certificate on completion of transfer of assets and funds to CMPFO.
- 17.29** The CMPFO may terminate the appointment of the Portfolio Manager(s), if
- 17.29.1** The Portfolio Manager(s) contravenes the conditions/clauses as specified in the Investment Management Agreement with the CMPFO;
- 17.29.2** The Portfolio Manager(s) is unable to perform the duties and responsibilities as specified in the Investment Management Agreement with the CMPFO;
- 17.29.3** At the end of the tenure as specified in the Letter of Appointment and/or the Investment Management Agreement with the CMPFO;
- 17.29.4** In the opinion of CMPFO, the performance of the Portfolio Manager(s) is not satisfactory.
- 17.30** Upon completion of the tenure or upon termination of the appointment, it shall be the duty of the Portfolio Manager(s) to ensure that it transfers all assets as directed by the CMPFO. Apart from providing all necessary support in ensuring smooth transfer of all the funds, the Portfolio Manager(s) shall also ensure the transfer of all the relevant documents/records/information in accordance with the directions issued by the CMPFO.

- 17.31** Any form of non-support or non-cooperation or obstructions from the Portfolio Manager(s) shall amount to non-performance by the Portfolio Manager(s) and the CMPFO reserves the right to invoke the Performance Bank Guarantee and/or take any legal action against the Portfolio Manager(s).
- 17.32** The decision of the Commissioner of the CMPFO on any representation given by the applicant will be final and binding.
- 17.33** If circumstances so warrant, the matter may be referred to a sole arbitrator to be appointed by the CMPFO with mutual consent. The award given by the sole arbitrator will be final and binding on all concerned parties.

18 Contact details for queries

- 18.1** Requests for clarifications regarding RFP can be addressed on or before ----- to the **Coal Mines Provident Fund Organisation**, by e-mail [fin.dhanbad@cmpfo.gov.in].

19 Canvassing

- 19.1** Canvassing in any form will lead to disqualification of the bidder.

20 Disclaimer

- 20.1** This RFP is only intended to invite eligible applicants and thereafter, if found fit after due process, to be selected as Portfolio Manager(s) to manage the corpus of CMPFO. This RFP is not intended to be an offer or an appointment letter.
- 20.2** This RFP is intended to provide information and does not hold out that it is all inclusive or contains all information. Neither CMPFO nor the consultant guarantees the reliability, accuracy or the completeness of the information provided in this document.
- 20.3** Neither the CMPFO nor the consultant is liable for any loss or damage that may be caused by acts or perceived omission on their part or their employees for the statements attributed in the RFP.
- 20.4** The information provided in the RFP may be subject to revision or overwritten. CMPFO or the consultant is under no obligation to provide the applicant with further information or to correct any mistakes.
- 20.5** CMPFO is under no obligation to inform the applicants about any changes in the process of selection of Portfolio Manager(s) and may alter, suspend or cancel the process of selection or the appointment process, without any prior notice.

- 20.6** CMPFO may reject any or all the applicants or alter or cancel the RFP without assigning reasons. The applicants would have no say or claim in the event of such an action. Further, CMPFO can amend, modify, and alter RFP through an amendment which may be displayed on the CMPFO website. These changes will be binding on the applicants.
- 20.7** Serious applicants are advised to study and analyse for themselves the qualificatory process and the information provided in the RFP.
- 20.8** This RFP is not intended to be a guide for legal requirements for the applicants. The applicants are advised to study and evaluate for themselves any applicable legal requirements which they are required to follow.
- 20.9** CMPFO makes it clear that this RFP is only an invitation to apply and it does not automatically invest any right on the applicant to be called or to participate or be included in the process for selection of the Portfolio Manager(s).
- 20.10** Incomplete application or incomplete information provided and not conforming to the stated procedure are liable to be rejected.
- 20.11** Without prejudice to any other rights or remedies available to the CMPFO, Portfolio Manager(s) may be disqualified and their proposals rejected for any reason whatsoever including those listed below:
- 20.11.1** Material misrepresentation by the Applicant in the proposal.
 - 20.11.2** Failure by the Applicant to provide the information required to be provided in the proposal pursuant to relevant sections of this document.
 - 20.11.3** If information becomes known, after the Applicant has been appointed, which would have entitled the CMPFO to reject or disqualify the relevant Portfolio Manager(s), the CMPFO reserves the right to reject the Applicant at the time or any time thereafter, such information becomes known to the CMPFO.
 - 20.11.4** Any conviction by a Court of Law or indictment/adverse order by a regulatory authority that casts a doubt in the ability of the Applicant to manage a fund.
- 20.12** CMPFO will presume that the applicants have satisfied themselves about their capacity to act as Portfolio Manager(s) if appointed as such. Further, it is presumed that the applicants are not debarred or prohibited from acting as Portfolio Manager(s) either through any regulatory fiat or court and the applicant possesses the required approvals to act as Portfolio Manager(s).
- 20.13** The documents tendered with the application will not be returned to the applicants. The ownership of these documents will vest with CMPFO. Only the eligible applicants fulfilling the eligibility criteria will be considered for selection of Portfolio Manager(s).
- 20.14** This RFP is subject to the jurisdiction of Indian courts and refers to the extant laws or directives with reference to India.

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GLOSSARY & DEFINITIONS

| | | |
|---------------------------|---|--|
| ❖ AUM | : | Assets Under Management |
| ❖ BOT | : | Board of Trustees of CMPFO |
| ❖ CD | : | Compact Disc |
| ❖ CMACF | : | Coal Mines Administrative Charges Fund |
| ❖ CMDLIS | : | Coal Mines Deposit Linked Insurance Scheme, 1976 |
| ❖ CMPFO | : | Coal Mines Provident Fund Organisation |
| ❖ CMPFS | : | Coal Mines Provident Fund Scheme, 1948 |
| ❖ CMPS | : | Coal Mines Pension Scheme, 1998 |
| ❖ EMD | : | Earnest Money Deposit |
| ❖ GOI | : | Government of India |
| ❖ GST | : | Goods & Services Tax |
| ❖ MIS | : | Management Information Systems |
| ❖ MOF | : | Ministry of Finance |
| ❖ PAT | : | Profit After Tax |
| ❖ PBG | : | Performance Bank Guarantee |
| ❖ PMS | : | Portfolio Management Service |
| ❖ RBI | : | Reserve Bank of India |
| ❖ RFP | : | Request for Proposal |
| ❖ ROC | : | Registrar of Companies |
| ❖ SEBI | : | Securities & Exchange Board of India |
| ❖ YTM | : | Yield to Maturity |
| ❖ Portfolio Management | : | Management of non-owned funds on discretionary basis [Management of Owned Funds or Advisory Services or non-discretionary management of funds excluded]. |
| ❖ Portfolio Managers | : | Refers to the applicant(entity) participating in the RFP process. |
| ❖ Fund Manager | : | Refers to the individual appointed by the Portfolio Manager(s) for fund management. |
| ❖ Discretionary Funds | : | Refers to the funds of the client managed by the Portfolio Manager(s) individually and independently in accordance with the needs of the client. |
| ❖ Non-discretionary funds | : | Refers to the funds of the client managed by the Portfolio Manager(s) in accordance with the discretions of the client. |
| ❖ Holding Company | : | As defined under Section 2(46) of the Companies Act 2013. |
| ❖ Subsidiary Company | : | As defined under Section 2(87) of the Companies Act 2013. |
| ❖ Associate Company | : | As defined under Section (6) of the Companies Act 2013. |
| ❖ Related Party | : | As defined under Section 2 (76) of the Companies Act 2013. |
| ❖ Primary Market | : | As defined in the SEBI's investor Education Reading materials – " <i>Beginner's Guide to Capital Market – Primary Market</i> ". |
| ❖ Secondary Market | : | As defined in the SEBI's FAQ on Secondary Market. |
| ❖ Long Term Debt | : | That have an average maturity of not less than 3 years |

Annexure I

Financial Bid form

[To be submitted on the official letterhead of the Applicant submitting the RFP]

Ref No.

Dated:

The Commissioner
Office of the Coal Mines Provident Fund Organisation
Head Quarters Office
Police Line, Hirapur
Govindpur-Dhanbad Main Road
Dhanbad 826014 [Jharkhand]

Dear Sir

Ref: Financial Bid for Selection of Portfolio Manager(s)

We refer to the communication inviting Request for Proposal [RFP] for Selection of Portfolio Manager(s) for Investment Management of Investible Funds of CMPFO. We have read and understood the contents of the document and have accordingly participated in the selection process. We confirm that we satisfy the Eligibility Criteria set out in the relevant sections of the RFP and have also submitted our Technical Bid in the prescribed format. We are pleased to submit our Financial Bid along with all the necessary documents, as mentioned in the RFP, for Selection of Portfolio Manager(s).

We agree to unconditionally accept all the terms and conditions set out in the RFP documents.

We undertake, if our proposal is accepted, to adhere to the stipulations in RFP or as may be mutually agreed upon between us and the CMPFO. We also undertake to provide a Performance Bank Guarantee as per terms of the RFP, acceptable to CMPFO, for the required sum.

The signatory to this is vested with the requisite powers to furnish such letter and authenticate the same.

Yours faithfully,

For & on behalf of :

[Official Seal]

Authorized Signatory

Annexure II

Format for Pre-Qualification Covering letter

[To be submitted on the official letterhead of the Applicant submitting the RFP]

Ref No.

Dated:

The Commissioner
Office of the Coal Mines Provident Fund Organisation
Head Quarters Office
Police Line, Hirapur
Govindpur-Dhanbad Main Road
Dhanbad 826014 [Jharkhand]

Dear Sir

Ref: Pre-Qualification for Selection of Portfolio Manager(s)

We refer to the communication inviting Request for Proposal [RFP] for Selection of Portfolio Manager(s) for Investment Management of Investible Funds of CMPFO. We have read and understood the contents of the document and wish to participate in the selection process. We are pleased to submit our Pre-Qualification bid along with all the necessary documents, as mentioned in the RFP, for Selection of Portfolio Manager(s). We confirm that we satisfy the Eligibility Criteria set out in the relevant sections of the RFP.

We agree to unconditionally accept all the terms and conditions set out in the RFP documents.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules and other documents delivered to the CMPFO is true, accurate, genuine and complete. This proposal includes all information necessary to ensure that the statements therein do not, in whole or part, mislead the CMPFO as to any material fact.

We have remitted via NEFT/RTGS the amount of Earnest Money Deposit, respectively, as required under RFP. We hereby confirm that these bids comply with the Bid Validity, Non- refundable Application Processing Fee and Earnest Money Deposit to be deposited, as required by RFP.

We have agreed that _____ [insert the name of the individual authorized representative] will act as our representative on our behalf and has been duly authorized to submit the proposal.

Further, the signatory is vested with requisite powers to furnish such letter and authenticate the same.

Yours faithfully,
For & on behalf of :

[Official Seal]

Authorized Signatory

Encl: Pre-Qualification Bid documents

Annexure III

Pre-Qualification Bid

[To be submitted on the official letterhead of the Applicant submitting the RFP]

(Refer to Section 4 – (Eligibility Criteria) of the RFP document)

For Selection of Portfolio Manager(s) for Investment Management of Investible Funds of Coal Mines Provident Fund Organisation

| | | | |
|-------|---|---|----------------------------|
| I. | Name of the Applicant / Bidder | : | |
| II. | Registered Office & Address: | : | |
| III. | Address for Communication: | : | |
| IV. | Telephone Nos. | : | |
| V. | e-Mail ID | : | |
| VI. | Date of Incorporation | : | |
| VII. | Date of Commencement of Business | : | |
| VIII. | ROC Registration No. and date | : | |
| IX. | GST Registration No. | : | |
| X. | Nature of Business : Products/Services offered | : | |
| XI. | Names of the directors of the Applicant | : | 1. 2. 3. 4. 5. |
| XII. | Shareholding pattern of the promoters: | : | |
| XIII. | Profitability – PAT Growth [Latest 5 years] | : | |
| XIV. | Name of the Authorized representative | : | |
| XV. | Contact Mobile Number and e-mail id of Authorized representative | : | |

Note: The pre-qualification bid documents should be duly attested by the authorized personnel

9. Formats for Covering Letter, Clarifications, Deviations, Undertaking and Affidavit

9.1 Format for Pre-qualification Covering letter

(To be submitted on the official letterhead of the interested party submitting the

RFP) Ref: _____

Date/Place: _____

The Commissioner,
Coal Mines Provident Fund Organisation (CMPFO),
Dhanbad – 826001

Sir,

Ref: Pre-qualification for appointment as portfolio manager

We refer to the communication inviting Request for Proposal (RFP) for Appointment of Portfolio Managers for the CMPFO's corpus. We have downloaded / obtained the documents for this RFP from the web site(s) namely:

_____ as per your advertisement, given in these website(s). We hereby certify that we have read and understood the entire terms and conditions of the document from page no ___to ___which form part of the RFP and shall abide hereby by the terms/ conditions/clauses contained herein. We wish to participate in the appointment process. We are pleased to submit our Pre-qualification bid along with all the necessary documents, as mentioned in the RFP, for appointment as Portfolio Manager. We confirm that we satisfy the Pre-qualification criteria set out in the relevant sections of the RFP. The corrigendum(s) issued from time to time by CMPFO too have also been taken into consideration, while submitting the proposal.

We agree to unconditional acceptance of all the terms and conditions set out in the RFP documents.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents delivered to the CMPFO is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not, in whole or in part, mislead the CMPFO as to any material fact.

We have agreed that (insert individual authorised representative's name) will act as our representative on our behalf and has been duly authorized to submit the proposal.

Further, the authorized signatory is vested with requisite powers to furnish such letter and authenticate the same.

Yours faithfully,

For and on behalf of _____(Insert company name)

9.2 **Technical Proposal Covering Letter**

(To be submitted on the official letterhead of the applicant submitting the proposal).

Ref: _____

Date: _____

The Commissioner,
Coal Mines Provident Fund Organisation (CMPFO),
Dhanbad – 826001

Sir,

Ref: Request for Proposal (RFP): Appointment of Portfolio Managers for the CMPFO's corpus

We refer to the Request for Proposal (RFP) for Appointment of Portfolio Managers for the CMPFO's corpus.

We have read and understood the contents of the RFP document and pursuant to this, we hereby confirm that we are legally empowered to carry on the fund management activity and satisfy the requirements laid out in both documents.

Having examined the RFP document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the RFP for Appointment of Portfolio Managers for the CMPFO's corpus.

To meet such requirements and provide such services as set out in the RFP documents, we attach hereto our response to the RFP document, which constitutes our proposal for being considered for selection as Portfolio Manager.

We undertake, if our proposal is accepted, to adhere to the stipulations put forward in the RFP or such adjusted plan as may subsequently be mutually agreed between us and the CMPFO or its appointed representatives.

We agree to unconditional acceptance of all the terms and conditions set out in the RFP documents.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents delivered to the CMPFO is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not, in whole or in part, mislead the CMPFO as to any material fact.

We have agreed that (insert individual authorised representative's name) will act as our representative on our behalf and has been duly authorized to submit the proposal.

Further, the authorized signatory is vested with requisite powers to furnish such letter and authenticate the same.

Yours faithfully,

For and on behalf of _____ (Insert company name)

9.3 **Financial Proposal Covering Letter**

(To be submitted on the official letterhead of the applicant submitting the proposal)

Ref: _____

Date: _____

The Commissioner,
Coal Mines Provident Fund Organisation (CMPFO),
Dhanbad – 826001

Dear Sir,

Ref: Request for Proposal (RFP): Appointment of Portfolio Managers for the CMPFO's corpus

Having examined the RFP document, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide the services as required and outlined in the Request for Proposal (RFP) for Appointment of Portfolio Managers for the CMPFO's corpus.

To meet such requirements and to provide services as set out in the RFP document we attach hereto our response as required by the RFP document, which constitutes our proposal.

We undertake, if our proposal is accepted, to adhere to the stipulations put forward in the RFP or such adjusted plan as may subsequently be mutually agreed between us and the CMPFO or its appointed representatives.

If our proposal is accepted, we will obtain a Performance Bank Guarantee as mentioned in the RFP document issued by a Scheduled commercial bank (rated "AA+" and above) in India, acceptable to the CMPFO, for the requisite sum.

We unconditionally accept all the terms and conditions set out in the RFP document.

We confirm that the information contained in this proposal or any part thereof, including its schedules, and other documents delivered to the CMPFO is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not, in whole or in part, mislead the CMPFO as to any material fact.

We have agreed that (*insert individual authorised representative's name*) will act as our representative on our behalf and has been duly authorized to submit the proposal.

Further, the authorized signatory is vested with the requisite powers to furnish such letter and authenticate the same.

Yours faithfully,

For and on behalf of _____ (Insert company name)

9.4 **Request for clarifications**

| Applicant's Request For Clarification | | | |
|---|----------------------------------|--|---|
| Name of Organization submitting request | | Name & position of person submitting request | Address of organization including phone, fax, email, points of contact Tel: Fax: E-mail: |
| Sr. No. | Reference (Clause No. /Page No.) | Content of RFP requiring clarification | Points of Clarification required |
| 1 | | | |
| 2 | | | |
| 3 | | | |

9.5 **Format for providing explanations for deviations if any**

| Applicant's explanation for deviations | | | |
|---|-----------------------------------|--|---|
| Name of Organization submitting explanation | | Name & position of person submitting explanation | Address of organization including phone, fax, email, points of contact Tel: Fax: E-mail: |
| Sr. No. | Reference (Clause No. & Page No.) | Deviation in proposal | Reason |
| 1 | | | |
| 2 | | | |
| 3 | | | |

9.6 Format for Undertaking

UNDERTAKING

(To be given on company letter head)

I, _____, am the Chief Executive Officer/Managing Director/ equivalent official of _____ <company name> (“Portfolio Manager”) having its registered office at _____.

By the board resolution dated _____, (enclosed) I am authorized to sign and execute this undertaking on behalf of the Portfolio Manager for submitting a proposal pursuant to the request for proposal issued by the Coal Mines Provident Fund Organisation (“CMPFO”) for appointment of Portfolio Managers for managing CMPFO corpus.

I, on behalf of the Portfolio Manager, solemnly affirm and declare that:

- a. The Portfolio Manager is registered as a Portfolio Manager with SEBI under the SEBI (Portfolio Manager) Regulation 1993 bearing registration no..... The Registration of Portfolio Manager is valid for a period commencing from to The Portfolio Manager undertakes to have a valid registration with SEBI during the tenure of agreement with BOT, CMPF. The Portfolio Manager is incorporated in India only.
- b. The current Directors and key personnel (including but not limited to the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chief Investment Officer, Fund Manager, Compliance Officer) of the Portfolio Manager or of its Holding Company shall be persons not found guilty of moral turpitude or convicted of any economic offence or violation of any financial sector laws.
- c. The Portfolio Manager shall forthwith inform the CMPFO of any material change (including financial, legal and personnel) in the information or particulars previously furnished, which would have a bearing on it’s appointment as Portfolio Manager.
- d. The Portfolio Manager shall comply with all the extant applicable BOT, CMPF guidelines/directions as applicable from time to time.
- e. The Portfolio Manager has all the respective policies and guidelines and their effective ongoing implementation in place that is appropriate for the scale and nature of investments managed by the Portfolio Manager as described in the Pre-qualification criteria of the RFP.
- f. The Portfolio Manager has not been barred / blacklisted / declared to have failed to honouring any commitment related to investment management activities by any Government (Central or State Government) / any other entity
- g. The Applicant should not have been declared ineligible for investment management activities by any Government (Central or State Government) / sector or any other entity on account of fraudulent or corrupt practices or inefficient/ineffective performance.

Solemnly affirmed and undertaken on the day and year herein below written,

by: Signature

Name Date:

.....

9.7 **Format for affidavit**

AFFIDAVIT

I, _____<<officer name>>, am the Chief Executive Officer/Managing Director/ equivalent official of _____<<company name>> ("**Portfolio Manager**") having its registered office at _____<<registered address>>. By the board of director's resolution dated _____, (enclosed) I am authorized to sign and execute this affidavit on behalf of the Portfolio Manager for submitting a proposal pursuant to the Request for Proposal dated _____ ("**RFP**") issued by the Coal Mines Provident Fund Organisation ("**CMPFO**") for appointment of Portfolio Managers for managing CMPFO's fund. I, on behalf of the Portfolio Manager, solemnly affirm and declare that:

- a. the Portfolio Manager/ its Related Party have never been barred or suspended by any financial sector regulator or government authority or court of law in India from carrying out investment management activities in capital market and/or money market.
- b. the Portfolio Manager/ its Related Party are not in violation of any applicable law or judgment by any court of law or violation of any direction/ order/ regulation by government/ regulatory authority in India which, individually or in the aggregate, would affect their performance of any obligations under the assignment relating to the RFP.
- c. The Portfolio Manager/its Holding Company have not been convicted/ penalized/ or do not have cases that have been settled or are under settlement or pending before any court of law under Prevention of Money Laundering Act, 2002 and Foreign Exchange Management Act, 1999 or any other law of similar nature by whatever name called in India or globally.
- d. there are no legal or arbitration proceedings or any proceedings by or before any government or regulatory authority or agency, now pending or (to the best knowledge of the Portfolio Manager) threatened against the Portfolio Manager/ its Related Party which, if adversely determined, could reasonably be expected to have a material adverse effect on its ability to perform the obligations under the RFP and any related documents that may be executed by the Portfolio Manager as may be required by CMPFO. Any development with regards to this will be intimated to the CMPFO immediately. BOT, CMPF reserves the right to reject or disqualify the Portfolio Manager based on the information provided.

<<Company Stamp and Signature of Deponent>>

VERIFICATION

I verify that, the contents of this Affidavit are true and correct to the best of my knowledge and belief, and that nothing material has been concealed. In case of any concealment/ misstatement/ understatement of facts mentioned anywhere in the proposal, shall render the firm liable to legal action as appropriate.

Date:
Place:

<<Company Stamp and Signature of the Deponent>>
<<Name of the Deponent>>
<<Designation of the Deponent>>

<<To be notarised by a public notary>>

Identified by me:
Before me: