

**ENQUIRY FOR EMPANELMENT OF AGENCIES FOR SUBMISSION OF QUOTATIONS FOR
INVESTMENTS BY NIXI**

(ENQUIRY NO.: NIXI/01/2021-22)

- **Application are invited from reputed agencies for managing of surplus funds of the organization through the Government or PSU Bonds as directed by Ministry of Finance .**
- **Subject to fulfilment of qualification criteria the application will be accepted on 1st come 1st serve basis.**
- **Empanelment numbers of agencies (Max 3 Nos)will be decided by NIXI. No service fees will be payable by NIXI**
- **Details has to be sent through mail to accounts@nixi.in. **Hard** copy has to be submitted as notified by NIXI. Empanelment will be done with the parties after successful verification of documents.**

Format of Application for Empanelment of Agencies for submission of Quotations for Investment Enquiries by NIXI

Sl. No.	Subject	Particulars
1	Name of Agency	
2	Contact Person Address Telephone No. Mobile No. Fax No. Email Address	
3	Permanent Account No.	
4	Whether all the documents duly authenticated as mentioned in the Enquiry Document Submitted	
6	Whether Declaration cum Compliance Statement in the given format Submitted	
7	Whether Power of Attorney in the name of Authorized Signatory (to decide on empanelment conditions and submit documents in Qualification Criteria) Submitted	
8	Whether Terms and Conditions duly signed by Authorized Signatory Submitted	

Qualification Criteria, Required Documents and corresponding particulars to be filled by Agency:

Criteria	Documentation	Whether Meets Criteria (Mention Yes or No)	If yes, Particulars to be filled by Agency w.r.t. Criteria
<p>The Agency should have Registration with following:</p> <ol style="list-style-type: none"> 1. Securities and Exchange Board of India (SEBI)/ Reserve Bank of India 2. Bombay Stock Exchange or National Stock Exchange or both 	<p>Copy of Registration Certificates to be Submitted</p>		
<p>The agency should be in the business of dealing in Govt /PSU Bonds and securities</p>	<p>Copy of Investment Enquiry (older than 5 years ending on bid due date) from the Govt or PSU</p> <p>In addition to above, Certificate of Chartered Accountant shall also be submitted .</p>		
<p>The agency should have been empaneled with Minimum 5 PSU /Central/ State Govt. Organizations during one year ending on Bid Due Date .</p>	<p>Empanelment Letters or Investment Enquiry Received from Central/ State Government Organizations issued during one year ending on Bid Due Date</p> <p>For this purpose, Central/ State Govt. Organization shall include any organization where Central/ State Government(s) individually or jointly hold more than 50% ownership as on Bid Due Date</p>		
<p>The Net Worth of Agency should be positive</p>	<p>Audited Financial Statements of Last Financial Year.</p> <p>For this purpose, Net Worth shall be considered as per definition given in Companies Act</p>		

The agency must have traded in Secondary Debt Market Securities for the minimum value of Rs. 500 Crores during last Financial Year prior to Bid Due Date	Certificate of Chartered Accountant		

Instructions:

1. All the empaneled agencies shall submit copy of PAN Cards mentioning their name along with Empanelment Request.
2. Arrangers will submit declaration along with Empanelment Request mentioning that they are not blacklisted by any PSU Trust or Central/ State Government Entity or any Regulator
3. The submission of authenticated documents is prime responsibility of agencies seeking Empanelment Request. Further, all the documents shall be notarized for authentication. However, Chartered Accountant Certificate in attached format shall be submitted in Original.
4. All the pages forming part of Empanelment Request shall be duly signed and stamped by Authorized Signatory.
5. All the particulars must be in the name of agency seeking empanelment request.
6. No agency shall be empanelled unless:
 - a. The agency meets all the Criteria mentioned in Qualification along with documents required for the same and
 - b. The agency signs unconditional acceptance of Terms and Conditions of Empanelment.
7. For the purpose of evaluation, Bid Due Date shall mean the last date and time of submission of requests for empanelment (i.e. 4.5.2021) along with all the required document. All the agencies to ensure that empanelment requests reach NIXI with in the time allowed for submission of bids.
8. All the documents required as per Enquiry Document should reach through mail first to accounts@nixi.in not later than 4:00 PM on 4.05.2021

Due to extra ordinary circumstances NIXI will accept the mail along with soft copy of available certificates. Final work order will be issued after successful verification of all documents submitted in hard copies as notified by NIXI.

9. Any extension, if any shall be published on the website : www.nixi.in

Format for Certificate from Chartered Accountant

On the Letter of Chartered Accountant Firm

For the purpose of Empanelment Request with NIXI (Trust) sought vide Enquiry No., We,, Chartered Accountants, hereby certify as follows:

1. M/s, is dealing in securities transactions as counterparty to Retirement Fund Trust(s) for at least 5 years ending on Bid Due Date mentioned in Empanelment Enquiry floated by Trust.
2. M/s....., is empanelled with following Retirement Fund Trusts of Central/ State Government Organizations as on the date of bid submission:
 - a.
 - b.
 - c.
 - d.
 - e.
3. Net Worth of M/s Is Rs. as per last Audited Financial Statements.
4. M/s, as counterparty, have traded in secondary debt market securities at least for Rs. 1,000 Crores during last financial year prior to Bid Due Date.

(Signatures & Seal)

Name of Chartered Accountant:

Membership No.:

Firm Registration No.:

UDIN:

Date:

Place

Instructions:

Net Worth shall mean as defined in Companies Act. Further unquantified Audit Qualifications shall not be considered for arriving at Net Worth.

Declaration cum Compliance Statement

We, M/s , do hereby certify that we are not presently blacklisted by any PSU Trust or any Government Entity or Regulator.

Further, we hereby give unconditional acceptance to the Terms and Conditions mentioned in the Enquiry Document and accordingly submit the empanelment request with NIXI .

Authorized Signatory

Name:

Date:

Place:

Terms & Conditions of Empanelment

1. The words “Arranger” or “Agency” shall mean the entity submitting the Empanelment Request with NIXI .
2. Bids shall be submitted only in respect of Securities, which are acceptable, in compliance with EPFO Investment Pattern as applicable to exempted s read with any amendment(s) thereto.

In case, any quotation is submitted for securities which are not acceptable as per aforesaid para, the same shall be deemed to be the quotation with incorrect particulars and shall be dealt in line with conditions applicable for incorrect particulars.

3. No bid shall be submitted in case, the agency is blacklisted by any PSU Trust or any Central/ State Govt. Entity/ Organization or any Regulator.
4. In case, any arranger who has submitted the Quotations, subsequently withdraws his quoted bid (i.e. does not transact at quoted price) within bid validity period, the following procedure shall be applicable:
 - i. For First Failure to honor the quotation, the agency will be debarred from bid submission (i.e. no bid shall be accepted) till next three investment enquiries.
 - ii. For Second such failure to honor the quotation, the agency will be debarred from bid submission (i.e. no bid shall be accepted) for one year from the date of such failure.
 - iii. For Subsequent failure to honor the quotation, the agency will be debarred from bid submission (i.e. no bid shall be accepted) for three years from the date of such failure.

5. Conditions applicable for Incorrect Particulars:

If particulars submitted along with quotation (or particulars submitted along with Deal, wherever EIL EPF Trust decides to invest in such quotation) are found to be incorrect, the agency shall be required to explain the reasons for such wrong submission as and when asked by EIL EPF Trust.

In case any particulars submitted along with Quotation (even if correction made in Deal Confirmation) or Deal Confirmation are found to be incorrect subsequent to execution of deal, EIL EPF Trust shall, at any time after such deal, reserve the right to execute a Reverse Deal (i.e. sale of security in case initial deal was for purchase of security(ies) or vice a versa) at the initial deal’s price of security with same Arranger with whom initial deal was executed and such Arranger shall be liable to accept such reverse deal. In such cases, adjustment shall be made in respect of interest (at the rate of yield at which deal was executed) accrued between the period of Initial Deal and Reverse Deal. However, in cases where investment decision is not on the basis

of yield (like in case Equity or ABS where future cash flows are not final at the time of investment), the adjustment shall be made considering the annualized interest rate of 12% p.a.

In case, such arranger does not accept to execute such reverse deal, the Arranger shall be blacklisted by EIL EPF Trust (in addition to exercising other legal remedies at the discretion of EIL EPF Trust) and no further bids shall be accepted in future from such Arranger.

However, no such action of Reverse Deal shall be taken wherever specific confirmation of acceptance of such corrections (i.e. mere signing of corrections done in the deal without such specific confirmation shall not be considered as correction communicated prior to deal) has been given by EIL EPF Trust in writing before signing of Deal by EIL EPF Trust.

6. Non Submission of Bids during any financial year ending 31st March, will automatically disqualify the arranger from quotations for subsequent three months. This condition shall be applicable from 01.04.2020 and accordingly in case no bid is received from an empanelled arranger/ agency during any financial year starting from FY 2020-21, such arranger shall be debarred from quotation for three months from the end of respective financial year.
7. NIXI reserves the right to discontinue with the empanelment at any time.