

NATIONAL TEXTILE CORPORATION LIMITED (NTC)
A GOVERNMENT OF INDIA UNDERTAKING

NOTICE INVITING APPOINTMENT OF FIRM/ COMPANY/ LLP AS ADVISOR FOR
NATIONAL TEXTILE CORPORATION LIMITED CONTRIBUTORY PROVIDENT FUND
TRUST

National Textile Corporation Limited wishes to appoint a firm/ company/ LLP as advisor for NTC Contributory Provident Fund Trust.

Interested Firms with requisite experience may submit their bids latest by 01.07.2022, 3:00 P.M. at the following address:

Smt. Bindu Sharma, Accounts Officer (CPF), National Textile Corporation Limited, 6th Floor, Core IV, SCOPE Complex,7, Lodhi Road,New Delhi – 110003, Tele: 011-24362622.

- Detailed Scope of Work, PQ Criteria and other details are available at www.ntcltd.org & eprocure.gov.in/epublish/app.

SCOPE OF WORK

NTC CPF Trust have a corpus of approx Rs. 8 crores which is invested in different securities. NTC CPF Trust requires the advisory services for their portfolio of the fund. The requirement from the advisor on monthly basis is as follows:

- Timely investment review & portfolio evaluation of the trust fund.
- Identification of Opportunities and portfolio requirement by tracking market and investment opportunities and by sending detailed Investment advice.
- Providing customized pre-investment advices in line with the broad contours of the mandatory requirements, portfolio and the market outlook.
- Sharing of market and research reports, periodic advisory releases pertaining to retirement funds.
- Providing an MIS back up with regular reports such as cash flow, funds overview, sector/state exposure, credit quality (Based on investment data).
- Conducting periodic trustee workshops & seminars.
- Updation of rules/policies regarding trust issued by any related authority.
- Compilation of quotation received from brokers for investment or disinvestment and sending detailed Investment advice as per rules/policies issued by any related authority.
- Customized Report as per the requirement of CPF Trust.

Initial agreement would be for six months which can be further extended for another six months based on requirement and satisfactory performance.

The Proposals are to be submitted in two covers as per the following directions:

A. Envelop 1 (Sealed): Technical Bid

ELIGIBILITY CRITERIA/TECHNICAL QUALIFICATION

1. Bidder should furnish technical bid in the format as per Annexure – I (Enclosed).
2. Covering letter must be on the Letter Head of Company/ Firm for Bid submission by the Bidder.
3. Authority letter authorizing the person of the bidder to sign the proposal and other documents.
4. Certificate of Incorporation on or before 01.04.2015

5. Valid SEBI / RBI registration certificate (as on date of uploading the tender)
6. Self-attested copy of Pan Card and GST Certificate
7. Turnover Certificates for last three years i.e.2018-19, 2019-20 and 2020-21 (NSE & BSE) (Yearly Turnover should be at least Rs.30 lakhs)
8. Balance Sheet for Last Three years (2018-19, 2019-20 and 2020-21)
9. List of PF Clients (At least one PSU/ Government Organisation Client)
10. The bidder must not have been proceed against/ black listed by any PSU/ Government Organization. A self-declaration to this effect needs to be provided by the bidder.

B. Envelope 2 (sealed): Financial Bid

1. Bidder should furnish financial bid in the format as per Annexure – II (Enclosed)
2. In case of any mismatch, the fee quoted in words will be taken as correct for all purposes, including evaluation of financial bids.

Both envelop should be separately sealed and super scribing the details of envelop (1: Technical Bid and 2: Financial Bid). Both the envelopes should be put under one sealed cover with super scribing “Tender for **Appointment of Firm/ Company/ LLP as Advisor for National Textile Corporation Limited Contributory Provident Fund Trust**”.

The proposal as above can be submitted latest by **3.00 pm on 01.07.2022 to Smt. Bindu Sharma, Accounts Officer (CPF), National Textile Corporation Limited, Core IV, SCOPE Complex, 7, Lodhi Road, New Delhi – 110003** in hard copies in original, duly signed and stamped by authorized person. No proposal shall be entertained after appointed time and date. NTCL will not be responsible for any postal / courier delay.

The Technical bid shall be opened at **11.30 am on 04.07.2022** in presence of bidder / representative if they choose to be present.

Financial Bid to be opened of only those parties who qualify in the technical evaluation in presence of bidder / authorized representative if they choose to be present. Please note that bids with any conditionality shall be summarily rejected.

Evaluation Criteria:-

Evaluation will be based only on L1 quoted rates. In case of multiple L-1 quotes, firms with higher experience will be considered.

Terms of Payment:

Payment of fees would be paid after considering the below points:

- (i) No. of advices shall be considered as one till the completion of particular process or work.
- (ii) On the satisfactory completion of work.

Mode of Payment:

The appointed advisor will raise the tax invoices in triplicate to NTCL. Taxes should be indicated separately while raising the bills for payment of fee.

The appointed advisor will be liable to pay taxes/duties/cess etc. applicable as per prevailing law at their end and copy of the same will be submitted to NTCL within 15 days for proof.

Reservations:

The NTCL reserves the right:

- (i) To discharge all Bids received and to re-invite offers; and
- (ii) To modify marginally and not substantially the recitals; conditions and covenants of the Tender/Contract Agreement at any time before its execution.

Other Details

1. NTC will not liable to reimburse any TA/DA/Lodging/Boarding bills apart from the fees.
2. Each page of the bid should be numbered and signed.
3. Bids are valid for 90 days from the opening of the Financial Bid.
4. NTC reserves the right to accept or reject any or all offers without assigning any reasons thereof.
5. Only courts at New Delhi shall have the jurisdiction to decide or adjudicate on any matter, which may arise.

INSTRUCTION TO BIDDER

All Bidders shall note the followings:

- (a) Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this bid document may be considered non-responsive and may be liable for rejection.
- (b) Strict adherence to formats, wherever specified, is required. Non-adherence to formats shall be a ground for declaring the Bid non-responsive.
- (c) All communication and information should be provided in writing and in the English language only.
- (d) The metric system shall be followed for units.

- (e) All communication and information provided shall be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the amount stated in words will be taken as correct.
- (f) No change in, or supplementary information to a Bid shall be accepted once submitted. However, NTCL reserves the right to seek additional information from the Bidders, if found necessary, during the course of evaluation of the Bid. Non-submission, incomplete submission or delayed submission of such additional information or clarifications sought by NTCL, may be a ground for rejecting the Bid.
- (g) The Bids shall be evaluated as per the criteria specified in this Bid by the Committee constituted for the purpose. However, within the broad framework of the evaluation parameters as stated in the bid document, NTCL reserves the right to make modifications to the stated evaluation criteria, which would be uniformly applied to all the Bidders.
- (h) The Bid (and any additional information requested subsequently) shall also bear the initials of the Authorised Signatory and stamp of the entity thereof on each page of the Bid.
- (i) NTCL reserves the right to reject any or all of the Bids without assigning any reason whatsoever.
- (j) Mere submission of information does not entitle the Bidder to meet an eligibility criterion. NTCL reserves the right to vet and verify any or all information submitted by the Bidder.
- (k) If any claim made or information provided by the Bidder in the Bid or any information provided by the Bidder in response to any subsequent query by NTCL, is found to be incorrect or is a material misrepresentation of facts, then the Bid will be liable for rejection. Mere clerical errors or bona fide mistakes may be treated as an exception at the sole discretion of NTCL and if NTCL is adequately satisfied.
- (l) The Bidder shall be responsible for all the costs associated with the preparation of the Bid. NTCL shall not be responsible in any way for such costs, regardless of the conduct or outcome of this process.

TECHNICAL PARTICULARS

1.	Name of Bidder	
2.	Postal address with Telephone / fax No./ official e-mail for communication	
3.	Confirm that you meet the eligibility criteria and how. (Attach supporting documents)	
4.	Confirm that all technical and commercial terms and conditions are acceptable.	
5.	Any other information the bidder may desire to furnish.	

Certified that to the best of my knowledge and belief all the above information is correct and nothing has been concealed.

Seal with Signatures of the
authorized signatory of the bidder

ANNEXURE - II

FORMAT OF FINANCIAL BID ON THE LETTER HEAD OF THE BIDDER

Sl. No.	Description	In INR #	
		Figures	Words
1. *	Fixed Lump-Sum Fee in Indian Rupees for six months (Excluding all applicable taxes)		
2.	All applicable taxes: (i) (ii) (iii)		
	TOTAL		

Note:

* Financial bid shall be evaluated based on Sl. No. 1 only.

In case of mismatch in figures and words quoted, the words will be taken as correct for all purpose.

Seal with Signatures of the
authorized signatory of the bidder