

THE ORIENTAL INSURANCE COMPANY LIMITED, PROVIDENT FUND

(An Exempted establishment under Section 17 of E P F Act 1952).

**Request for Proposal (RFP)
For Appointment of Consultant**

RFP NO OICL/PF/2018/001

**LAST DATE & TIME OF SUBMISSION
AT 12-30 HRS OF 22/01/2018
TENDERS TO BE OPENED ON 22/01/2018 AT 14-30 HRS**

THE ORIENTAL INSURANCE COMPANY LIMITED, PROVIDENT FUND

NOTICE OF INVITATION

THE ORIENTAL INSURANCE COMPANY LIMITED, PROVIDENT FUND Trust is looking for Investment advisor to assist in the management of its investment portfolio, by advising the trustees on appropriate investments in accordance with the investment philosophy/structure of the trust, capital market trends and also provide auxiliary services like regular investment performance reports, policy reviews and updates, asset allocation strategy, compliance monitoring, education and providing the trust with other investment advisory services as required

1. The RFP includes the following

- a) Introduction
- b) General Condition
- c) Selection Process
- d) Presentation &
- e) Time Schedule

2. The tenderer should clearly state the name(s), address, phone No., fax No. & e-mail id etc. of the associate.

3. The tenderer should submit copies of documents in support of meeting the qualification criteria

The Oriental Insurance Company Ltd, Provident Fund

Request for Proposal – Investment Advisory Services

INTRODUCTION:

The Oriental Insurance Company, Provident Fund is an exempted establishment under Section 17 of E P F Act 1952.

The Fund consists of contributions by the employees of the company and accumulations thereof and interest credited in respect of such contributions and accumulations, redemption / sale of securities and any capital gains arising from the transfer of capital assets of the fund.

The object of the fund is to provide - in accordance with the rules- every employee:-

- 1) At the time of superannuation/resignation/termination of service with a sum of money
- 2) Premature withdrawal of money for specific purposes.
- 3) Refundable and Non Refundable loans, during the period of service

The investment management and overall control of the fund shall in all respect be vested in the trustees of the fund.

GENERAL CONDITION:

MINIMUM QUALIFICATION:

- **Years of Experience:** Minimum 3 years in Investment Advisory Services of Retiral funds.
- **Minimum Advisory Team Size:** Not less than 5 dedicated Analyst / Advisors.
- **License:** Should be having Advisory License under Regulation 9 of SEBI (Investment Advisory) Regulations, 2013.

SCOPE OF SERVICES:

The primary role of the Investment advisor is to provide advice and counsel that will enable the Trustees to take well-informed decisions regarding the investible corpus of the trust.

The services will include, but not be limited, to the following:

- Advising on preparation and submission of Annual Investment Policy within/before 30 days of FY beginning to the trustees.
- Preparation of annual cash flow statements of income and redemption (including put/call option) and continuous tracking of the cash flow for timely deployment of funds.
- Advising on the investment pattern based on tentative Cash Flows for the financial year and ensuring compliance of Investment Pattern on weekly/monthly basis.
- Investment Recommendation / advices should be properly supported with fundamentals and technical analysis, ratings, duration and Risk profiling etc.
- Guidance on Competitive/ non-competitive bids for G.Sec/ SDL auction, guidance on the mode of bid, bidding rate, identification of paper/ Security and arranging to submit the bids on behalf of the trust/ for the trust with RBI on competitive/ non-competitive basis.
- Advising on management of the portfolio activity – depending upon the market scenario and coordinating for the approval, vouchers etc.
- Regular Portfolio performance monitoring with regard to issue, group, sector, rating, maturity, duration, Monthly MIS reports etc.
- Recommending investment in Mutual Funds on an objective criteria as per regulations.
- Ensure meaningful re-deployment of SDS deposits. Suggestions on withdrawal of funds as and when opportunity arises and redeployment of the same.
- Statement of Mark to Market of Portfolio on monthly basis.
- Reporting downgrades/ possible downgrades/ mismatches in investment limits in the investment pattern – on real time basis and possible corrective actions to be taken.
- Advising on churning of portfolio as and when required.
- No investment shall be made in or through the organization/group to which the investment advisor belongs.

PROCESS:

Procedure for Submission of Technical / Financial Bid:

Proposals by the prospective advisors fulfilling the criteria laid down shall be submitted in sealed envelope enclosing therein their offer letter (format attached) and two bid forms in two separate closed envelopes – one with the Technical questionnaire and another relating to financial bid (Fixed or variable fees). The outer envelope shall bear the RFP number mentioned at the beginning of this RFP. All supporting documents should be attached in a single file for reference where ever required.

The trust will not bear any costs incurred for RFP by prospective bidders.

- **Technical bid format attached.**
- **Financial Bid:** May consist of the following-
 - An Annual lump sum Fees.

Or

- Annual Fund Management Fee and/or
- Variable fees on and above Normal Rate of Return.

The period for appointment shall be for an initial period of three years; subject to review of performance by the end of year one. At the end of three years if their performance is found satisfactory, the trust reserves the right to continue the engagement for a further term of 3 years.

The sealed envelopes should reach the Regional Office MRO I, The Oriental Insurance Co Ltd, 2nd floor, Oriental House, 7,J Tata Road, Churchgate, Mumbai 400 020 on or before 12.30 hrs hours of the office on 22/01/2018. Please note any proposals received by the Board after the cut off time will not be considered

Financial Bids of only those technically qualified bidders will be opened.

In case of only one qualifying as per cut off, Trust reserves the right to relax the criteria for broader participation.

The Trust reserve the right to reject any or all quotes without assigning any reasons.

Presentations:

Firms selected after technical bids maybe required to make a presentation at our Mumbai Regional Office 1, situated at 2nd floor, Oriental House,7 J Tata Road,Churchgate, Mumbai-400 020. They may be required to clarify any queries raised during the presentation.

Time Schedule for the entire process

- a) RFP Response Deadline22/01/2018 12.30 HRS
- b) *Opening of Tenders22/01/2018 14.30 HRS
- c) Presentations by shortlisted bidders Within 15 days from the date of Tenders
- d) Firm Selection and Begin Implementation ...Within 10 days from the date of Presentation
- e) Validity of Bid.....31st March,2018

*Representatives of Bidders presence solicited.

The Trust appreciates the time and effort you will have expended in responding to this RFP.