



**Government of India**  
**Ministry of Communications**  
**Department of Posts**  
**(Directorate of Postal Life Insurance)**  
**1<sup>st</sup> Floor, Chanakyapuri Post Office Complex, New Delhi -110021**

**Invitation for**  
**Expression of Interest (EOI)**  
**for**  
**Appointment of Portfolio Managers**  
**For managing**  
**Post Office Life Insurance Funds (POLIF)&**  
**Rural Post Office Life Insurance Funds (RPOLIF)**

**Date of issue:**  
**04 July, 2019**

**Deadline for submission of Proposal:**  
**25 July, 2019 by 15.00 Hours**

### **Schedule of Events**

Date of upload of EOI	04.07.2019
Document available on	<a href="https://eprocure.gov.in">https://eprocure.gov.in</a> <a href="http://www.indiapost.gov.in">www.indiapost.gov.in</a>
Last Date for Requesting Clarification/s (Optional), if any, only through e-Mail.	11.07.2019
Date of Publication of DoP response at <a href="http://www.indiapost.gov.in/">www.indiapost.gov.in/</a> <a href="https://eprocure.gov.in/">https://eprocure.gov.in/</a>	16.07.2019
Last Date and Time for Submission of EOI	25.07.2019 15.00 Hours
Mode of EOI submission	Online on Central Public Procurement Portal <a href="https://eprocure.gov.in">https://eprocure.gov.in</a>
Date and Time for opening EOI responses.	26.07.2019 15.00 Hours
<b>CONTACT DETAILS</b>	
Authority to be contacted for further details	General Manager(B&I) Directorate of Postal Life Insurance, First Floor, Chanakyapuri Post Office Complex, New Delhi 110021 Tel:011-24673958 Fax:011-26876809

The EOI document is available on <https://eprocure.gov.in> and [www.indiapost.gov.in](http://www.indiapost.gov.in) and can be downloaded. The application completed in all respect of the EOI, should be uploaded online on the Central Public Procurement Portal <https://eprocure.gov.in> before 1500Hrs. on 25.07.2019

Applications cannot be uploaded on the portal after the last date and time for submission for the same, i.e. 1500Hrs on 25.07.2019 and no correspondence in this regard would be considered.

No. 46-07/2019-LI  
Government of India  
Department of Posts  
**(Directorate of Postal Life Insurance)**

**INVITATION FOR EXPRESSION OF INTEREST (EOI)**

Directorate of Postal Life Insurance, Department of Posts, Government of India invites applications for Expression of Interest (EOI) from experienced and reputed entities for their appointment as Fund Managers for managing investment of Post Office Life Insurance Fund (POLIF) and Rural Post Office Life Insurance Fund (RPOLIF).

Detailed terms and conditions are prescribed in the EOI document, which is available on the CPP Portal <https://eprocure.gov.in> and India Post Portal [www.indiapost.gov.in](http://www.indiapost.gov.in). The last date for submission of completed application electronically on the CPP Portal <https://eprocure.gov.in> using valid Digital Signature Certificates is 25.07.2019 (1500 Hrs).

The applications will be evaluated in accordance with the criteria for evaluation to shortlist applicants as prescribed in the EOI document. At a subsequent stage, the Request for Proposal (RFP) will be sent to the short-listed applicants only.

**General Manager (B&I)**

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## Glossary/Definitions

- **PLI:** Postal Life Insurance
- **RPLI:** Rural Postal Life Insurance
- **POLIF:** Post Office Life Insurance fund
- **RPOLIF:** Rural Post Office Life Insurance fund
- **PLI's fund:** Funds managed under the schemes PLI and RPLI (POLIF + RPOLIF)
- **AUM:** Assets Under Management
- **Applicant:** Entities interested to participate in the EOI process for appointment as Portfolio Manager for PLI's fund
- **Portfolio Manager:** Refers to the applicant (entity) participating in the EOI process
- **Fund Manager:** Refers to the individual (s) appointed by the Portfolio Manager for fund management
- **N.A.:** Not Applicable
- **PBG:** Performance Bank Guarantee **RFP:** Request for Proposal
- **EOI:** Expression of Interest
- **RBI:** Reserve Bank of India
- **SEBI:** Securities and Exchange Board of India
- **ICAI:** Institute of Chartered Accountant of India
- **IRDAI:** Insurance Regulatory and Development Authority of India
  
- **Financial Assets:** Financial Assets includes cash and/or any securities allowed as per investment guidelines prescribed by Insurance Regulatory and Development Authority of India (IRDAI) for investment by life insurance funds and investment policy of PLI as amendments by PLI from time to time.
- **Securities:** Securities allowed as per investment guidelines prescribed by Insurance Regulatory and Development Authority of India (IRDAI) for investment by life insurance funds and investment policy of PLI as amendments by PLI from time to time.
- **Holding Company:** as defined under section 2, clause (46) of Companies Act 2013 : "holding company", in relation to one or more other companies, means a company of which such companies are subsidiary companies.
- **Subsidiary Company:** as defined under section 2, clause (87) of Companies Act 2013 : "subsidiary company" or "subsidiary", in relation to any other company (that is to say the holding company), means a company in which the holding company -
  - (i) controls the composition of the Board of Directors; or
  - (ii) exercises or controls more than one-half of the total share capital either at its own or together with one or more of its subsidiary companies:Provided that such class or classes of holding companies as may be prescribed shall not have layers of subsidiaries beyond such numbers as may be prescribed.
- **Associate Company:** as defined under section 2, clause (6) of Companies Act 2013 : "associate company", in relation to another company, means a company in which that other company has a significant influence, but which is not a subsidiary company of the company having such influence and includes a joint venture company.
- **Related Party:** as defined under section 2, clause (76) of Companies Act 2013: "related party" with reference to a company, means -

- (i) a director or his relative;
- (ii) a key managerial personnel or his relative;
- (iii) a firm, in which a director, manager or his relative is a partner;
- (iv) a private company in which a director or manager is a member or director;
- (v) a public company in which a director or manager is a director or holds along with his relatives, more than two per cent. of its paid-up share capital;
- (vi) any body corporate whose Board of Directors, managing director or manager is accustomed to act in accordance with the advice, directions or instructions of a director or manager;
- (vii) any person on whose advice, directions or instructions a director or manager is accustomed to act: Provided that nothing in sub-clauses (vi) and (vii) shall apply to the advice, directions or instructions given in a professional capacity;
- (viii) any company which is—
  - (A) a holding, subsidiary or an associate company of such company; or
  - (B) a subsidiary of a holding company to which it is also a subsidiary;
- (ix) such other person as may be prescribed;

- **Primary Market:** as defined in the SEBI's Investor Education Reading Material under the document name "Beginner's Guide to Capital Market – Primary Market" - The Primary Market is, the market that provides a channel for the issuance of new securities by issuers (Government companies or corporates) to raise capital. The securities (financial instruments) may be issued at face value, or at a discount / premium in various forms such as equity, debt etc. They may be issued in the domestic and / or international market.
- **Secondary Market:** as defined in the SEBI's FAQ on Secondary Market – Secondary Market refers to a market where securities are traded after being initially offered to the public in the primary market and/or listed on the Stock Exchange. Majority of the trading is done in the secondary market. Secondary market comprises of equity markets and the debt markets.
- **Owned funds:** Owned funds are the proprietary funds of the Portfolio Manager or the funds belonging to any of its Holding company or Subsidiary company or Associate company
- **Discretionary portfolio management:** Funds which are reported and classified under Discretionary Services to SEBI as per SEBI circular on " Monthly reporting by Portfolio Managers" dated October 08, 2010.
- **Non-Discretionary portfolio management:** Funds which are reported and classified under Non-Discretionary Services to SEBI as per SEBI circular on " Monthly reporting by Portfolio Managers" dated October 08, 2010.
- **Advisory:** Funds which are reported and classified under Advisory Services to SEBI as per SEBI circular on " Monthly reporting by Portfolio Managers" dated October 08, 2010.

# 1. Disclaimer

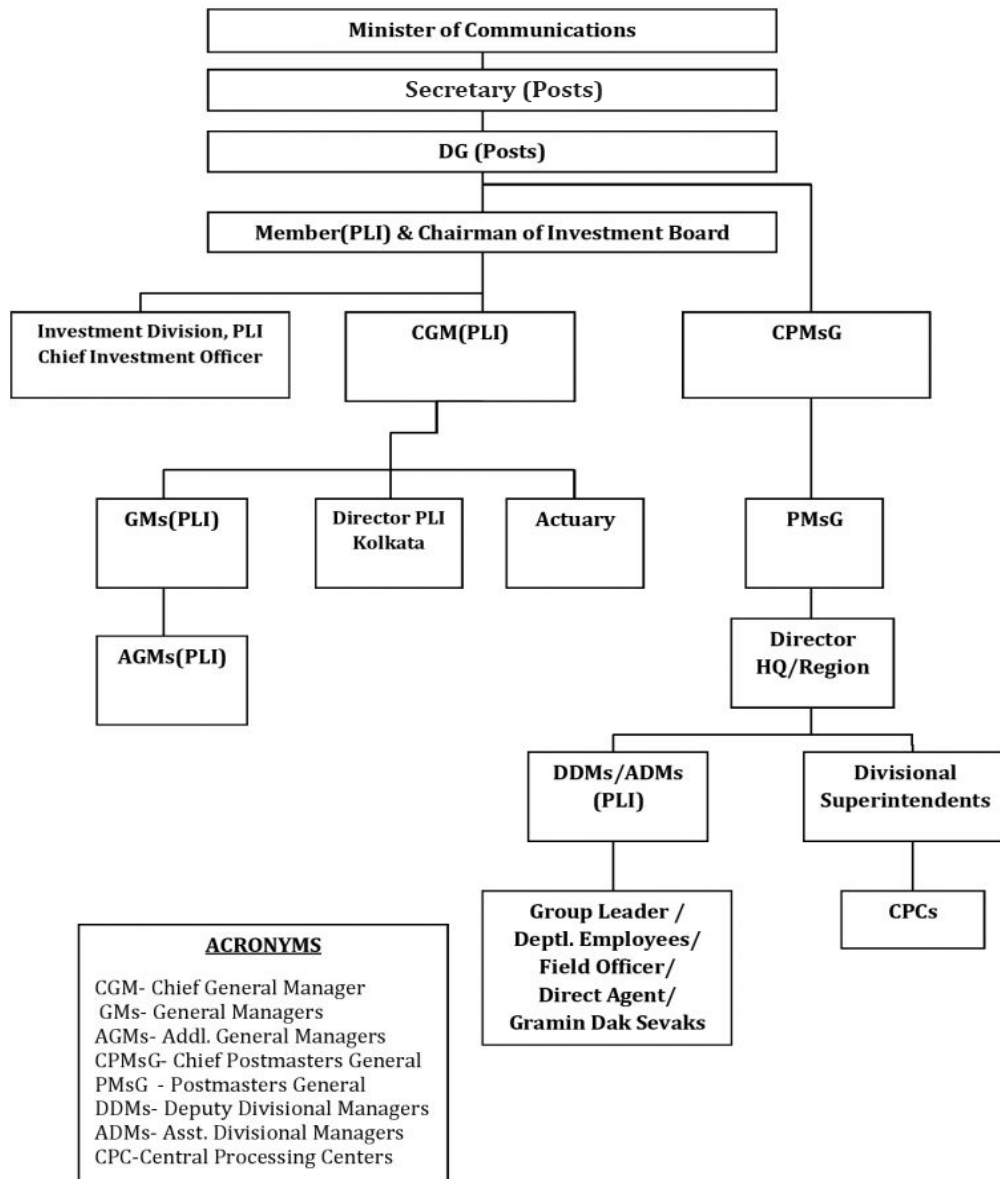
- 1.1 This document is being published in connection with the proposed appointment of Portfolio Managers by the PLI.
- 1.2 This document does not constitute nor should it be interpreted as an offer or invitation for the appointment of Portfolio Managers described herein.
- 1.3 This document is meant to provide information only and on the express understanding that recipients will use it only for the purpose of furnishing a proposal for being appointed as a Portfolio Manager of the PLI's fund. It does not purport to be all inclusive or contain all the information regarding the appointment of Portfolio Managers or be the basis of any contract. No representation or warranty, expressed or implied, will be made as to the reliability, accuracy or the completeness of any of the information contained herein.
- 1.4 While this document has been prepared in good faith, neither the PLI nor any of its officers make any representation or warranty or shall have any responsibility or liability whatsoever with respect to any statements or omissions here from. Any liability is accordingly and expressly disclaimed by the PLI and any of its officers, even if any loss or damage is caused by any act or omission on the part of the PLI or any of its officers, or employee or consultant, whether negligent or otherwise.
- 1.5 By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of the PLI. The PLI or any of its respective officers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of Portfolio Manager or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.
- 1.6 The PLI reserves the right to reject any or all proposals or cancel/withdraw the EOI without assigning any reason whatsoever and in such case no intending applicant shall have any claim arising out of such action. At any time prior to the deadline for submission of proposals, the PLI may modify, for any reason deemed necessary, the EOI by amendment notified on the PLI website ([www.postallifeinsurance.gov.in](http://www.postallifeinsurance.gov.in)) and such amendments shall be binding on them.
- 1.7 The interested applicant should carry out an independent assessment and analysis of the requirements for appointment as Portfolio Manager and of the information, facts and observations contained herein.
- 1.8 This document has not been filed, registered or approved in any jurisdiction. The applicants should inform themselves of any applicable legal requirements and conform to the same.
- 1.9 This document constitutes no form of commitment on the part of the PLI. Further, this document confers neither the right nor an expectation on any party to participate in the proposed appointment process of Portfolio Managers.
- 1.10 This document confers neither a right nor an expectation on any party to offer for appointment as Portfolio Manager.
- 1.11 The PLI may not consider for the purpose of qualification, a proposal which is found to be incomplete in content and/ or attachments and/ or authentication, etc. or which is received after the specified date and time, or not delivered as per the specified procedure.
- 1.12 Without prejudice to any other rights or remedies available to the PLI, Portfolio Managers may be disqualified and their proposals rejected for any reason whatsoever including those listed below:
  - 1.12.1 Material misrepresentation by the applicant in the proposal.

- 1.12.2 Failure by the applicant to provide the information required to be provided in the proposal pursuant to relevant sections of this EOI.
- 1.12.3 If information becomes known, after the applicant has been appointed, which would have entitled the PLI to reject or disqualify the relevant Portfolio Manager, the PLI reserves the right to reject the applicant at the time, or at any time after, such information becomes known to the PLI.
- 1.13 When any proposal is submitted pursuant to this EOI, it shall be presumed by the PLI that the applicant has fully ascertained and ensured about its eligibility to act as a Portfolio Manager, in the event of it being selected ultimately to act as a Portfolio Manager, under the respective governing laws and regulatory regimen, and that there is no statutory or regulatory prohibition or impediment to acting as a Portfolio Manager for the PLI and it has the necessary approvals and permission to act as a Portfolio Manager and further suffers no disability in law or otherwise to act as such.
- 1.14 All proposals and accompanying documents submitted online in response to this EOI will be considered as the final submission by the applicant.
- 1.15 Reference to any laws/ regulations/ guidelines in this EOI document is applicable to laws/ regulations/ guidelines in India.
- 1.16 The Applicant shall bear all costs associated with or relating to the preparation and submission of the proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by PLI or any other costs incurred in connection with or relating to the proposal. All such costs and expenses will remain with the Applicant and PLI shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Applicant in preparation or submission of the proposal, regardless of the conduct or outcome of the process.



## 2. Introduction

- 2.1 **Postal Life Insurance (PLI)** is the oldest life insurer in India. Postal life insurance was introduced in India way back in 1884 as a welfare scheme for postal employees and then extended to employees of the telegraph department in 1888. Over the years, PLI has grown from a few hundred policies in 1884 to over 46 lakhs policies as on March 31, 2017. It now covers employees of Central and State Governments, Central and State Public Sector Undertakings, Universities, Government aided Educational Institutions, Nationalized Banks, Local bodies, autonomous bodies, joint ventures having a minimum of 10% Govt./PSU stake, credit cooperative societies etc. PLI also extends insurance cover to the officers and staff of the Defence services and Paramilitary forces. Apart from individual insurance policies, Directorate of Postal Life Insurance also manages a Group Insurance scheme for the Extra Departmental Employees i.e. Gramin Dak Sevaks of the Department of Posts. As on 31.03.2019, there are around 43.6 lakhs PLI policies with an aggregate sum assured of Rs. 1.16 lakh crores.
- 2.2 **Rural Postal Life Insurance (RPLI)** was introduced on March 24, 1995, following the recommendation of the Official Committee for Reforms in the Insurance Sector (Malhotra Committee). In 1993, the committee observed that only 22% of the insurable population in this country had been insured; life insurance funds accounted for only 10% of the gross household savings. PLI was then permitted to extend its coverage to rural areas to transact life insurance business by utilizing the vast network of post offices in these rural areas which helped to keep cost of operations low. The prime objective of the scheme was to spread awareness as well as provide insurance cover to the rural population, especially the weaker sections and women workers. RPLI had over 146 lakhs policies as on March 31, 2017. As on 31.03.2109, there are around 137 lakh RPLI policies with an aggregate sum assured of Rs. 80,811 crores.
- 2.3 The organisational structure of the PLI is as follows ( Next Page):



The organisation functions under the overall superintendence of the Department of Posts, Ministry of Communications, Government of India.

### 3. Terms of reference

- 3.1 The investments in POLIF and RPOLIF are based on the investment policy of PLI (as amended from time to time). Currently, the investment policy of PLI is primarily guided by the norms/ pattern of investment specified for life insurance funds by IRDAI.
- 3.2 This document is an Expression of Interest (EOI) for appointment of Portfolio Managers for managing the PLI's fund on non-discretionary basis. PLI intends to appoint two Portfolio Managers for managing PLI's fund. Each Portfolio Manager will be managing both POLIF and RPOLIF. The Applicants who may wish to participate in the selection process must submit their proposals as per the process defined in the EOI.
- 3.3 PLI is in the process of selecting Custodian of Securities for PLI's fund and has floated an EOI for the same. The selection of Portfolio Managers would happen first followed by selection of Custodian of Securities. The Custodian of Securities will be required to maintain accounts of Financial Assets of the PLI, collect the benefits or rights accruing to the PLI, and maintain and reconcile records of the services rendered. The selected Custodian of Securities will provide custodial as well as fund accounting services for PLI's fund.
- 3.4 The total corpus of POLIF and RPOLIF as on 31 March, 2019 stands to Rs. 71,671.77 Crores and Rs. 27,255.86 Crores respectively, thereby to Rs. 98,927.63 Crores. The total investments made by the Portfolio Managers during the period 01 April, 2018 to 31 March, 2019 (FY 2018-19) is Rs. 8,308.89 Crores and Rs. 2,819.56 Crores for POLIF and RPOLIF respectively thereby totaling to Rs 11,128.45 Crores.

(Figures in Rs. Crores)

Fund	Total corpus as on 31 March, 2018	Net fresh accretion on account of contribution during FY 2018-19	Interest/dividend received during FY 2018-19	Maturity/sale proceeds during FY 2018-19	Total investment made during FY 2018-19	Total Corpus as on 31 March, 2019
	(A)	(B)	(C)	(D)	(E=B+C+D)	(F=A+E)
POLIF	63,362.88	3,016.23	3,495.70	1,796.96	8,308.89	71,671.77
RPOLIF	24,436.30	790.78	1,699.61	329.17	2,819.56	27,255.86

- 3.5 For further information about the PLI, one may visit the website [www.indiapost.gov.in](http://www.indiapost.gov.in).

## 4. Duties & responsibilities of the Portfolio Manager

The Portfolio Manager, while executing the role of managing the PLI's fund must:

- 4.1 Ensure that the dedicated Fund Manager(s) appointed to manage debt investments of PLI's fund should have been managing debt portfolio on a continuous basis during the preceding five (5) years and have a minimum total experience of ten (10) years, as on the date of issuance of EOI. Ensure that the dedicated Fund Managers appointed to manage equity investments of PLI's fund should have been managing equity investments on a continuous basis during the preceding five (5) years and have a minimum total experience of ten (10) years, as on the date of issuance of EOI.
- 4.2 Ensure that the dedicated Fund Managers responsible for managing the PLI's fund do not manage any other fund other than the PLI's fund.
- 4.3 Ensure, to the best possible extent, the Fund Managers appointed to manage the PLI's fund should continue in their role till the completion of the assignment. For any reason, if there is a proposed change in the Fund Manager(s) appointed to manage the PLI's fund, the same should be done with PLI's prior approval. The new Fund Manager(s) to be appointed to manage the PLI's fund should have relevant experience as stipulated in 4.1.
- 4.4 Portfolio Managers need to;
  - 4.4.1 Invest PLI's fund in accordance with the investment policy of PLI (as amended from time to time) and the agreement between Portfolio Manager and PLI.
  - 4.4.2 Submit and present to PLI the overall investment strategy for subsequent quarter along with their view on debt and equity markets.
  - 4.4.3 Ensure that Investment proposal by them must include asset allocation as well as investment recommendations.
- 4.5 The Portfolio Manager shall be responsible for monitoring and sale of the investments forming part of legacy portfolio of PLI allocated to it and incremental investments made during the tenure of appointment, as per the investment policy of PLI (as amended from time to time).
- 4.6 Maximise returns on the PLI's fund without breaching any restriction mentioned in section 4.4.
- 4.7 Be responsible on a continuous basis for the management of the PLI's fund allocated to it.
- 4.8 Maintain books and records about the operation and the status of the PLI's fund, and submit reports on the performance of the fund to the PLI at such intervals and in such manner as may be required or called for by the PLI.
- 4.9 Take all reasonable steps and exercise due diligence to ensure that the investment of the PLI's fund is not contrary to the provisions mentioned in section 4.4.
- 4.10 Exercise due diligence and care in all its recommendations on investment management and operations.
- 4.11 Be responsible for the acts of commissions or omissions by its employees or the persons whose services have been procured by the Portfolio Manager.
- 4.12 Not purchase or sell securities;
  - 4.12.1 Exceeding 5% or more, through any broker, of the aggregate purchases and sales of securities made by the Portfolio Manager, unless the Portfolio Manager has recorded in writing the justification for exceeding the aforesaid limit and reports all such investments to the PLI on a quarterly basis.

- 4.12.2 The aforesaid limits of 5% shall apply for a block of three calendar months on a monthly rolling basis.
- 4.13 Ensure that it shall not purchase securities of its Related Party and the Related Party of any other Portfolio Manager appointed by PLI in the Secondary Market.
- 4.14 The Portfolio Manager shall not invest in Primary Market issuances in which its Related Party is one of the lead managers or issuer of securities. The Portfolio Manager will have to submit a detailed list of its Related Party to the PLI and intimate PLI of any changes in that list thereon.
- 4.15 The Portfolio Manager shall not utilise the services of its Related Party or the Related Party of other Portfolio Manager appointed by PLI for the purpose of any securities transaction, distribution, sale and purchase in the Secondary Market.
- 4.16 Submit certificates from an auditor recognized by ICAI, appointed by the Portfolio Manager, for compliance of
- a. Sections 4.4 on a monthly basis.
  - b. Section 4.12, 4.13, 4.14 and 4.15 on a quarterly basis.
- 4.17 The Portfolio Manager shall get the books of accounts and portfolio accounts audited by an independent Chartered Accountant on a quarterly basis. This Chartered Accountant should be recognized by ICAI, having experience of treasury/mutual fund audit operations.
- 4.18 PLI may appoint a Chartered Accountant to audit the books and Accounts of the Portfolio Manager, relating to its transactions and the Portfolio Manager shall co-operate with such Chartered Accountant during the course of the audit.
- 4.19 Ensure and be responsible for back office support for investment management including accounting and audit related services. The PLI will appoint custodian and open sub accounts (one for each Portfolio Manager) with the custodian. Subsequently, each Portfolio Manager has to submit MIS to the PLI on periodic basis.
- 4.20 Ensure that the Fund Manager(s) or the key personnel of the Portfolio Manager should not invest in their personal capacity, in securities where the PLI's fund is deployed. Portfolio Managers must report any existing securities holdings owned by the Fund Manager(s) or the key personnel which are part of the PLI's fund. For divesting such securities prior approval of the PLI must be obtained. The Portfolio Manager must also report to the PLI any information pertaining to investments and divestments by the Fund Manager(s) or the key personnel as and when required by the PLI.
- 4.21 Ensure that a firewall is maintained both in terms of staff and systems, in respect of the fund managed for the PLI, to segregate it from its other funds or businesses.
- 4.22 Share with the PLI;
- 4.22.1 Bio-data of all its Directors along with their interest in other companies within fifteen days of their appointment; and
  - 4.22.2 Any change in the interest of its Directors every six months.
- 4.23 Ensure that the above duties and responsibilities are adhered to at all points of time. If there is a breach in any duties and responsibilities, the Portfolio Manager should rectify the same within 30 days after PLI communicating it to the Portfolio Manager in writing. Failure to do the same would result in a penalty. Further, PLI reserves the right to terminate the agreement in case of breach of any of the above duties and responsibilities, after giving notice of sixty calendar days to the Portfolio Manager. The PLI shall also remain the sole owner of the funds placed with the Portfolio Managers for the purpose of investment on its behalf.

- 4.24 The Portfolio Managers shall not borrow funds or securities on behalf of PLI or lend or pledge, hypothecate, or create any similar encumbrance on the PLI's securities in any manner whatsoever without the prior written approval of PLI.
- 4.25 The PLI shall have right to inspect all documents and accounts relating to the PLI's funds.

## 5. Proposed contract terms

### 5.1 Tenure of appointment

The appointment of the Portfolio Managers shall be on a non-discretionary basis for a period of three (3) years. This may be extended by one (1) more year on mutual consent of the PLI and the Portfolio Manager concerned, depending on the performance of the latter. The performance of the Portfolio Managers shall be reviewed on a regular basis.

### 5.2 Duties and responsibilities of the Portfolio Managers

The Portfolio Manager should adhere to the duties and responsibilities given in section 4 of this EOI document.

### 5.3 Custodial and fund accounting services

The PLI will be responsible for the appointment of Custodian of Securities for PLI's fund. PLI will bear all the necessary charges and fees for the custodial and fund accounting services.

### 5.4 Review of performance

The PLI will follow a process of periodic review of the performance of the Portfolio Managers. Such review will be carried out on a quarterly basis. The PLI reserves the right to change the allocation of fund for investments to Portfolio Managers based on its review of their performance, which would also include the efficiency of services which have been laid down in all such agreements in which the PLI and the appointed Portfolio Manager(s) are party to. The re-allocation of funds will be done annually based on review of performance.

### 5.5 Verification of information/data and documents

PLI reserves the right to verify all statements, undertakings, information/data and documents submitted by the Applicant in response to EOI and the Applicant shall, when so required by PLI, make available all such information, evidence and documents as may be felt necessary by PLI for such verification. Any such verification, or lack of such verification, by PLI shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of PLI thereunder. Further PLI reserves the right to call for an auditor's certificate related to any information/data provided during the selection process. The Applicant must be able to provide the above required data to PLI within the stipulated timeline as per PLI's requirement.

### 5.6 Conditions of termination

The appointment of the Portfolio Manager will be terminated if:-

5.6.1 The Portfolio Manager contravenes the conditions/ clauses as specified in the agreement with the PLI;

5.6.2 The Portfolio Manager is unable to perform the duties and responsibilities as specified in the agreement;

5.6.3 If in the PLI's opinion, the performance of the Portfolio Manager is unsatisfactory; and

The appointment of Portfolio Managers would be terminated at the end of the tenure as specified in the Letter of Appointment.

### 5.7 Arbitration

In event of any dispute or difference between the parties hereto, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Communications on the recommendation of the Secretary, Department of Legal Affairs ("Law Secretary"), Government of India. The provision of Arbitration and Conciliation Act 1996 (No. 26 of 1996) shall be applicable to the arbitration. The venue of such

arbitration shall be at Delhi or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the "Award"), which shall be final and binding on the parties. The cost of arbitration shall be shared equally by the parties to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself. Pending the submission of and/or decision on dispute, difference or claim or until the arbitral award is published; the parties shall continue to perform all their obligations under this Agreement without prejudice to a final adjustment in accordance with such award. Dispute, if any, shall be subjected to jurisdiction of court in New Delhi only.

#### 5.8 Process for transfer of assets in case of termination

It shall be the duty of the Portfolio Manager to ensure that it transfers all assets at the end of the completion of its tenure as Portfolio Manager or termination of the contract, whichever is earlier, as directed by the PLI.

The Portfolio Manager shall provide all the necessary support in ensuring smooth transfer of all the funds. It shall also ensure the transfer of all the relevant documents/ records/ information in accordance with the directions issued by the PLI.

Any form of non-support or non-cooperation or obstructions from the Portfolio Manager shall amount to non-performance by the Portfolio Manager. The PLI reserves the right to invoke the PBG and / or take legal action against the Portfolio Manager in such cases.

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 Portfolio Manager will be borne by it.

For any delay in transfer of assets/ funds, interest at the rate of the highest yielding security purchased during the tenure of appointment would be payable to PLI by the Portfolio Manager for the period of delay. Delay will be counted from the next bank working day after date of termination of the Portfolio Manager.

#### 5.9 Payment schedule

The fee/ charges payable to the Portfolio Manager would be settled on a quarter end basis. However, this time frame is indicative and would be finalized mutually between the PLI and the successful Applicant(s).

For debt investments, the fee shall be paid on the face value of fresh investments made during the quarter. Further, for investments in debt portfolio, no fees would be payable on reinvestments made out of redemptions/ maturities of any investments made by the Portfolio Manager during the period of the current contract.

For equity investments, the fee shall be paid on quarterly average equity assets under management (at market value) during the quarter.



## 6. Electronic EOI process

### 6.1 Steps in electronic EOI process:

- 6.1.1 Applicants wishing to participate in the electronic EOI process may get themselves registered at Central Public Procurement (CPP Portal) website <http://eprocure.gov.in/eprocure/app> for submission of proposal in the electronic form as per the terms defined in this document.
- 6.1.2 As part of the enrolment process, the Applicants will be required to choose a unique username and assign a password for their accounts.
- 6.1.3 Applicants are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 6.1.4 Upon enrolment, the Applicants will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India, with their profile.
- 6.1.5 Only one valid DSC should be registered by a given Applicant. Please note that the Applicants are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6.1.6 Applicants will then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC/e-Token.
- 6.1.7 All Applicants are required to pay Rs. 2000 (Rs. Two thousand only) towards bid processing fee in the form of credit under Un-Classified Receipts (UCR) in any Post Office, in favour of the Chief General Manager (PLI), Directorate of PLI, Chanakyapuri, New Delhi. The bid processing fee can be deposited at any Post Office. Proof of payment of bid processing fee, in original, should be part of the bid document & copy is to be uploaded in the CPP Portal. Proposals not accompanied by bid processing fee shall be rejected as non-responsive. The bid processing fee is non-refundable.
- 6.1.8 The applicants should fill up the online detail, complete in all respect, and submit the required documents as per the terms of this EOI on or before 25.07.2019, 15.00 hours Bids received after the scheduled date and time of submission will not be entertained.
- 6.1.9 Applicants are required to do online submission of pre-qualification bids (as detailed in section 8 of this document) at CPP Portal.
- 6.1.10 The authorised representative of the applicants may be present at the time of opening of the pre-qualification bids.
- 6.1.11 There must be a summary of list of documents against the proposal for EOI.
- 6.1.12 Each supporting document required in the proposal should clearly indicate the serial number of the relevant section of the EOI against which the submission has been made.

- 6.1.13 All the pages of the proposal submitted by the applicants must have the company seal and signature of the authorised signatory.
- 6.1.14 The proposals must be submitted online only as detailed in this EOI. 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.
- 6.1.15 THE APPLICANT MUST ENSURE THAT THE SOFTCOPIES OF ALL BID DOCUMENTS COMPLETE IN ALL ASPECTS AS DETAILED IN THIS EOI ARE SUBMITTED ONLINE.

## 6.2 Completeness of bid documents

- 6.2.1 The PLI will open and evaluate the contents of the documents received to ascertain that all documents/information requirements are provided in the format and the manner specified.
- 6.2.2 The PLI may, where considered necessary, seek further clarifications from any/ all applicants in respect of any information provided in the EOI.
- 6.2.3 The applicant must furnish clarifications within the stipulated time frame failing which the bid submitted by the applicant concerned will be treated as incomplete.

## 6.3 Evaluation of Pre-qualification bids

- 6.3.1 The Pre-qualification bids of all the Applicants will be evaluated as per the criteria specified in Section 7.1 of the EOI.
- 6.3.2 Applicants, who qualify on all the 9 pre-qualification bid criteria as laid down in section 7.1 of this EOI would only be eligible to participate in the RFP process for appointment of Portfolio Managers for managing PLI's fund. The qualification or dis-qualification of the Applicants on each of the 9 pre-qualification bid criteria will be on the basis of the supporting documents submitted by the Applicants against each of the 9 pre-qualification bid criteria. Based on the supporting documents submitted by the applicants, the qualification against each of the 9 pre-qualification bid criteria as laid down in section 7.1 of this EOI will be marked as YES or NO.
- 6.3.3 All proposals will be evaluated by a Tender Evaluation Committee (TEC) constituted by the Department of Posts, Government of India. The TEC may seek oral or written clarifications from the Applicants at any stage during the EOI process. The Applicants must respond/provide the information/clarifications within the timeframe as stipulated by the TEC. Failure to do so may lead to disqualification of the Applicant.
- 6.3.4 The proposals shall be valid for a period of six (6) months from the date of opening of pre-qualification bid documents.
- 6.3.5 PLI reserves the right to cancel the EOI/RFP process, call for a re-bid without assigning any reason thereof.

## 6.4 Key activities and dates

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

Sr.No.	Key Activities	Due Date*
1.	Issuance of EOI	04.07.2019
2.	Last date for submission of queries on EOI via e-mail (queries to be sent to on the email id <a href="mailto:ddm1.plidte@indiapost.gov.in">ddm1.plidte@indiapost.gov.in</a> , with cc to <a href="mailto:gmplidte@gmail.com">gmplidte@gmail.com</a> and <a href="mailto:cgmplidte@gmail.com">cgmplidte@gmail.com</a> )	11.07.2019
3.	Response to above queries to be uploaded on the PLI website	16.07.2019
4.	Last date for submitting proposal	25.07.2019 by 15.00 Hours
5.	Pre-qualification bid opening	26.07.2019 by 16.00 Hours
6.	Intimation to applicants successful in pre-qualification bid	After the approval from PLI
7.	Issuance of RFP for appointment of Portfolio Managers for managing PLI's fund	After the approval from PLI

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

## 7. Bid evaluation criteria

7.1 The pre-qualification criteria for selection of Portfolio Managers is as follows:

S. No	Criteria	Supporting Document
1	<p>The Portfolio Manager must have:</p> <p>i. At least five (5) years of experience each in managing debt funds* and equity funds** (excluding management of own funds) as on date of issue of this EOI; and</p> <p>ii. Average of Quarterly Average assets under management (AAUM)^ under debt funds* for the last four (4) quarters ending 31<sup>st</sup> March, 2019 must not be less than Rs 40,000 crore; excluding investment of its own funds; and</p> <p>iii. Average of Quarterly Average assets under management (AAUM)^ under equity fund** for the last four (4) quarters ending 31<sup>st</sup> March, 2019 must not be less than Rs 20,000 crore; excluding investment of its own funds;</p>	Refer to section 8.2.1 & 8.2.2
2	The Portfolio Manager must be registered with SEBI to carry portfolio management service (PMS) activity.	Refer to section 8.2.3
3	The Portfolio Manager/ its subsidiaries/ its holding company/ its associate companies should not have been barred or suspended by any financial sector regulator or government authority or court of law in India from carrying out capital market or money market related activities during the last 5 years from the date of issue of this EOI.	Refer to section 8.2.4
4	The Portfolio Manager/ its subsidiaries/ its holding company/ its associate companies 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 to section 8.2.5
5	<p>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 subsidiaries/ its holding company/ its associate companies which, if adversely determined, could reasonably be expected to have a material adverse effect on its ability to perform the obligations under this assignment.</p> <p>Any development with regards to this should be intimated to PLI immediately. The PLI reserves the right to reject or disqualify the relevant Portfolio Manager based on the information provided above.</p>	Refer to section 8.2.6
6	The Directors and key personnel (including but not limited to the Chief Executive Officer, Chief Investment Officer, Fund Manager, Compliance Officer) of the Portfolio Manager shall be persons who have not been found guilty by any court of law.	Refer to section 8.2.7
7	The Portfolio Manager shall forthwith inform the PLI of any material change (including financial, legal and personnel) in the information or particulars previously furnished, which have a bearing on the appointment if granted.	Refer to section 8.2.8
8	The Portfolio Manager shall undertake to comply with all the extant PLI guidelines/ directions as applicable from time to time.	Refer to section 8.2.9

S. No	Criteria	Supporting Document
9	<p>The Portfolio Manager must have the following policies/guidelines in place</p> <ul style="list-style-type: none"> <li>• Investment policy/manual: The applicant should have an investment policy covering the following aspects <ul style="list-style-type: none"> <li>a. Clearly articulated roles and responsibilities of investment, dealing and research teams</li> <li>b. Defined process of forming investment strategies and limits: investment strategy for each fund, long term and short term investment limits for each issuer</li> <li>c. Clear articulation of investment process with defined investment universe and its approval process and credit rating process</li> <li>d. Clearly defined constitution of the investment committee with their roles and responsibilities</li> <li>e. The approval process and the review frequency of investment policy/manual must be clearly defined.</li> </ul> </li> <li>• Risk policy: The applicant should have a risk policy covering the following aspects <ul style="list-style-type: none"> <li>a. Structure, roles and responsibilities of the risk team</li> <li>b. Well-defined risk limits and metrics</li> </ul> </li> <li>• Valuation policy: The applicant should have a well-defined and documented valuation policy following the relevant regulations</li> <li>• Compliance policy: The applicant should have a well-defined compliance policy covering the following aspects <ul style="list-style-type: none"> <li>a. Structure, roles and responsibilities of the compliance team</li> <li>b. Well-defined employee dealing and anti-money laundering policies</li> </ul> </li> <li>• Data security policy: The applicant should have a clearly defined data security policy covering the technological platforms, systems and firewalls used for the same</li> <li>• Disaster Recovery Plan (DRP) and Business Continuity Plan (BCP) – A well-defined process covering <ul style="list-style-type: none"> <li>a. Ownership of the process</li> <li>b. Frequency of testing the process</li> <li>c. DR sites and servers for back up</li> <li>d. Replication of process between original and back-up servers</li> </ul> </li> <li>• Broker empanelment process: The applicant must have a well-documented broker empanelment process covering the following aspects <ul style="list-style-type: none"> <li>a. Criteria for selection and review of brokers</li> <li>b. Frequency and review of the approval process</li> </ul> </li> </ul>	Refer to section 8.2.10

*^For AUM book value should be used for HTM portfolios, the market value should be used for MTM portfolio*

*\* Debt funds in case of mutual funds, funds under discretionary or non-discretionary Portfolio Management Services (PMS) and funds under National Pension System (NPS) will include 100% debt funds or hybrid funds with 10% to 25% equity allocation. However, fund of funds and funds under advisory should be excluded. Further, only non-owned funds are to be considered.*

*\*\* Equity funds in case of mutual funds, funds under discretionary or non-discretionary Portfolio Management Services (PMS) and funds under National Pension System (NPS) will include 100% equity funds. However, fund of funds and funds under advisory should be excluded. Further, only non-owned funds are to be considered.*

**Note:** Refer to Glossary/ Definitions section for the definitions of subsidiaries, holding company and associate companies of the Portfolio Manager

## 8. Format of pre-qualification bid

### 8.1 Documents comprising the proposal

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

- 8.1.1 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 authorised representative of the applicant.
- 8.1.2 Any deviations from the requirements of the EOI must be included as a separate statement as per the format defined in section 9.3.
- 8.1.3 Any other information that is to be submitted during the course of the proposal process.
- 8.1.4 There must be a summary of the list of documents against the proposal for EOI.

### 8.2 Pre-qualification bid format

Name of applicant (full name of the firm):

Address with telephone No., Fax No., E-Mail ID, etc.

Summary of supporting documents submitted against each of the 9 pre-qualification bid criteria as laid down in section 7.1 of this EOI:

Sr. No.	Pre-qualification bid criteria	Supporting document	Supporting document submitted as per respective section (Yes/No)
1	Sr. no. 1 as per pre-qualification bid criteria as laid down in section 7.1 of this EOI	As per section 8.2.1 & 8.2.2	State Yes or No
2	Sr. no. 2 as per pre-qualification bid criteria as laid down in section 7.1 of this EOI	As per section 8.2.3	State Yes or No
3	Sr. no. 3 as per pre-qualification bid criteria as laid down in section 7.1 of this EOI	As per section 8.2.4	State Yes or No
4	Sr. no. 4 as per pre-qualification bid criteria as laid down in section 7.1 of this EOI	As per section 8.2.5	State Yes or No
5	Sr. no. 5 as per pre-qualification bid criteria as laid down in section 7.1 of this EOI	As per section 8.2.6	State Yes or No
6	Sr. no. 6 as per pre-qualification bid criteria as laid down in section 7.1 of this EOI	As per section 8.2.7	State Yes or No
7	Sr. no. 7 as per pre-qualification bid criteria as laid down in section 7.1 of this EOI	As per section 8.2.8	State Yes or No
8	Sr. no. 8 as per pre-qualification bid criteria as laid down in section 7.1 of this EOI	As per section 8.2.9	State Yes or No
9	Sr. no. 9 as per pre-qualification bid criteria as laid down in section 7.1 of this EOI	As per section 8.2.10	State Yes or No

- 8.2.1 At least five (5) years of experience each in managing debt funds\* and equity funds\*\* (excluding management of own funds) as on date of issue of this EOI

Sr. No.	Particulars	Details	Supporting document submitted	Remarks if any	Annexure No.
1	No. of years of experience in managing debt funds*				
2	No. of years of experience in managing equity funds**				

For \*, \*\* please refer to the footnotes under section 7.1

Supporting document with respect to number of years of experience in managing debt and equity funds may include factsheet, mandate letter from client or any other document of similar nature duly signed by the authorised signatory.

8.2.2 Name, inception date and AAUM<sup>^</sup> under debt funds\* and equity funds\*\* for the past four (4) quarters ended 31 March, 2019

Sr. No.	Particulars	Details	Supporting document submitted	Remarks if any	Annexure No.
1	Average assets under management (AAUM) <sup>^</sup> under debt funds* for the last four (4) quarters ending 31 <sup>st</sup> March, 2019; excluding investment of its own funds	In Rs. Crores			
2	Average assets under management (AAUM) <sup>^</sup> under equity funds** for the last four (4) quarters ending 31 <sup>st</sup> March, 2019; excluding investment of its own funds	In Rs. Crores			

Sr No.	Name of fund managed	Type of fund (Equity fund/ Short-Term debt/ Long-Term debt/ Gilt/ Provident Fund/ Pension fund, etc.)	Inception date	Average assets under management (AAUM) <sup>^</sup> for the last four (4) quarters ending 31 <sup>st</sup> March, 2019 (Rs Cr)

For \*, \*\*, <sup>^</sup> please refer to the footnotes under section 7.1

Please note that there should be a certification for the above by an auditor recognized by ICAI.

8.2.3 Copy of the Registration Certificate (the first such certificate as well as all renewal certificates indicating continuous experience) of the Portfolio Manager with SEBI to carry out PMS activity.

Sr. No.	Supporting Documents submitted	Remarks in any	Annexure No.

- 8.2.4 An affidavit by the Chief Executive Officer or Managing Director or equivalent of the Portfolio Manager and duly notarised by a public notary, confirming that the Portfolio Manager/ its subsidiaries/ its holding company/ its associate companies have not been barred or suspended by any financial sector regulator or government authority or court of law in India from carrying out capital market or money market related activities during the last 5 years from the date of issue of this EOI.

Sr. No.	Supporting Documents submitted	Remarks in any	Annexure No.

*Please refer section 9.5 for the format of Affidavit*

- 8.2.5 An affidavit by the Chief Executive Officer or Managing Director or equivalent of the Portfolio Manager and duly notarised by a public notary, confirming that the Portfolio Manager/ its subsidiaries/ its holding company/ its associate companies 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.

Sr. No.	Supporting Documents submitted	Remarks in any	Annexure No.

*Please refer section 9.5 for the format of Affidavit*

- 8.2.6 An affidavit by the Chief Executive Officer or Managing Director or equivalent of the Portfolio Manager and duly notarised 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 subsidiaries/ its holding company/ its associate companies 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 will be intimated to PLI immediately.

Sr. No.	Supporting Documents submitted	Remarks in any	Annexure No.

*Please refer section 9.5 for the format of Affidavit*

- 8.2.7 An undertaking from the Chief Executive Officer or Managing Director or equivalent official of the Portfolio Manager certifying that the Directors and key personnel (including but not limited to the Chief Executive Officer, Chief Investment Officer, Fund Manager, Compliance Officer) of the Portfolio Manager shall be persons who have not been found guilty by any court of law.

Sr. No.	Supporting Documents submitted	Remarks in any	Annexure No.

*Please refer section 9.4 for the format of Undertaking*

- 8.2.8 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 PLI of any material change (including financial, legal and personnel) in the information or particulars previously furnished, which have a bearing on the appointment if granted.



Sr. No.	Supporting Documents submitted	Remarks in any	Annexure No.

Please refer section 9.4 for the format of Undertaking

- 8.2.9 An undertaking from the Chief Executive Officer or Managing Director or equivalent official of the Portfolio Manager certifying that the Portfolio Manager shall comply with all the extant PLI guidelines/ directions as applicable from time to time.

Sr. No.	Supporting Documents submitted	Remarks in any	Annexure No.

Please refer section 9.4 for the format of Undertaking

- 8.2.10 An undertaking from the Chief Executive Officer or Managing Director or equivalent official of the Portfolio Manager certifying that the Portfolio Manager has policies/guidelines in place as specified in Sr. No 9, Section 7.1 of the EOI.

Sr. No.	Supporting Documents submitted	Remarks in any	Annexure No.

Please refer section 9.4 for the format of Undertaking

**Additional Information:**

1. Names of Directors of the applicant:
2. Shareholding pattern of the promoters:
3. Name and designation of authorised representative:
4. Applicant details:
  - i. Nature of business/ products or services offered by the applicant(s):
  - ii. Date of incorporation:
  - iii. Date of commencement of business:
  - iv. Full address including telephone nos./fax nos.:
  - v. Registered office address:
  - vi. Address for communication:

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

8.3 Illustrations for calculations

Illustration for calculation of average AUM for MTM and HTM portfolios

**Step 1:** Calculation of quarterly average AUM for one quarter

**Specimen calculation for MTM portfolios:**

Quarterly average AUM (Rs Crores) for the quarter ended 31 March, 2019		
Days	Portfolio 1 - Daily AUM (Rs Crores)	Portfolio 2 - Daily AUM (Rs Crores)
1-Jan-19	100	85
2-Jan-19	102	65
3-Jan-19	103	75
-	-	-

Quarterly average AUM (Rs Crores) for the quarter ended 31 March, 2019		
Days	Portfolio 1 - Daily AUM (Rs Crores)	Portfolio 2 - Daily AUM (Rs Crores)
-	-	-
-	-	-
30-Mar-19	104	72
31-Mar-19	108	100
<b>Average AUM</b>	<b>A=AVERAGE of all the above</b>	<b>B=AVERAGE of all the above</b>

**Specimen calculation for HTM portfolios:**

Quarterly Average AUM (Rs Crores)			
Days	Portfolio 1 - Daily book value of investments (Rs Crores)	Portfolio 2 - Daily book value of investments (Rs Crores)	Remarks
31-Dec-18	0	0	On the initial date, the opening figures will be zero
1-Jan-19	100	85	Rs 100 crore investment made in Portfolio 1 and Rs 85 crore in Portfolio 2 on Jan 1
2-Jan-19	120	85	Additional Rs 20 crore investment made in Portfolio 1 and no new investment in Portfolio 2 on Jan 2
3-Jan-19	120	100	No new investment made in Portfolio 1 and additional Rs 15 crore made in Portfolio 2 on Jan 3
-	-	-	-
-	-	-	-
-	-	-	-
30-Mar-19	140	102	-
31-Mar-19	180	105	-
<b>Average AUM</b>	<b>E1=AVERAGE of all the above (From Jan 1, 2019 to Mar 31, 2019)</b>	<b>F1=AVERAGE of all the above (From Jan 1, 2019 to Mar 31, 2019)</b>	

**Note:** For AUM, book value should be used for HTM portfolios, the market value should be used for MTM portfolio

For Asset Under management book value 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). 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 above calculation will have to be done for 4 quarters to arrive at the average AUM which will be used in the next step

**Step 2: Calculation quarterly Average AUM for 4 quarters**

Quarter end dates	Quarterly average AUM (in Rs. Crore)			
	Non Owned			
	Portfolio 1	Portfolio 2	Portfolio ...n	Total
31-Mar-19	A	B	....	<b>C1= A+B+.....</b>
31-Dec-18	-	-	-	<b>C2= Calculated similarly as above</b>
30-Sep-18	-	-	-	<b>C3= Calculated similarly as above</b>
30-Jun-18	-	-	-	<b>C4= Calculated similarly as above</b>
<b>Average</b>				<b>D = Average (C1,C2,C3,C4)</b>

**8.4 Qualitative information requirement**

Copy of the audited balance sheet, profit and loss statement and income tax return and annual report for the latest three financial years (2015-16, 2016-17 and 2017-18)

Sr. No.	For the Financial Year	Remarks if any	Annexure No.
1			
2			
3			

## 9. Formats for covering letter, clarification, deviations, undertaking and affidavit

### 9.1 Format for pre-qualification covering letter

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

Ref : \_\_\_\_\_

Date/Place : \_\_\_\_\_

General Manager (B&I)  
Directorate of Postal Life Insurance  
Chanakyapuri Post Office Complex  
New Delhi - 110021

Dear Sir/ Madam,

#### **Ref: Expression of Interest (EOI): Appointment of Portfolio Managers for the PLI's fund**

We refer to the communication inviting EOI for appointment of Portfolio Managers for the PLI's fund. We have read and understood the contents of the document and 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 EOI for appointment as Portfolio Managers for PLI's fund. We confirm that we satisfy the pre-qualification criteria set out in the relevant sections of the EOI.

We agree to unconditional acceptance of all the terms and conditions set out in the EOI document.

We confirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents delivered to the PLI 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 PLI 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 authorised to submit the proposal.

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

Yours faithfully,

For and on behalf of \_\_\_\_\_(Insert company name)

Authorised Signatory

(Name of Authorised Signatory along with signature and company seal)

9.2 Request for clarifications

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

9.3 Format for providing explanations for deviations if any

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

9.4 Format for undertaking

**UNDERTAKING**

(To be given on company letter head)

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 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 Expression of Interest dated 04.07.2019 ("**EOI**") issued by the Postal Life Insurance ("**PLI**") for appointment of Portfolio Managers for managing PLI's fund.

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

- a. the Directors and key personnel (including but not limited to the Chief Executive Officer, Chief Investment Officer, Fund Manager, Compliance Officer) of the Portfolio Manager are persons who have not been found guilty by any court of law.
- b. the Portfolio Manager shall forthwith inform the PLI of any material change (including financial, legal and personnel) in the information or particulars previously furnished, which have a bearing on the appointment if granted.
- c. the Portfolio Manager shall comply with all the extant PLI guidelines/ directions as applicable from time to time.
- d. the Portfolio Manager has policies/ guidelines in place as specified in Sr. No 9, Section 7.1 of the EOI.

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

Signature .....

Name .....

Date .....

Encl: (i) Certified copy of the Board Resolution dated \_\_\_\_\_.

9.5 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 Expression of Interest dated 04.07.2019 ("**EOI**") issued by the Postal Life Insurance ("**PLI**") for appointment of Portfolio Managers for managing PLI's fund. I, on behalf of the Portfolio Manager, solemnly affirm and declare that:

- a. the Portfolio Manager/ its subsidiaries/ its holding company/ its associate companies have not been barred or suspended by any financial sector regulator or government authority or court of law in India from carrying out capital market or money market related activities during the last 5 years from the date of issue of this EOI.
- b. the Portfolio Manager/ its subsidiaries/ its holding company/ its associate companies 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.
- c. 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 subsidiaries/ its holding company/ its associate companies 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 will be intimated to PLI immediately.

**<<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: