

**DETAILED TERMS AND CONDITIONS FOR TENDER FOR ENGAGEMENT OF AGENCY TO UNDERTAKE THE RISK ANALYSIS STUDY FOR INVESTMENT IN MUTUAL FUND**

MMTC Limited , a Public Sector Undertaking under the Ministry of Commerce, Govt. Of India is a miniratna company and is in the business of of export/import of Coal, Fertilizers, Non-Ferrous Metals, Agro products ,bullion besides other domestic trade. The Company deploys its surplus funds in Bank FDRs/ liquid funds of public sector mutual funds to maximise the return on the available funds within a frame work of DPE guidelines and directives of its Board of Directors. The Company is seeking to engage a reputed agency for Risk Analysis of Liquid Schemes of public sector mutual funds.

**1.SCOPE OF WORK:**

(i)To study the nature of risk involved in mutual fund schemes particularly liquid fund schemes of public sector mutual funds.

(ii)To analyse the quantum of risk and recommend suitable measures to mitigate the risk.

(iii)To study the process of investment in mutual funds being followed by MMTC and suggest an appropriate policy for investment of surplus funds in mutual funds within the existing guidelines of DPE and MMTC Board.

**2.TIME SCHEDULE:**

The agency shall undertake and complete the study and also submit its recommendations within a period of 3 weeks(21 days) from the date of assigning the work.

**3.ELIGIBILITY:**

The agency fulfilling the following conditions shall be eligible to offer their offers for the assignment.

(a)The agency should have minimum 5 (five) years experience in the field of risk analysis of investment in various schemes of mutual funds.

(b)The agency should have a minimum manpower of 20 employees including at least 5 qualified and experienced employee in the field of risk analysis of mutual fund industry.

(c)The agency should have undertaken minimum Five assignments for risk analysis for large corporate including at least one for any Maharatna/Navaratna/Miniratna central public sector enterprises during the last five years.

#### **4.CONFIDENTIALITY:**

All deliberations relating to undertaking the risk analysis study including all information collected from various meetings/documents, primary and secondary data etc. Shall be kept confidential and shall not be divulged to any third party either verbally or in writing or in any other form.

#### **5.REMUNERATION AND PAYMENT TERMS:**

The expected professional fees including applicable taxes may clearly be given in the Commercial Bid document. No other charges/ fees will be considered besides the fees mentioned in the Bid.

100% payment shall be released on submission of the final Risk Analysis Report with recommendations. Payment will be released, after deduction of statutory taxes etc through e-payment mode only.

#### **6.VALIDITY OF OFFER:**

The offer should be valid for minimum of 30 days from the date of opening of the Technical Bid of the tender.

Format for technical bid and commercial bid is enclosed at Annexure I and II. Bids not submitted in the desired format will be disqualified.

#### **7.OTHER INFORMATION:**

The sealed Bids containing the Technical Bid and Commercial Bid in separate covers should be dropped in the tender box placed in Banking Section in the office of Dy. General Manager(Banking), MMTC Ltd, Core 1, 4<sup>th</sup> Floor, 7Institutional Area, Lodi Road, New Delhi-110003

Sealed covers with both the bids shall be kept in one envelope mentioning “**Bids for Risk Analysis for Mutual Fund**” should be addressed to **Shri C M**

**Jena, Dy. General Manager(Banking), MMTC Ltd., 4<sup>th</sup> Floor, Core 1, SCOPE Complex, Lodi Road, New Delhi-110003.**

**The last date of receipt of the offers is 10.12.2013 by 1500 Hours** and the technical bid will be opened on the same day at **1530** hours. The technical bids will be examined and the shortlisted bidders will be intimated the date and time of opening of the commercial bids to enable them to be present at the time of opening of commercial bids.

**MMTC Limited does not bind itself to accept the lowest or any other offer and reserves itself the authority to reject/accept any or all the offers received without assigning any reason whatsoever.**

ANNEXURE-I

**TECHNICAL BID FOR RISK ANALYSIS OF MUTUAL FUND SCHEMES**

- 1.Name and address of the Bidder:
- 2.Date of establishment/incorporation:  
(enclose copy of registration/incorporation)
- 3.Whether a Company or partnership :
- 4.PAN No.:
- 5.VAT/Service Tax Regn. No:
- 6.Total Manpower Strength:
- 7.No. of qualified Manpower:  
(attach a list of qualified manpower with name,  
Qualification and experience)
- 8.No. of Risk Analysis study done during the  
Last 5 years:  
(attach a list of such job done)
- 9.No. of Risk Analysis Study done for Mutual Fund  
In last Five years  
(attach list of study )
- 10.Name of Navaratna/Maharatna/Miniratna PSU  
for which Risk Analysis done during last  
five years.(attach client list for last 5 years):
11. Name of Contact person with phone/mobile No./email:
- 12.Any other information, the agency, like to submit:

Authorized Signatory  
Name:  
Designation:  
Company Seal

Place:  
Date

ANNEXURE-II

**COMMERCIAL BID FOR THE RISK ANALYSIS STUDY**

1.Name and address of the Bidder:

2.Professional Fees for the assignment: Rs  
(Fees to be charged for whole assignment and no conditional offer will be accepted)

3.Any applicable tax:  
(Details of tax applicable to be mentioned separately)

4.Total amount : Rs

5.Validity of the bid:  
(should be valid at least for 30 days from the day of opening of technical bid)

Authorized Signatory  
Name:  
Designation:  
Company Seal

Place:  
Date