



TENDER ENQUIRY
[EMERGENCY TENDER]

माझगांव डॉक शिपबिल्डर्स लिमिटेड
(भारत सरकार का उपक्रम)
MAZAGON DOCK SHIPBUILDERS LIMITED
(Formerly known as Mazagon Dock Limited)
(A Govt. of India Undertaking)
CIN: U35100MH1934GOI002079
Dockyard Road, Mumbai 400 010
Website- www.mazdock.com
Certified - ISO 9001: 2008 for Shipbuilding Division

Tender No : 6000000839
Purchasing Executive : Surjeet Sur
To

Department: OTS(OUTSOURCING DEPT.)
Purchasing Executive: Surjeet Sur
Telephone No:+91 23763084
Fax No:+91 23743198
Email ID: ssur@mazdock.com

Tender Number: 6000000839
Tender Date: 17.04.2017
Tender Closing Date 01.05.2017
Tender Closing Time 15:00:00
RFQ Number: 2110001064

Telephone No:
Fax No:
Email ID:

Tender Fee: Rs 0.00

EMD Amount: Rs 0.00

Pre Bid Meeting Date Pre Bid Meeting Time 00:00:00

Tender Opening Date: 02.05.2017 Tender Opening Time: 15:30:00

Offer should be valid up to: 30.08.2017

Security Deposit: 0.00 % of PO value Perf. Bank Guarantee: 0.00 % of PO value

(Kindly read and refer relevant terms & conditions for further details. Do ensure to Quote Department Name, Purchase Executive's Name, Tender Number, Closing date & time and RFQ Number in your Quotation & related correspondence)

Dear Sir / Madam ,

SUB:- APPOINTMENT OF CONSULTANT TO STUDY & SUGGEST INVESTMENT PROFILE FOR INVESTMENT IN DIVERSIFIED EQUITY MUTUAL FUND, DURING FINANCIAL YEAR 2017-18 BY MDL PF

Mazagon Dock Shipbuilders Limited (MDL) invites Competitive - Bid from reputed suppliers for the following in **TWO BID** system (Part I Techno-Commercial Bid & Part II - Price Bid).

Sl.No.	Material/Service Details	Quantity/Unit	Delivery Date
00200	Appointment of Consultant to study & sug Service Description :SCOPE OF WORK	1 Activity unit	31.03.2018

Mazagon Dock Shipbuilders Limited (MDL) is an Exempted Establishment under section 17 of the Employees Provident Fund and Miscellaneous Provisions Act, 1952 with effect from 1st November, 1952. Being an exempted Establishment, all the compliances are carried through a separate PF Trust,

Sl. No.	Material/Service Details	Quantity/Unit	Delivery Date
	<p>Mazagon Dock Shipbuilder Limited Employees Provident Fund Trust, formerly known as, Mazagon Dock Limited Operatives Provident Fund Trust under code MH/BAN/437.</p> <p>As per Ministry of Labour & Employment notification no. S.O.1071(E) dated 23rd April, 2015, PF Trust needs to invest minimum 5% and upto 15% of their annual investible surplus in Equity & related investments. Under this category of Equity & related investments, MDL PF Trust needs to invest in Units of Mutual Funds Regulated by SEBI during FY 2017-18, having minimum 65% of their investments in shares listed on BSE or NSE, specifically into Diversified Equity Mutual Fund Schemes.</p> <p>MDL intends to appoint a Consultant to Study and suggest investment profile for Mutual Fund Schemes. Tenure of Consultant would start from date of appointment and end on 31.12.2018. The Investments are to be made on or before 31.03.2018 in Diversified Equity Mutual Funds Scheme/s # Direct Plan having minimum 50% exposure in Large Cap Securities.</p> <p>Process flow for finalization of Investment in Diversified Equity Mutual Fund:</p> <ol style="list-style-type: none"> i. Consultant would be requested to Study and analyze Mutual Funds Schemes for investment in Diversified Equity Mutual Fund by MFL PF ii. Consultant needs to submit draft report with detailed analysis within 3 working days after raising such request by MDL PF iii. Upon confirmation of the Draft Report, Consultant needs to submit Final report within 5 working days of receiving intimation about confirmation of Draft Report iv. Final report needs to be discussed by Consultant with MDL PF Trustees alongwith presentation of the report to Trustees for finalization of investment option v. Maximum of four such reports be requested from Consultant during FY 2017-18. However, MDL PF Trust reserves the right to call for less than 4 reports. vi. Payment to be release to Consultant on effecting first Investment by MDL PF Trust based on the report of the Consultant vii. It is to be noted that, Time is an essence, as deliverable has no value if the submission of final report is delayed by the Consultant beyond 5 days after receiving intimation about confirmation of Draft Report. Hence, no payment to be released in case of delay in submission of report by Consultant. viii. Standard Terms and Conditions of MDL be followed for dispute resolutions. <p>Consultants are therefore requested to send your bids in two parts, viz Technical bid & Price Bid for advising MDL PF Trust in selection of said Mutual Fund Schemes. Prospective bidding Consultants shall submit the details regarding their Consultancy business as per the following format:</p> <p>A. Technical Bid:</p>		

Sl. No.	Material/Service Details	Quantity/Unit	Delivery Date
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Following points will be taken into consideration while evaluating Consultants for investment in Mutual Fund:

- 1.Number of Years in the Industry as Portfolio Manager/ in providing Consultancy Services: Copy of Registration Certificate of the Company - Minimum 5 years
- 2.The Structure of the Bidder i.e. Private Ltd or Public Ltd: Documentary Proof for the same - Should be either Public Ltd or Private Ltd only
- 3.Net worth of the Organisation as on 31st march 2016 & 31.12.2016: Certified by Statutory Auditors - Minimum Rs. 25 Crore
- 4.Asset under Investment from Consultancy Service as on 28.02.2017:
 - Assets under Equity Assets excluding investment in Mutual Funds
 - Assets under specifically in Mutual Funds

Certified by Statutory Auditors - Total should not be less than Rs.100 Crore
- 5.Number of clients to whom Consultancy Services is being provided as on 28.02.2017:
 - Provident Fund Clients
 - Non- PF Clients

Copies of Mandate letter from various Clients - Minimum 5 PF Clients
- 6.Number of Members in Investment Management & Advisory Team as on 28.02.2017: Duly certified by Corporate HR - Non Submission would lead to liable for Rejection
- 7.Average Year of relevant post qualification experience of investment advisory team as on 28.02.2017: Duly certified by Corporate HR - Non Submission would lead to liable for Rejection

The Line item 00200 covers the following services

0000000010	Service Number:- Short Description:- Submission of final report as per scope Service Details:- Submission of final report as per scope (maximum number of reports)	4 Number	
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Terms & Conditions as indicated in Part A of this tender and other enclosures / annexures form an integral part of this tender document. We look forward to receive your most competitive and reasonable offer against this Tender.

For Mazagon Dock Shipbuilders Ltd

Part-“A”

MAZAGON DOCK SHIPBUILDERS LIMITED INVITES ON-LINE COMPETITIVE BIDS from reputed Bidders / Suppliers in TWO BID SYSTEM (Part-I Techno Commercial Bid and Part-II Price Bid) on our e-procurement portal <https://eprocuremdl.nic.in> for the following Scope of Work / Supplies, terms and conditions:

1. DESCRIPTION OF WORK / SUPPLIES / SERVICES : Appointment of consultant to study & suggest investment profile for investment in diversified equity mutual fund, during financial year 2017-18 by MDL PF

1.1 The detailed scope of work is as per Enclosure-1.

2. Pre-qualification Criteria: A copy of each document as explained in Scope of work under Evaluation Parameter of Point No 5 A. The important points are

- i) Number of Years in the Industry as Portfolio Manager/ in providing Consultancy Services should be minimum 5 years
- ii) Net worth of the Organisation as on 31st march 2016 & 31.12.2016 should be minimum Rs. 25 Crore
- iii) Asset under Investment from Consultancy Service should not be less than Rs.100 Crore
- iv) Number of clients to whom Consultancy Services is being provided as on 28.02.2017 - Minimum 5 PF Clients

Note:

- 1. Bidders need to Upload supporting documentary evidence in support of the Pre-qualification Criteria viz. **Work Order, Work Completion Certificate** issued by the party for whom the work is done. MDL has a right to verify / cross verification of authenticity of the said documents whenever felt necessary.
- 2. It is clarified that the work executed by the contractors for their in-house or capital use need not be considered for the purpose of bidders' experience of completion of similar works.

3. EARNEST MONEY DEPOSIT (EMD): Not applicable.

4. VALIDITY PERIOD: Bids / Offers shall have the validity period of **120 Days** from the tender closing date.

5. ONLINE SUBMISSION OF OFFER IN TWO-BID SYSTEM: Offer must be submitted in two parts, Part - I (Techno-Commercial Bid) & Part – II (Price Bid) on the MDL's e-Procurement website <https://eprocuremdl.nic.in> . **Offer in any other form will not be considered.**

Techno-Commercial Bid Part-I: This part should contain the following:

i)	Online Acceptance on clauses of Tender Enquiry, General Terms & Conditions (GT&C), Standard Terms & Conditions (STACs) in the Prescribed Formats stating 'Accepted OR Deviation' as applicable for each of the clause.
ii)	Deviation sheet in case of any deviations from Terms, Conditions specified in the Standard Terms and Conditions, Tender Enquiry & General Terms & Conditions shall be uploaded online.
iii)	Any deviation with respect to Technical requirement shall be uploaded online by the bidder.
iv)	Scanned image of Valid Service Tax registration certificate.

v)	Price schedule BLANKING the PRICES but clearly indicating ‘ QUOTED / UNQUOTED ’, also indicating the % of actual taxes/ duties applicable, in the prescribed format available on MDL’s e-Procurement website https://eprocuremdl.nic.in Note:- The printout of the Rate sheet can be taken & used for this purpose.
vi)	Scanned Image of valid Registration or Approval certificates in case of Bidder’s/ firms registered with MDL/ NSIC/ Micro or Small Enterprises/Industries.
vii)	Scanned image of duly filled RTGS/NEFT as per Enclosure-3
viii)	Scanned image of Vendor Declaration in bidder’s letterhead as per the format at Enclosure-4 .

Note: i) MDL has a right to verify / cross verification of authenticity of the scanned documents with respect to original submitted against this tender.

ii) The bidder is requested to **ensure that all the documents asked for are submitted** and are clear, legible & duly signed (i.e. self-attested), as it would save considerable time without necessitating the need for furnishing of the documents again by them. The bidder is also requested not to submit unnecessary documents not asked for, like signed & stamped copy of this Tender document, etc.

iii) The bidder is required to compulsorily select “ACCEPTED” or “DEVIATION” from the drop-down field choices available against the relevant Para no. /Clause no. of TEF/STACS/GT&C (as applicable). In case “DEVIATION” is selected against a particular Para no. /Clause no., it would be mandatory to explain the deviation proposed by the bidder in the adjoining text field. Any deviation (s) mentioned elsewhere in the Offer/Bid, other than in the said forms, will not be considered.

Part-II: In this part bidders are requested to fill the PRICES for each of the listed items strictly in the prescribed format/ Rate sheet provided in E-Procurement Portal. **Offer in any other form shall not be considered.**

6. BID REJECTION CRITERIA:

a. Following bids shall be categorically rejected:

- i) The Bids received after tender closing date and time.
- ii) Bidders not quoting for all the items in the Rate Sheet in the prescribed format available on MDL’s e- procurement website <https://eprocuremdl.nic.in>.

b. Following bid rejection criteria may render the bid liable for Rejection.

- i) Bidder’s failure to submit sufficient or complete details for evaluation of the bids within the given period which may range in between two to three weeks depending on the deficiencies noticed in the documents submitted which shall not however conflict with validity period.
 - ii) Incomplete / misleading / ambiguous bids in the considered opinion of User Dept.
 - iii) Bids with technical requirements and or terms not acceptable to MDL.

7. Bid Evaluation Criteria: Technically qualified overall lowest Offer (L1 Bidder) indicated in the price bid will be considered for awarding contract. The ranking of the price bid will be done on “all inclusive basis.” including taxes,duties, loading parameters etc as per rate sheet.

Note: In case of any discrepancies observed in any Rate Sheets, or against each item and / or in Grand total in the price bid, evaluation would be carried out by arriving on the grand total by considering the unit rate and quantity indicated in Rate sheets.

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- 8. Contract Period:** The Contract will be for a period of One Year and may be extendable for further period of 03 months on MDL discretion on same rates and terms and conditions. However if the performance of contractor is not satisfactory then contract may be terminated with one month notice period by applying relevant clauses of contract such as Risk Purchase, forfeiture of Security deposit etc.

The job is to be started as per following terms and conditions

- i. Consultant needs to submit draft report with detailed analysis within 3 working days after raising such request by MDL PF
 - ii. Upon confirmation of the Draft Report, Consultant needs to submit Final report within 5 working days of receiving intimation about confirmation of Draft Report
 - iii. Final report needs to be discussed by Consultant with MDL PF Trustees alongwith presentation of the report to Trustees for finalization of investment option
 - iv. Maximum of four such reports be requested from Consultant during FY 2017-18. However, MDL PF Trust reserves the right to call for less than 4 reports.
 - v. Payment to be released to Consultant on effecting first Investment by MDL PF Trust based on the report of the Consultant
 - vi. It is to be noted that, Time is an essence, as deliverable has no value if the submission of final report is delayed by the Consultant beyond 5 days after receiving intimation about confirmation of Draft Report. Hence, no payment to be released in case of delay in submission of report by Consultant.
- 9. PRICING:** Bidder shall quote the prices of all items listed in the tender enquiry which will be inclusive of all costs such as labor, transportation, all incidental expenses etc. However the applicable taxes/duties & levies will be indicated separately in the rate sheet. The prices quoted shall remain firm and fixed during the currency of the order/contract.

MDL shall not be bound by any printed conditions or provisions in the bidder's bid forms or acknowledgement of Order/Contract, invoices, packing list and other documents which purport to impose any conditions at variance with or supplemental to Order/Contract. Illustrated Rate sheet is attached at enclosure 2.

- 10. TAXES & DUTIES:** Bidder shall indicate separately the percentage of the applicable taxes and Govt. levies in blank Price Bid submitted in Part I (Techno Commercial Bid). The increase/decrease in the Tax structure which is statutory levy of Govt. during the tenure of contract will be paid/ deducted at actual by MDL.

11. TERMS OF PAYMENT: -

- a) Payment will be made between 25 to 30 days through NEFT/RTGS/ECS on submission of bills in triplicate to OTS dept. along with work completion certificate duly signed by CM or officer of above level of Admin. Dept. MDL.
 - b) No advance will be paid in any manner against the Contract.
- 12. SITE VISIT FOR QUOTING:** Prior to submission of your quotation, have clarification if required. Bidders may contact Mr. Chandravijay Srivastav, AGM (F-P&S), Phone 022-23782327 Mob-8879788147, Suhasini Vetal, Phone-23763361, Mob-9920811847 prior to quoting for the tender and submit duly filled Vendor declaration as per format at **Enclosure – 4** along with the offer.
- 13. MODIFICATIONS TO THE BIDS: -** Bidder will not be allowed to bid after the closing time is over. Bidder can change the submitted bid any Time till the closing time through e-portal only and the last changed bid will be considered for ranking of the bids.

14. SECURITY DEPOSIT (SD): Not applicable.

15. GUARANTEE/WARRANTY: Not applicable

16. INSPECTION:- The work will be inspected and certified by CM or officer of above level of Maintenance Dept of MDL.

17. LIQUIDATED DAMAGES: Time is an essence of the contract therefore the job, as ordered, should be completed on the dates mutually agreed upon in accordance with the delivery schedule. In cases of delay not attributable to Purchaser the agreed schedule, the Service Provider shall pay liquidated damages, a sum representing 0.5% (Half per cent) per week or part thereof, subject to maximum of 5% of the final Order / Contract value.

18. LOADING CRITERIA: Deviations sought by the bidder in respect of Payment terms and delivery period shall be loaded on the bidder/s quoted prices during price evaluation by MDL as per MDL Norms. It is desirable that the bidder accepts the Payment Terms indicated by the company in the Tender document. Varied payment terms quoted by bidders as compared to the terms stated in the Tender document shall be normalized by loading the Prime Lending Rate of State Bank of India plus 2% on the quoted price.

Note: Online ranking visible to bidders after opening part II price bids is without loading parameters. However the L1 bidder will be evaluated offline by applying all applicable loading parameters as mentioned in the tender document.

19. FREAK LOW QUOTES: In case after opening of price bid of technically cleared firms, it is noted that L-1 firm has quoted very low rates and indicates to withdraw from the tender then EMD shall be forfeited and firm may be given tender holiday including intimation to other PSUs. If the

Rates quoted are less than MDL estimates by 40% or so and if the difference in rate between L1 and L2 is 30% or more then the firm will have to give additional BG of 20% of the PO value as additional security. Bank charges for this additional BG shall be borne by MDL and reimbursed against proof of payment.

20. HINDRANCE REGISTER : All hindrances with date of occurrences and removal shall be noted in the Hindrance Register. The Hindrance Register shall be signed by the reps of both MDL as well as Contractor.

21. RISK PURCHASE: If the article / service or any portion thereof be not delivered / performed by the scheduled delivery date / period, any stoppage or discontinuation of ordered supply / awarded contract without written consent by Purchaser or not meeting the required quality standards the Purchaser shall be at liberty, without prejudice to the right of the Purchaser to recover Liquidated Damages / penalty as provided for in these conditions or to any other remedy for breach of contract, to terminate the contract either wholly or to the extent of such default. Amounts advanced or part thereof corresponding to the undelivered supply shall be recoverable from the Contractor / Bidder at the prevailing bank rate of interest.

MDL shall also be at liberty to purchase, manufacture or supply from stock or utilize the services as it deems fit, other articles of the same or similar description to make good such default and/or in the event of the contract being terminated, the balance of the articles of the remaining to be delivered there under. Any excess over the purchase price, cost of manufacture or value of any articles supplied from the stock, as the case may be, over the contract price shall be recoverable from the Bidder / Contractor.

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22. PUBLIC GRIEVANCE CELL: - A Public Grievance Cell headed by **Shri S. D. Kajawe, General Manager (F-Accounts)**, 3rd floor, Mazdock House has been set up in the Company. Members of public having complaints or grievances are advised to contact him on Wednesday between 10.00 hours and 12.30 hours in his office on 3rd floor, Mazdock House or send their complaints / grievances to him in writing for redressal. His Telephone No. is 23762184 or 23759793.

23. Working on MDL Holidays: Request for permission for working on Saturday / Sunday / holidays if required, should be submitted 3 working days prior to the date of holiday, to Personnel department and Security through concerned Dept.

24. Instructions to the Bidders:

Note: Before quoting against this Tender, the prospective bidder is requested to go through the Tender Enquiry document (& Annexes, if any) thoroughly & carefully. Deviations to the Terms & Conditions of the Tender are highly discouraged. Therefore, any doubts arising in respect of any of the Terms & Conditions stipulated, Qualification Criteria, Eligibility for exemption from submission of EMD, clarification if any w.r.t Documentation / Procedural requirements, etc. shall get clarified by the prospective bidder through the Dealing Executive invariably before the submission of the Bid.

25.1 Submission of bids against e-Tenders: The bidder is required to quote online on the e-Procurement website (www.eprocuremdl.nic.in) by the deadline, by submitting the Techno-commercial Bid & Price Bid in Electronic format only. The prices/quotes & a few declarations shall have to be entered/uploaded by the bidder online in the Tender's entry forms & other bid documents' scanned /soft copies shall have to be uploaded as part of the bid. All bids should be digitally signed using DSC (as explained below).

25.2 To be able to participate in e-Tender (s), every bidder must register themselves on the ASP's website (*registration is free of cost*) & must possess a legally valid Class-IIB or above Digital Signature Certificate (DSC) (*also known as Class-II B or above DSC with encryption & signing authority*) as per IT Act-2000, using which they can sign their electronic bids. The DSC can be procured from any Certifying Authority (CA) authorized by Controller of Certifying Authorities (CCA) of Govt. of India.

25.3 National Informatics Centre (NIC) have been appointed by MDL as the Application Service Provider (ASP).

25.4 In order to familiarize prospective bidders to e-tendering / e-procurements other aspects, etc., regular orientation training programs {of two(2) hours duration} are being organized at MDL. The interested bidders are requested to get themselves acquainted with all the requisite aspects & be prepared by attending the training by conducting the ASP/MDL official(s). The firms may nominate only one representative from their organization to attend such training. Training shall be conducted every Friday between 2 & 4 PM in MDL.

25.5 Besides the training been organized, online User Manual is available on the website for the guidance of users & for participating in the e-Procurement/ e-Tendering, the bidder must ensure having the requisite (IT) infrastructure at their office premises.

25.6 For any further details of e tendering & digital signatures, please contact 0120- 4200462, 0120-4001002, 8826246593, eproc-support@gov.in OR Mr M S Kumbhare DGM (C-MP) Phone - 2376 3250 or mobile: 9769327576, mस्कumbhare@mazdock.com

25.7 Bidders in their own interest are requested to upload their bids well in advance of tender closing date to avoid the last minute difficulties in uploading the bids. Request for extension, if at all to be made, shall be forwarded at least 3 working days in advance to the tender closing date / time with proper reasoning. MDL reserves all rights in this regard & decision of MDL shall be binding to the applicant. Problems in hardware/software, internet connectivity, system configurations, Browser

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setting etc, for whatsoever reason shall not be considered for extension of tender closing date and time.

- 25.8** MDL will not be responsible for an error in downloading of tender documents from web by the bidders. The version appearing on MDL website will be considered final and authentic.
- 25.9** All bidders are requested to get their technical queries, if any, clarified in advance (3 days in advance to tender closing date) before bidding to avoid last minute delay. For any technical clarification, bidders are requested to contact Mr. S. Sur CM. (OTS), Tel. no. 23763084.
- 25.10** Entry Pass for Contractors and their workmen: Bidders shall comply with the “MDL Security Procedures laid down in MDL for entry passes in respect of Contractors and their workmen” which is available in the home page of OUTSOURCING DEPT. of MDL Website www.mazdock.com Shipbuilding → Outsourcing → Tenders.
- 25.11** Bidders can participate in online bidding
- By registering with <https://eprocuremdl.nic.in> for User ID and password.
 - By obtaining class IIB or above DSC (Digital Signature Certificate) with encryption & signing authority (for secured bidding).
- 25.12** Bids received against online participation shall only be accepted. Bids submitted in any other mode will not be considered.
- 25.13** MDL bidder’s earlier quoted for MDL tender on website <https://eprocuremdl.nic.in> have to register again (free of cost) on website <https://eprocuremdl.nic.in>
- 25.14** MDL reserves the right to consider placement of Order / Contract in part or in full against the tendered quantity or reject any or all tenders without assigning any reason.

We look forward to receive your most competitive and reasonable offer against this tender.

Yours faithfully,
For Mazagon Dock Shipbuilders Limited,

Chief Manager (Outsourcing)

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Enclosure -1	Scope of Work
Enclosure -2	Rate Sheet
Enclosure -3	RTGS/NEFT Form
Enclosure -4	Vendor Declaration
Enclosure -5	Tender Term Acceptance Form
Enclosure -6	GT&C Acceptance Format
Enclosure -7	STACs Acceptance Format

References: Terms & Conditions (Available on MDL Website - www.mazagondock.gov.in/ →Tenders →Shipbuilding→ Outsourcing)
1 Standard Terms & Conditions (STACS)
2) General Terms And Conditions while executing work.
3) Official Secrets Act 1923 (Extract).

Formats: (Available on MDL Website - www.mazagondock.gov.in/ →Tenders →Shipbuilding→ Outsourcing)
1) OTS -F-07 Order acceptances Format.

Scope of work

The detail scope of work is as follows:

SCOPE OF WORK

Mazagon Dock Shipbuilders Limited (MDL) is an Exempted Establishment under section 17 of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952 with effect from 1st November, 1952. Being an exempted Establishment, all the compliances are carried through a separate PF Trust, Mazagon Dock Shipbuilder Limited Employees' Provident Fund Trust, formerly known as, Mazagon Dock Limited Operatives Provident Fund Trust under code MH/BAN/437.

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3. MDL intends to appoint a Consultant to Study and suggest investment profile for Mutual Fund Schemes. Tenure of Consultant would start from date of appointment and end on 31.12.2018. The Investments are to be made on or before 31.03.2018 in Diversified Equity Mutual Funds Scheme/s – Direct Plan having minimum 50% exposure in Large Cap Securities.

4. Process flow for finalization of Investment in Diversified Equity Mutual Fund:

- i. Consultant would be requested to Study and analyze Mutual Funds Schemes for investment in Diversified Equity Mutual Fund by MFL PF
- ii. Consultant needs to submit draft report with detailed analysis within 3 working days after raising such request by MDL
- iii. Upon confirmation of the Draft Report, Consultant needs to submit Final report within 5 working days of receiving intimation about confirmation of Draft Report
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Hence, no payment to be released in case of delay in submission of report by Consultant.

viii. Standard Terms and Conditions of MDL be followed for dispute resolutions.

5. Consultants are therefore requested to send your bids in two parts, viz Technical bid & Price Bid for advising MDL PF Trust in selection of said Mutual Fund Schemes. Prospective bidding Consultants shall submit the details regarding their Consultancy business as per the following format:

A. Technical Bid:

Following points will be taken into consideration while evaluating Consultants for investment in Mutual Fund:

Sr. No.	Evaluation Parameter	Documents Required	Eligibility Criteria						
1.	Number of Years in the Industry as Portfolio Manager/ in providing Consultancy Services	Copy of Registration Certificate of the Company	Minimum 5 years						
2.	The Structure of the Bidder i.e. Private Ltd or Public Ltd	Documentary Proof for the same	Should be either Public Ltd or Private Ltd only						
3.	Net worth of the Organisation as on 31 st march 2016 & 31.12.2016	Certified by Statutory Auditors	Minimum Rs. 25 Crore						
4.	Asset under Investment from Consultancy Service: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Particular</th> <th style="width: 30%;">Assets under Equity Assets excluding investment in Mutual Funds</th> <th style="width: 30%;">Assets under specifically in Mutual Funds</th> </tr> </thead> <tbody> <tr> <td>As on 28.02.2017</td> <td></td> <td></td> </tr> </tbody> </table>	Particular	Assets under Equity Assets excluding investment in Mutual Funds	Assets under specifically in Mutual Funds	As on 28.02.2017			Certified by Statutory Auditors	Total should not be less than Rs.100 Crore
Particular	Assets under Equity Assets excluding investment in Mutual Funds	Assets under specifically in Mutual Funds							
As on 28.02.2017									
5.	Number of clients to whom Consultancy Services is being provided as on 28.02.2017: <ul style="list-style-type: none"> o Provident Fund Clients o Non- PF Clients 	Copies of Mandate letter from various Clients	Minimum 5 PF Clients						
6.	Number of Members in Investment Management & Advisory Team as on 28.02.2017	Duly certified by Corporate HR	Non Submission would lead to liable for Rejection						
7.	Average Year of relevant post qualification experience of investment advisory team as on 28.02.2017	Duly certified by Corporate HR	Non Submission would lead to liable for Rejection						

Rate Sheet

Fees to be quoted per final report of investment in Mutual Fund Schemes

Sr. No.	Description of Job	Unit	Quantity	Fees Per final Report (in Rs.)	Total Amount for 4 final Reports (in Rs.)
1.	Consultation Fees per Final Report	Nos.	4		
2.	Taxes if any	-	-		
3.	Total	-	-		

Mazagon Dock Limited
Dockyard Road,
Mumbai – 400 010

RTGS / NEFT – Mandate Authorisation Form

1.	Vendor Name	:	
2.	PAN No.	:	
3.	Vendor Address	:	
4.	Vendor's Telephone	:	
5.	E-Mail Address	:	
6.	Bank Name	:	
7.	Bank Address	:	
	Fax no.		
	Telephone no.		
8.	Account No.	:	
9.	Account Type	:	
10.	NEFT Code	:	
11.	RTGS Code	:	
12.	MICR No.	:	
13.	VAT No.		
14.	CST No.		
15.	Excise No.		
16.	Service Tax No.		

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed for reason of incomplete or incorrect information, we would not hold MDL responsible.

Date **Suppliers Seal** **Authorised Signature of the suppliers**

Certified that the particular as per Serial No. 1 & 6 to 11 are correct as per our records.

Date **Bank's Stamp** **Authorised Signatories of Bank Officers**

Note: The Mandate form duly completed in supplier's letter head may be furnished to the Treasury Section

Enclosure-4

Vendor Declaration

Sub: Appointment of consultant to study & suggest investment profile for investment in diversified equity mutual fund, during financial year 2017-18 by MDL PF

We have understood the Scope of Work and requirement given in the tender. We also confirm herewith that our quoted price/rates are in line with the scope of work of the tender.

M/S.

Signature

Name

Designation

Stamp

Date: