



**Expression of interest for Empanelment of Primary Dealers/Investment Bidders  
for investment of Oil India Superannuation Trust Funds**

EOI No : Superannuation/EOI/01/23-24

Dear Sir/Madam,

Oil India Limited (OIL), a Govt. Of India "Maharatna" category Enterprise, engaged in the business of Exploration, Production and Transportation of Crude Oil & Natural Gas and production of LPG is having seven independent superannuation Trust Funds for benefit of the members of the respective Trust Funds. The Trust Funds are investing surplus funds through empanelled bidders. OIL Invites applications for empanelment of Primary Dealers / bidders for participating in investment of Oil India Superannuation Trust Funds. The total quantum of fresh investments of all Trust Funds would be approx. Rs. 500 Cr. to Rs. 600 Cr. in a year.

*The empanelment of bidders is being done centrally by Investment Cell, Noida by inviting applications from the prospective bidders by publishing the Empanelment Forms, the minimum qualifying criteria and the assessment criteria.* The format and other details of the EOI is available at OIL website [www.oil-india.com](http://www.oil-india.com) as well as Central Public Procurement (CPP) Portal.

All Primary Dealers / bidders accepting the terms & conditions (including the review procedure for bidders) as per **Annexure-III** are invited to submit their Application / Expression of interest (EOI). Further, bidders (other than PDs) must satisfy the **MQC** as per **Annexure-I**. However, the information as per **Annexure-I** shall be provided by all the bidders (Including Primary dealers).

The validity of Empanelment will be for **Five (5) Years** from the date of empanelment.

Please ensure that the reply complete in all respect in requisite format with necessary enclosures is delivered on or before the due date & time i.e. **03:00 PM on 8<sup>th</sup> February 2024**. All the envelopes should be indicating **"Application / EOI for Empanelment of Bidders for OIL Superannuation Trust Funds"** shall be addressed to the below mentioned addressee and shall be placed at the **Investment Cell, Corporate Office, Oil India Limited, 1<sup>st</sup> floor, F&A, Plot no. 19, Near Film City, Sector 16A, Noida – 201301**.

  
(Sachidananda Maharana)

CGM (F&A),  
Oil India Limited,  
Plot No.19, Near Film City  
Sector 16 A, Noida - 201301

# Annexure I

## Expression of interest for Empanelment of Primary Dealers/Investment Bidders for investment of Oil India Superannuation Trust Funds

Minimum Qualifying Criteria (MQC) for fresh Empanelment of Bidders is an under:

Sr.No.	Criteria	Minimum Qualifying Criteria (MQC)	Documents Required
1.	Net Worth	Minimum Rs.25 Cr. as on last FY	Copy of Annual Report or a Certificate from a CA or necessary proof for the same to be submitted.
2.	Annual Turnover	Minimum Rs.250 Cr. from Secondary Debt Market for last FY	Copy of Annual Report or a Certificate from a CA.
3.	Registration Certificate with RBI / SEBI	Registration with RBI/SEBI	Copy of Registration Certificate to be submitted.
4.	Registration with NSCCL / ICCL	Registration with NSCCL or ICCL or both	Copy of Registration Certificate to be submitted.
5.	Experience in No. of Years	Minimum of 3 years in Business prior to the date of EOI.	Certificate of Incorporation or any other valid proof to be submitted.
6.	No. of Clients	Minimum of 5 EPF/Gratuity Trusts of Central PSUs (other than OIL). Out of 5 Central PSU EPF/Gratuity Trusts at least 3 should be Schedule A or B Central PSUs. Empanelment date for the list of clients will be within last 7 years from the date of EOI.	Copy of empanelment or proof of any deal/enquiry for quotes to be submitted.
7.	PAN No.	Mandatory	Copy of PAN to be submitted.
8.	GST registration No.	Mandatory	Copy of GST Registration certificate to be submitted.

## Annexure II

### Expression of interest for Empanelment of Primary Dealers/Investment Bidders for investment of Oil India Superannuation Trust Funds

#### ASSESSMENT CRITERIA

##### A) ORGANISATIONAL SOUNDNESS

SR.NO.	Criteria	Total Marks	Range	Marks	Documents to be submitted as proof
1.	Net Worth	20	=>Rs.25cr. upto Rs.50cr. >Rs.50cr. upto Rs.100cr. Above Rs.100cr.	13 16 20	Certificate from C.A. or Latest Audited Accounts clearly showing Net worth of the company.
2.	Turnover	20	=>Rs.250cr. upto Rs.350 cr. >Rs.350cr. upto Rs.500 cr. Above Rs.500 cr.	13 16 20	Annual Audited Accounts separately showing the Turnover from Secondary Debt Market or Certificate from C.A.
	<b>Sub Total (A)</b>	<b>40</b>			

##### B) TECHNICAL COMPTENCIES

SR. NO.	Criteria	Total Marks	Range	Marks	Documents to be submitted as proof
3.	Experience- No. of Years	35	=>3Yrs. Upto 5 Yrs. > 5Yrs. Upto 10 Yrs. Above 10 Yrs.	10 25 35	Certificate of incorporation or any other valid proof to be submitted.
4.	No. of Clients (PSU) EPF/Gratuity Trusts	25	=>5 upto 15 >15 upto 25 Above 25	10 20 25	List of Clients (other than OIL). Copy of empanelment or proof of any deal/enquiry for quotes to be submitted.
	<b>Sub Total (B)</b>	<b>60</b>			
	<b>Total Marks (A+B)</b>	<b>100</b>			



## Annexure III

### Expression of interest for Empanelment of Primary Dealers/Investment Bidders for investment of Oil India Superannuation Trust Funds

The parties who satisfy the Minimum Qualifying Criteria as per Annexure-I shall be assessed for the criteria specified under Annexure II and awarded marks. All the Primary Dealers, who apply, shall be empaneled. Further, top 20 bidders (other than PDs) those who meet minimum qualifying criteria based on ranking may be empanelled.

### TERMS AND CONDITIONS FOR EMPANELMENT WITH THE TRUSTS

#### **1.0 SUBMISSION OF APPLICATION / EOI**

Your application / EOI should be complete in all respects. Profile/Proposals should be either typed or written legibly in English. Alterations/overwriting, if any, in the profile/proposal should be attested by the person signing the profile/proposal. Profile/Proposals with alterations etc. not authenticated as above may be rejected by OIL.

#### **2.0 ELIGIBILITY CONDITION**

All the Primary Dealers, who apply, shall be empaneled. The bidders (Other than PDs) who meet the **MINIMUM QUALIFYING CRITERIA** as specified in Annexure-I, shall be eligible for empanelment. Proposals not meeting the Minimum Qualifying Criteria shall be rejected.

#### **3.0 SELECTION PROCEDURE**

For selection of Primary Dealers / Bidders to be empaneled, the following procedure shall be adopted:

All the application/EOI received by Investment Cell, Corporate Office, Noida would be scrutinized by a committee w.r.t. the Minimum Qualifying Criteria. All the Primary Dealers, who apply shall be empaneled. The Bidders (Other than PDs) meeting the Minimum Qualifying Criteria shall only be considered. The Bidders (Other than PDs) may please note that mere meeting of the Minimum Qualifying Criteria does not entitle / right to be empaneled as bidder. The bidders thus empaneled shall be issued an Empanelment Letter and all the Oil India Superannuation Trust Funds shall deal with these empaneled bidders.

#### **4.0 PROCEDURE FOR REVIEW OF BIDDERS INCLUDING PUTTING ON HOLD / DEPANELLING**

List of empaneled bidders shall be reviewed based on the performance after 2 years.

Procedure for Review of Bidders will be as follows:

1. Performance of Bidders will be assessed on the following criteria:



Criteria	Performance	Performance Evaluation Criteria	Weight
Criteria 1	Responsiveness	No. of times Response given by Bidder / Total no. of times quotes invited	50
Criteria 2A	Quoting Success	Total No. of successful deals done with the bidder / Total no. of deals during the year	25
Criteria 2B		Total value of successful deals done with the bidder / Total value of deals during the year	25
		<b>Final Score (1+2A+2B)</b>	

**Note: Response also includes formal Regret by the Bidder**

For the following instances, negative marking will be done. In case of multiple instances with the same Bidder, negative marking will be done for each such instance.

Sr. No.	Criteria	Marks to be deducted from Final Score of Individual Trust
1.	Providing any wrong information on any aspect crucial to the investment decision, including rating, guarantee, category, tenure, put/call option, interest payment, etc.	30
2.	Bidder backs out at the time of finalizing the deal due to stock out, inability to hold the price owing to market movement, failure to participate in the online bidding process after shortlisting / becoming H1 etc.	30

**2. Based on the above, the Average Score of each Bidder for all Trusts put together will be calculated.**

**A. Overall Average score for all Trusts put together less than or equal to 10:**

- Bidder shall be issued a "Show-cause notice" giving a notice period of 15 days. To enable the Bidder to understand and reply to the notice, the facts shall be mentioned briefly stating that an action under these Guidelines has been proposed.
- In case the Bidder expresses his inability to improve his performance / continue as an Bidder with Oil Superannuation Trust Funds, the Bidder will be de-paneled (banned for all Superannuation Trust) for a period of 2 years.
- In all other cases, the Bidder will be put on Watch-list for one year after due intimation to the Bidder. The Bidders will be advised to improve their performance during watch-list period.
- In case the performance is not improved during the one-year watch-list period (as evaluated by calculating scores as per above procedure), bidder will be put on hold for all Oil India Superannuation Trust Funds for a period of one year.
- Lifting of Hold will not be automatic. In case the Bidder submits explanations regarding corrective action / preventive actions taken by him, on receipt of such

intimation, Oil India Superannuation Trust Funds may consider lifting the hold. However, restoration can be done only after 1 year i.e. the period for which Bidder had been put on hold.

**3. Putting on Hold by the Individual Trust / De-paneling triggered by specific Default Events:**

In the following cases, Individual Trust shall immediately put on hold the defaulter for a period of six months after due intimation to the Bidder to discourage the defaulters.

- (i) Failure to fulfill the commitment of delivery of security;
- (ii) Failure to hold the price after the deal is confirmed;
- (iii) Any one of the mandatory conditions of empanelment is no more fulfilled;

Simultaneously, on the occurrence of any of the eventualities listed above:

1. Oil India Superannuation Trust Funds may consider de-paneling the Bidder (Banning of the Bidders for all Oil India Superannuation Trust Funds)
  2. The Bidder shall be issued a "Show-cause notice" giving a notice period of 15 days. To enable the Bidder to understand and reply to the notice, the facts shall be mentioned briefly stating that an action under these Guidelines has been proposed.
  3. The de-panelment, if recommended, will be for a period of 2 years.
  4. All the Trusts shall stop dealing with the de-paneled bidder concerned forthwith.
  5. Lifting of Hold will not be automatic. In case the Bidder submits explanations regarding corrective action / preventive actions taken by him, on receipt of such intimation, Oil India Superannuation Trust Funds may consider lifting the hold. However, restoration can be done only after 2 years i.e. when the period of de-paneling is over.
4. Putting the Bidder on watch list/ Hold / Depaneling / Restoration will be effective from the date of approval by the competent authority as per above. The Bidder shall be informed regarding any decision of putting on Watch list / Putting on hold / Depaneling / Restoration by concerned Trust / Sub-Committee within 7 days of the approval.

**5.0 ARBITRATION**

Any dispute or difference, whatsoever arising between the parties out of or relating to the Application/EOI shall be referred to the sole arbitrator (chosen mutually by the Parties from a list of three names offered by Oil India Superannuation Trust Funds to the other Party) to be appointed by Oil India Superannuation Trust Funds.

**6.0 EFFECT AND JURISDICTION**

The law applicable to this application / EOI shall be the laws in force in India. The courts in New Delhi, India, shall have exclusive jurisdiction in all matters arising under and on account of this EOI.

**7.0 INCOMPLETE APPLICATION / EOI**

Incomplete application / EOI, which do not contain all the information called for, are liable to be rejected.



## **8.0 CANCELLING THE APPLICATION / EOI**

Oil India Superannuation Trust Funds, Noida reserves the right to cancel/scrap the Application / EOI without assigning any reason whatsoever.

## **9.0 ACCEPTANCE OF TERMS & CONDITIONS**

Empaneled bidders shall be required to give their acceptance to our "Terms & Conditions" as per Annexure-IV of doing business with Oil India Superannuation Trust Funds.

## **10.0 AUTHORISED OFFICER**

Chief General Manager (F&A), Corporate Office or any other officer nominated by him shall be the authorized officer with regard to the Application/EOI. The decision of the authorized officer shall be final and binding on the Primary Dealers / Bidders.

## **11.0 VALIDITY OF EMPANELMENT**

The tenure of Empanelment will be valid for 5 Years from the date of letter of empanelment issued to the eligible Bidders (including Primary Dealers) subject to the Performance and review as per the Annexure-III of EOI.

## **12.0 CONTACT OFFICIAL**

Sachidananda Maharana  
CGM (F&A),  
Oil India Limited,  
Plot No.19, Near Film City  
Sector 16 A, Noida - 201301



## Annexure IV

### Expression of interest for Empanelment of Primary Dealers/Investment Bidders for investment of Oil India Superannuation Trust Funds

#### Format of Application

Sr. No.	Subject	Particulars (As per Annexure I & II)
1.	Name of the Primary Dealer / Bidder	
2.	Name of Contact Official	
3.	Complete Address	
4.	Telephone No: (Office- Landline)	
5.	Mobile No:	
6.	<u>E-Mail Address:</u> Office ID: Contact Official's ID:	
7.	PAN No.	
8.	GST Registration No.	
9.	Net Worth as on last FY	
10.	Annual Turnover for the last FY	
11.	Registration Certificate No. with RBI / SEBI	
12.	Registration No. with NSCCL/ICCL	
13.	Experience- No. of Years	
14.	No. of Clients – PSU	
15.	Market Segment dealt with	
16.	Categories Dealt With	
17.	Acceptance of "Terms & Conditions"	

Dated:

Signature with Seal  
PD / Bidder's Authorized Official