



**(Incorporated under the State Financial Corporations Act No. LXIII OF 1951)**

**H.O: VELLAYAMBALAM, THIRUVANANTHAPURAM- 695033**

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**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF FINANCIAL &  
INVESTMENT ADVISORS FOR PROVIDING ADVISORY AND ALLIED  
SERVICES ON THE MATTER OF FUND RAISING, INVESTMENTS AND RISK  
MANAGEMENT FOR KERALA FINANCIAL CORPORATION (THROUGH E-  
TENDER)**

**RETENDER NO: KFC/HO/F&A / E-Tender-01/2022-23 \_1**

**TENDER DOCUMENT  
MAY 2022**

**Notice Inviting Expression Of Interest (EOI) For Empanelment Of Financial & Investment Advisors for providing Advisory And Allied Services On The Matter Of Fund Raising, Investments and Risk Management for Kerala Financial Corporation (Through E-Tender)**

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Kerala Financial Corporation (KFC) is a State Financial Corporation established under Section 3 of SFC Act 1951. KFC is engaged in providing financial assistance mainly to MSMEs in the State of Kerala and functions as a State Level Development Finance institution. KFC has 16 branch offices across Kerala and has its Head office at Thiruvananthapuram. Details about the Corporation, its operations, schemes etc are available at [www.kfc.org](http://www.kfc.org).

KFC intends to empanel Financial & Investment Advisors to provide advisory services on the financial matters of the Corporation and invites Expression of Interest (EOI) from interested eligible, qualified, professional advisors having adequate experience and requisite infrastructure for "**Empanelment of Financial & Investment Advisor for KFC**" at no cost to the Corporation (KFC) through e-Tender.

The applications are to be submitted through e-Tender (KFC/HO/F&A / E-Tender-01/2022-23\_1) . The bidder must submit their application complete in all respects as per instructions contained in EOI on or before the closing date and time. Applications received through other modes of communication shall be treated as invalid and rejected.

This EOI needs to be signed and sealed on every page as a token of acceptance. All necessary documents regarding experience, past performance and capacity/capability criteria etc. should be certified by the authorized signatory of the bidder firm on each page submitted.

KFC reserves the right to accept or reject any or all the applications in whole or part thereof without assigning any reason. The empanelment will be done as per the empanelment policy of the Corporation

Sd/-  
**Executive Director**

Thiruvananthapuram  
19.05.2022

**I. SCHEDULE OF EVENTS FOR SUBMISSION OF EOI**

1	Name of the Organization:	Kerala Financial Corporation
2	Type of the Organization:	State Financial Corporation
3	Retender Reference No:	KFC/HO/F&A / E-Tender-01/2022-23 _1
4	EOI Title and description of work:	Expression of Interest for Empanelment of Financial & Investment Advisor
5	Date of Announcement:	<b>19.05.2022</b>
6	Last date for submission of Application:	<b>03.06.2022 at 11:00 AM</b>
8	Opening of Tender	<b>04.06.2022 at 11.00 AM</b>
9	Presentation	Date will be communicated later
10	EOI should be submitted duly addressing to:	Chairman & Managing Director KFC, Vellayambalam, Thiruvananthapuram, Pin- 695033

**II. Scope of Services to be performed by Financial & Investment Advisor**

The Financial & Investment Advisor (herein after referred as Advisor) shall be required to provide the following services:

- 1) To provide Financial & investment advisory services to KFC with the aim of reducing the cost of funds and maximizing the return without compromising on safety.
- 2) Periodical review of the Treasury & Investment Policy vis-à-vis the investment objectives of KFC incomplete consultation with KFC, in order to establish a roadmap for future investments.
- 3) To Track the KFC cash flow schedules and to advice on the timing of investment, taking into account the market dynamics ensuring optimum return on investment.
- 4) End to end investment cycle management including recommendation for investible surplus funds, compilation of quotes and sharing the same with the organization, Discussing and shortlisting the Instruments for investment
- 5) To analyze the investment portfolio and the cash flow schedules, Periodic reconciliation of investment data and cash inflows for KFC (through coupons, maturities and put/call options) in generated MIS reports in the SGL and Demat statements of the Corporation.

- 6) To Review markets and advice on new investment opportunities, monitoring performance of existing investment portfolio of the corporation, analysis etc
- 7) To monitor the rating of banks/ institutions/ Securities /debt papers on an ongoing basis and to advise KFC on early warning signals based on ratings.
- 8) To keep KFC advised on changes/ modifications and market trends, if any, in regulatory and compliance areas and to ensure complete compliance and other regulatory requirements of KFC by advising on the guidelines of SEBI, RBI, SIDBI, BSE, NSE, NSDL, CDSL and any other Regulatory agencies as applicable.
- 9) To articulate and discuss detailed concept notes on the market issues and trends and assisting KFC with the better implementation of the same.
- 10) To provide monthly MIS of the Investment portfolio, to make available the market analysis data to KFC through daily/ fortnightly newsletters / mails.
- 11) To give periodical Information on the performance of various banks, Mutual Funds, across investible categories.
- 12) To Review anticipated funding needs, analyse the movement of interest rates in the market, devise cost effective funding strategies and Resource mobilization measures.
- 13) To Study bond market and devise credit enhancement structure/ guarantee etc and other bond issue strategies for issuing Non SLR bonds
- 14) To advice on the appropriate structures to hedge risk on Corporation's borrowings and investments
- 15) To assist Corporation on Asset and Liability Management by studying maturity profile of assets and liabilities and advice on measuring and managing risks arising out of mismatches
- 16) To advise KFC on empanelment of other market participants/ arrangers etc.
- 17) Any other issue that Board/ ALCO/ Investment Committee may deem fit for seeking advice.
- 18) To perform the above services/ works as per scope of service, appointed Financial & investment adviser shall depute two qualified and experienced persons of the firm as Relationship Manager to KFC.

**III. Conditions/Criteria governing the EOI:**

- 1) No fees shall be paid for advisory services.
- 2) KFC reserves the right to empanel one or more Financial & Investment advisors.
- 3) Tenure of empanelment shall be 1 year which may further be extended for another 2 years subject to satisfactory performance of the firm.
- 4) Applicant should have Advisory Services registration under SEBI Investment Advisors Regulations, 2013 or SEBI (Investment Advisors) (Amendment) Regulations, 2020 or SEBI (Portfolio Managers) Regulations 2020.
- 5) Applicant should have experience of at least 2 years under Advisory Services registration under SEBI Investment advisers regulation, 2013 or SEBI (Investment Advisors) (Amendment) Regulations, 2020 or SEBI (Portfolio Managers) Regulations 2020, as on the last date of submission of application.
- 6) Applicant should have Asset under Advisory (AUA) above Rs.500 crore as on the last date of submission of application.
- 7) Applicant should have experience of providing such services to at least 2 PSU/ Govt Organization during last 5 years as on the last date of submission of application.
- 8) KFC reserves the right to enhance the eligibility criteria or to relax the eligibility criteria on the basis of response from applicants. Mere fulfilling the eligibility criteria shall not entitle the applicant to be empanelled by KFC.
- 9) Applicants meeting the essential criteria referred above shall be required to give a detailed presentation before Investment committee of the Corporation.
- 10) The empanelment for Financial & Investment advisor shall be decided on the basis of ranking given to applicants by the committee on various parameters fixed including that for Presentation (Details given at Annexure II). The presentation may be in virtual/offline mode , the date which will be communicated to the bidders later on.
- 11) The bidders who have secured more than 60 marks only will be considered for empanelment as advisor.
- 12) The decision of KFC regarding empanelment of applicant shall be final and binding.

#### **IV. General Tender Terms & Conditions for e-Procurement**

This tender is an e-Tender and is being published online For Empanelment Of Financial & Investment Advisors for providing Advisory And Allied Services On The Matter Of Fund Raising, Investments and Risk Management for Kerala Financial Corporation.

The tender is invited in one cover system from the registered and eligible firms through e-procurement portal of Government of Kerala (<https://www.etenders.kerala.gov.in>). Prospective bidders willing to participate in this tender shall necessarily register themselves with above mentioned e-procurement portal.

The tender timeline is available in the 'bid-details in brief section' of this tender published in <https://www.etenders.kerala.gov.in>.

##### **A). Online Bidder Registration process:**

Bidders should have a Class II or above Digital Signature Certificate (DSC) to be procured from any Registration Authorities (RA) under the Certifying Agency of India. Details of RAs will be available on [www.cca.gov.in](http://www.cca.gov.in). Once, the DSC is obtained, bidders have to register on <https://www.etenders.kerala.gov.in> website for participating in this tender. Website registration is a one-time process without any registration fees. However, bidders have to procure DSC at their own cost.

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-257 7088, 2577188, 257 7388 or 0484-233 6006, 233 2262 and through email:

[etendershelp@kerala.gov.in](mailto:etendershelp@kerala.gov.in) for any assistance in this regard.

##### **B). Online Tender Process:**

The tender process shall consist of the following stages:

- i. Downloading of tender document:** Tender document will be available for free download on <https://www.etenders.kerala.gov.in>.
- ii. Publishing of Corrigendum:** Corrigendum (if any) shall be published on <https://www.etenders.kerala.gov.in> and shall not be available elsewhere.
- iii. Bid submission:** Bidders have to submit their bids along with supporting documents to support their eligibility, as required in this tender document on <https://www.etenders.kerala.gov.in>. All documents shall be submitted online. Failure to submit the documents online will attract disqualification. No manual submission of bid is allowed and manual bids shall not be accepted.

A copy of the bid which forms an exact copy of the uploaded bid in the e tender site with Technical proposal has to be submitted by the bidder through password protected soft copy of the same to email: [accounts@kfc.org](mailto:accounts@kfc.org). The password will be kept under bidders custody to be revealed only in case of a fall back where this alternate copy to be opened.

**iv. Opening of Technical Bid and Short-listing of Bidders:** The technical bids of bidders will be opened, evaluated and shortlisted as per the eligibility and technical qualifications. Bids shortlisted through this process will be required to give a detailed presentation before the Investment committee of the Corporation.

**C). Documents Comprising Bid:**

Technical proposal shall contain scanned copies of documents which is detailed in Conditions/Criteria governing the EOI (Clause III of Tender document ).

The Corporation doesn't take any responsibility for any technical snag or failure that has taken place during document upload.

**D). Tender Document Fees and Earnest Money Deposit (EMD) - NIL**

**E). SUBMISSION PROCESS:**

For submission of bids, all interested bidders have to register online as explained above in this document. After registration, bidders shall submit their Technical bid online on <https://www.etenders.kerala.gov.in>.

**It is necessary to click on "Freeze bid" link/ icon to complete the process of bid submission, otherwise the bid will not get submitted online and the same shall not be available for viewing/ opening during bid opening process.**

**General conditions of bid**

1. Not more than one bid shall be submitted by the bidder.
2. The bid submitted by the bidder is not transferable
3. The RFP document for the bid shall be prepared in English
4. The RFP document, its connected documents/ deliverables submitted by the bidder shall be the property of the Corporation.
5. The bidder shall raise no claim as to the ownership or possession of the same

6. The bidder is free to cancel the e-tender at any point prior to awarding of contract. In that case, the bidder shall not be responsible for any damages to the bidder.
7. The bidder is at liberty to withdraw the e-tender without any liability to the bidder at any point of time. In such case no reason for withdrawal shall be attributed by the buyer.

Sd/-  
**Executive Director**



**ANNEXURE - I**  
**APPLICATION FOR EMPANELMENT**

[The applicant should study carefully the Rules of Enlistment and the list of documents to be annexed with the application form before filling the form. Applications found deficient in any respect are liable to be rejected without any further correspondence]

CLASS/ CATEGORY: Financial & Investment Advisor

1. Name of applicant/ organization  
Shri/ Smt/ Ms/ M/s.....
2. Nationality .....
3. Registered Office Address with telephone, e-mail and fax numbers :
4. Name of the contact person :
5. Address with telephone, fax no., e-mail of the contact person :
6. Constitution-(Tick the appropriate)

Individual <input type="checkbox"/>	Sole Proprietorship Concern <input type="checkbox"/>	Partnership Firm <input type="checkbox"/>
Public Ltd. Company <input type="checkbox"/>	Private Ltd. Company <input type="checkbox"/>	

Enclose copy of Certification of Incorporation/ Certificate of Registration etc as applicable.

7. Names of Partners/Directors:

S.No.	If Company –Names of Directors	If Partnership Firm – Name Partners
1		
2		
3		

8. Is the individual/ sole proprietor/any partner/directors of company was dismissed/ removed/ demoted/ black listed from any earlier assignments or was having any business banned/ suspended by any government/ governmental agencies/ PSUs/Banks/ FIs in the past or was Convicted by a court of law:

If answer to any of the above is 'Yes', furnish details on a separate sheet

9. SEBI Registration Particulars :

- i. SEBI Registration No. :
- ii. Date of Registration (Original) (dd/mm/yy) :
- iii. Currency of the present Certificate: :  
From (dd/mm/yy) :  
To (dd/mm/yy) :
- iv. Copy of the Advisory Services registration certificate duly attested by a practicing Chartered Accountant is enclosed : Yes / No

10. Asset under Advisory (AUA) as on 31<sup>st</sup> March 2022:

11. Name of Bankers with full address and Account details:.....

12. Place of business :.....

13. Whether registered under Goods & Services Tax [Give details of GST registration and enclose copies thereof]

14. (a) Whether already enlisted with any other organization: Yes/No

(b) If yes, give details:

- (i) Name of Organization :.....
- (ii) Class of category :.....
- (iii) Empanelment authority & address ::.....
- (iv) Empanelment No. & date: .....
- (v) Date of validity:.....
- (vi) Tendering limit: .....

15. If any person working with the applicant is a near relative of the officer/official of KFC :Yes/No. If yes, give details

(Authorised Signatory, Name and Designation)

Signature with Seal

Place:

Date:

No of documents attached:

[Copy of the authorisation letter from the Chief Executive/Governing Board of the Advisor shall be enclosed.]

The application should be signed by the authorised signatory verifying that all the details furnished in the application are true and correct to the best of his/ her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of application besides initiation of penal proceedings by the Corporation, if it deems fit.

**ANNEXURE - II**  
**EVALUATION CRITERIA**

**SECTION – A: (Weightage - 70%)**

Sl. No.	Evaluation Criteria	Parameter	Marks Allocated	Max. Marks	Documents to be attached
1.	The bidder should have a valid Certification to provide Advisory Services as per SEBI (Investment Advisers) Regulations, 2013 or SEBI (Investment Advisers) (Amendment) Regulations, 2020 or SEBI (Portfolio Managers) Regulations 2020 MAX MARKS:10	RIA License  PMS License	10  5	10	Attach SEBI Registered Advisory Certificate clearly indicating the date of issue of license and continuity of holding the license.
2.	The bidder must have prior relevant experience in providing investment advisory services during the FY 20-21 and FY 21-22. MAX MARKS: 10	If >2 years  If =2 years	10  5	10	Attach Client Certificate/Letter/work Orders/ Completion Certificate/ Agreement with Client/ CA Certificate clearly specifying the period.
3.	The bidder should have minimum Net Worth of Rs.5 crore as on 31 <sup>st</sup> March 2022. MAX MARKS: 10	= 5 Crore  > 5 Crore	5  1 mark for each additional complete 1 crore subject to maximum marks	10	CA Certified Net worth Certificate
4.	The bidder should have advised for minimum Asset Under Advisory(AUA) of Investment of Rs.500 Crores (Rupees Five Hundred Crore) as on 31 <sup>st</sup> March 2022 MAX MARKS: 20	If>5000 Crore  If >or=1000 Crore and <=5000 Crore  If > or=500 Crore and < 1000 Crore	20  15  10	20	Attach Client Certificate/Letter/ CA Certificate clearly specifying the period.

5.	The bidder should have advised a minimum of 2 PSU s / Government organizations during last 5 years MAX MARKS: 10	>5	10	10	Attach Client Certificate/Letter/ CA Certificate clearly specifying the period.
		>2	7		
		if =2	5		
6.	Average completed years or part thereof (greater than 6 months only) of proposed personnel of team experience in handling research & advisory in Debt and Equity asset classes. Minimum Experience of each personnel in same field should be for at least 5 Years. Minimum 2 personnel to be proposed. MAX MARKS: 10	If >15 years	10	10	Bio Data and Degree Certificate of at least 2 or more personnel on rolls (duly signed by the concerned personnel and Person Signing the bid should be submitted)
		If >or=10 and <=15	7		
		If >or=5 and <10	5		
<b>Total Marks</b>				<b>70</b>	

**SECTION – B: (Weightage - 30%)**

S. No.	Evaluation Criteria	Maximum Marks
1.	Understanding the Purpose and Present Practices of fund-raising, investments and risk management of KFC	10
2.	Recommendations/Suggestions by the bidder to manage actively & effectively the fund-raising, investments and risk management of KFC based on the Micro & Macro Economic Outlook on current Equity Market & Debt Capital Market	10
3.	Show Casing of Past Performance focusing on improvements brought by the advisor on the matter of returns, balancing of portfolio with safety, security, liquidity & Yield.	10
<b>Total Marks</b>		<b>30</b>