



ASSAM TEA EMPLOYEES PROVIDENT FUND ORGANIZATION

(Formerly known as The Assam Tea Plantations Provident Fund & Pension Fund Scheme & DLI Scheme)

"Nidhi Bhawan" Basistha, Lalmati, N.H.-37, Guwahati-781029

Invitation to Primary Dealers (PD)/Banks/Dealers for empanelment as investment Arrangers of ATEPFO for Bond

Proposals are invited from PD/Bank/Dealers for empanelment as investment arranger of ATEPFO for investment in the Bond.

Conditions for Empanelment

i) Qualifying Requirement:

1. The Firm should have been registered with SEBI or RBI.
2. The firm should be in the business of arrangers for at least 10 years. It should be actively engaged in buying and selling of Bonds for trust.
3. Minimum experience of 10 years (except PD/Bank).
4. Minimum net worth of INR 150 Crores.
5. The Arranger should be empanelled with at least 20PF Trusts of PSU/Govt. Organizations/ Company. In this regard supporting documents have to be provided(not applicable for PD/ Bank).
6. Commitment to validity of rates and quantity of quoted securities shall be required to be given.

ii) Other Conditions:

7. No. fees will be paid to the empanelled arrangers.
8. The performance of each arranger will be reviewed yearly and their continuance for further period or otherwise will be decided accordingly.
9. If the arranger backs out at first instance they shall be penalized.
10. The undersigned reserves the right to change the panel of arrangers and empanel or de-empanel any of the arrangers at any time without assigning any reason thereof.

The information has to be submitted as per details in proforma. The proforma is enclosed with this letter. Signed & scanned proposal has to be sent to the email id **atppf@live.com/ atppf@nic.in**.

The information has to be submitted on or before 12 noon of 12th June, 2017.

Encl: As above.

Secretary-Cum-P.F. Commissioner

Memo No.PF/Esstt.-I/2017/1901 Dated Guwahati, the 05/06/2017

Proforma for Empanelment as Arranger:

(on the letter head of the PD/Bank/Dealer)

Particulars		Information
➤ Name of the PD/Bank/Dealer		
➤ Specify whether PD/Bank/Dealer		
➤ Address		
➤ Contact Person	Name	
	Designation	
	Telephone	
	Fax	
	Email	
➤ Years of establishment		
➤ SEBI or RBI registration certificate		
➤ Net worth as on 31/03/2017 (C.A. Certificate to be attached)		
➤ Annual Turn over		
➤ Last empanelment with other PF/Govt.Org/Companies		

Copy to be submitted with the proforma:

- Copies of last 3 year's annual reports
- C.A.'s certificate of net worth
- Copy of SEBI/RBI Registration Certificate
- List of empanelment with other trust of PSU/Govt. Organization/Company

UNDERTAKING

I (authorised signatory) _____ do hereby declare that the particulars given above are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the PD/ Bank/ Dealer would stand disqualified.

Signature of the authorized signatory
(PD/ Bank/ Dealer)