

**Request for Expression of Interest (EOI) for  
Selection of consultancy firm for National Pension System (NPS)  
business related issues by Government of Uttarakhand**

EoIReferenceNo.:

Date:

Directorate of Treasuries, Pension and Entitlements (Finance Department) Uttarakhand invites expression of interest from reputed Consultancy Firms of national repute for supporting the National Pension System (NPS) business related issues in the State of Uttarakhand.

The document can be downloaded from the website <https://www.ekosh.gov.in> or <http://uktenders.gov.in>. Response to this Request for Expression of Interest (EOI) shall be deemed to have been done after careful study and examination of this document with full understanding of its implications.

The last date of submission of EoI is 08 January 2024, 5.00pm through online submission at <http://uktenders.gov.in>

Issuer

Director  
Directorate of Treasuries,  
Pension and Entitlements,  
Department of Finance  
Government of Uttarakhand  
23 Laxmi Road, Dehradun  
Uttarakhand, India

## 1 Invitation

The information contained in this Request for Expression of Interest (hereinafter referred to as "EOI") document provided to the Bidders, by Directorate of Treasuries, Pension and Entitlements (Finance Department) Uttarakhand (here in after referred to as the "DEPARTMENT"), or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.

S.No.	Particulars	
1.	EOI Publishing Date	04 Dec. 2023
2.	EOI Document Availability (Zero Date)	05 Dec. 2023
3.	Clarification Start date	06 Dec. 2023
4.	Clarification End date	16 Dec. 2023
5.	Date of Pre-Bid meeting	<b>19 Dec. 2023</b>
6.	Response to queries	<b>25 Dec. 2023</b>
7.	EOI Submission start date - Online	<b>26 Dec. 2023</b>
8.	EOI Submission End date	08 Jan. 2024
9.	EOI evaluation date	09 Jan. 2024
10.	R.F.P evaluation end date (technical and financial)	30 Jan. 2024
11.	Work order submission	22 Feb. 2024
12.	Work allotment MOU publishing date on E-Portal	04 March 2024
13.	Website for Tender Documents	<a href="http://www.ekosh.gov.in">www.ekosh.gov.in</a> & <a href="http://uktenders.gov.in">http://uktenders.gov.in</a>
14.	Contact Details	Directorate of Treasuries, Pension and Entitlements, Finance Department Uttarakhand, India. ph. No.-+ 91-1352226800 Email- <a href="mailto:treas-dir-uk@nic.in">treas-dir-uk@nic.in</a>

Note:

1. The DEPARTMENT reserves the right to change any schedule of bidding process. Please visit the DEPARTMENT website mentioned in document regularly for the same.
2. Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals that are received after the deadline WILL NOT be considered in this procurement process.

## 2 Background

### About Uttarakhand

Uttarakhand State was formed on 9<sup>th</sup> November 2000 as the 27<sup>th</sup> State of India, when it was carved out of northern Uttar Pradesh. Located at the foothills of the Himalayan Mountain ranges, it is largely a hilly State, having international boundaries with China (Tibet) in the north and Nepal in the east. On its north-west lies Himachal Pradesh, while on the south is Uttar Pradesh. The state is divided into two divisions, Kumaon and Garhwal, with 13 districts. The capital of Uttarakhand is Dehradun, which is also a railhead and the largest city in the region.

Since 1<sup>st</sup> October, 2005 New Pension Scheme was launched in the state of Uttarakhand. At present there are about 90,300 employees covered under NPS. Contribution of employees to the corpus is 10% of basic salary + dearness allowance and contribution made by the government is 14% of the same. Employee under NPS is provided with a PRAN (permanent retirement account number). The amount deposited in the account is invested as 15% in equity and 85% towards government securities. In the event of retirement employee can withdraw maximum 60% of the amount available in their PRAN as a lump sum and minimum 40% of the same is to be invested in an annuity plan for pension.

### Objectives

Directorate of Treasuries, Pension and Entitlements (Finance Department) Uttarakhand in its endeavour to ensure employees of the state government covered under NPS acquainted with different information about NPS released from time to time, to promote awareness among employees regarding investment in different funds under NPS and to make them choose fund managers of their choice among various fund managers available for their benefit. In order to select better options a rigorous analytical study of the financial market.

### Scope of Work

The Scope of Work for the proposed engagement will primarily be as mentioned below-

- 1: Selection of better investment of NPS fund among various funds available, so that maximum benefit can be reaped by the subscriber.
- 2: To conduct market study in order to select better schemes under NPS. The firm shall monitor and evaluate the functions of intermediaries by receiving and analyzing the audited scheme financials, internal audit reports, inspection and compliance reports and other related information.
- 3: To assist in formulating guidelines by the state government so that the subscribers could be made aware of the market trends and thereby making better investment decisions.
- 4: Impart training and educate the DDOs and employees of the State Government departments and State Autonomous Bodies (SABs).
- 5: To provide assistance in the publication of articles related to NPS and relevant video clips.
- 6: To help in monitoring the performance of the investments and suggest corrective actions, if required.
- 7: Redressal of subscriber grievances pertaining to contribution, partial withdrawal, missing credits, annuity related issues etc.
- 8- To guide the retiring officials in respect of Annuity Selection.

### 3 Criteria for Shortlisting

The bidder must possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in the tender documents. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the services for “ **Consultancy firm for National Pension System (NPS) business related issues by Government of Uttarakhand**” and support services sought by the Directorate of Treasuries, Pension and Entitlements (Finance Department) Uttarakhand, for the entire period of the contract. The invitation to this EOI is open to all bidders who qualify the eligibility criteria as given below:

Criteria	Requirements	Documentary Evidence
Legal Entity	The applicant shall be a partnership firm/ proprietorship firm/ company registered under, the partnership Act, 1932 and the Indian Companies Act 2013 respectively, who have their registered offices in India and must have an office in Uttarakhand.	Copy of Certificate of incorporation or Partnership Deed, if any.
Financial Capacity	1.The Bidder should have an annual turnover of Rupees 5 Crore in each of the last 3 consecutive Financial Years (FY 2020-21, 2021-22 & 2022-23) from only consultancy Services rendered in India. 2.The Bidder must have positive net worth in the last three financial years (FY 2020-21, 2021-22 & 2022-23).	CA certified documents with name of CA , registration number, signature and stamp

Criteria	Requirements	Documentary Evidence
Bidder Experience	The Bidder shall have experience of providing: (i) Three financial market related consultancy services to Central Govt./State Govt./PSUs/ Govt Autonomous Bodies in India costing not less than Rs. 50 Lakh each or (ii) Two financial market related consultancy services costing not less than Rs.100 Lakh each or (iii) One financial market related consultancy service costing not less than Rs. 150 Lakh	Letter of Award and Completion Certificate
Employee Strength	Minimum 50 employees in consulting division in India	Self-certification
Non blacklisted declaration	The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Autonomous Bodies.	An affidavit to this effect and duly Notarized.
Consortia/Tie Ups/JVs/ Subcontracting of any kind	Not permitted	Would lead to automatic disqualification

#### 4 Evaluation Process

- The DEPARTMENT will constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- The Proposal Evaluation Committee constituted by the DEPARTMENT shall evaluate the response to the EOI and all supporting documents/documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- The decision of the Proposal Evaluation Committee in the evaluation of responses to the EOI shall be final. No correspondence will be entertained outside the process of evaluation with the Committee.

#### 5 Instruction to the Bidders

##### Submission of EOI Responses

EOI shall be submitted online on <http://uktenders.gov.in> with clearly specifying details required as per Annexure – 1 on Criteria for Shortlisting. The evaluation will be done by the Evaluation Committee based on the documents so submitted online.

##### EoI Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the EOI process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of EoI, in providing any additional information required by the DEPARTMENT to facilitate the evaluation process and other costs related to the bid process. The DEPARTMENT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

##### Language

The Proposal should be filled by the bidders in English language only. If any supporting documents

submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern.

### Late Submissions

- i. Hardcopy of EoI received after the due date and the specified time (including the extended period if any) for any reason whatsoever, will not be entertained and will be returned unopened.
- ii. The EoI submitted by telex/telegram/fax/e-mail etc. shall not be considered. No correspondence will be entertained in this matter.
- iii. The DEPARTMENT reserves the right to modify and amend any of the above-stipulated conditions/criteria, depending upon project priorities vis-à-vis urgent commitments.

## 6 Other Terms:

- i. The DEPARTMENT, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI document.
- ii. The DEPARTMENT will issue the Request for Proposal (RFP) document only to the shortlisted bidders, as would be shortlisted based on this REOI document. The detailed technical evaluation would be specified in the RFP document.
- iii. Right to reject any or all Expressions of Interest - Notwithstanding anything contained in this document, the Department reserves the right to accept or reject any EOI and to annul the Selection Process and reject all EOIs, at any time without any liability or any obligation for such acceptance, rejection or cancellation.
- iv. The Department reserves the right to reject any Expression of Interest, if
  - a. At any time, a material misrepresentation is made or uncovered, or
  - b. The Consultant does not provide, within the time specified by the Department, the supplemental information sought by the Department for evaluation of the Expressions of Interest.
- v. At any time before the submission of Expression of Interest, the Department may, whether at its own initiative or in response to a clarification requested by a potential Consultant, amend the EOI by issuing an Addendum/Corrigendum, which shall be uploaded on website [www.uktenders.gov.in](http://www.uktenders.gov.in) & [www.ekosh.gov.in](http://www.ekosh.gov.in) only and also may extend the deadline for submission of Expressions of Interest.

## 7 Annexure 1: Format of Criteria for Shortlisting

(Use additional sheets, as appropriate, to provide sufficient information about shortlisting criteria)

1.	Name and Address of the Organization:					
2.	Telephone No.:		Fax No:		Website:	
3.	Contact Person, Contact Details and E-mail ID:					
	Type of Legal Entity:				Company or LLP or Firm	
4.	Year of Establishment:					
5.	Financial Capacity (as per the audited statements):					
	Year		FY (2020-21)		FY (2021-22)	
	Total Turnover from Consulting Services					
	Net Worth					
6.	Details of Eligible Projects: As Lead Consultant-					
7	Sr.	Name of the project	Name of Client & State	Brief Scope	Start & End Date	Consultancy Fee (Rs Lakhs)
8	Employee Strength – in Consulting division					
9	Location and address of offices					
10.	Any other details in support of your fulfilling Qualification Criteria:					

(Attach the necessary Documentary Evidence, as per para 4 of this EOI document)