बिड संख्या/Bid Number: GEM/2026/B/8147311
दिनांक /Dated: 12-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	02-11-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-11-2026 13:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Chemicals And Fertilizers
विभाग का नाम/Department Name	Department Of Chemicals And Petrochemicals
संगठन का नाम/Organisation Name	Central Institute Of Petrochemicals Engineering And Technology (cipet)
कार्यालय का नाम/Office Name	Head Office Guindy Chennai
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :purchase.ho@cipet.gov.in Buyer Email id: purchaseho@cipet.gov.in
वस्तु श्रेणी /Item Category	Custom Bid for Services - Fund Manager or Insurance services
समान श्रेणी/Similar Category	• Financial Advisory Services
अनुबंध अवधि /Contract Period	3 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	15 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	40

(a).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Principal Director
CIPET Head Office Guindy Chennai, Department of Chemicals and Petrochemicals, Central Institute of Petrochemicals Engineering and Technology (CIPET), Ministry of Chemicals and Fertilizers Guindy Chennai 600 032
(Cipet Head Office)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is

automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM_No.1_4_2021_PPD_dated_18.05.2023 for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

6. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

i. If number of technically qualified bidders are only 2 or 3.
ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Technical Compliance Sheet - 1791788422.xlsx

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:1791788449.pdf

Payment Terms:1791788455.pdf

GEM Availability Report (GAR):1791788470.pdf

Any other Documents As per Specific Requirement of Buyer -1:1791788486.pdf

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:1791788497.pdf

Instruction To Bidder:1791788521.pdf

Custom Bid For Services - Fund Manager Or Insurance Services (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Fund Manager or Insurance services
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Krishan Kumar Kumawat	600032,CIPET Head Office, TVK INDUSTRIAL ESTATE, Guindy, Chennai 600032	Project / Lumpsum Based	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. **Generic**

   OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Generic**

   Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **Generic**

   Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. Click here to view the file

4. **Generic**

   1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
   2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
   3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

5. **Forms of EMD and PBG**

   Successful Bidder can submit the Performance Security in the form of Payment online through RTGS /

internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

CENTRAL INSTITUTE OF PETROCHEMICALS ENGINEERING & TECHNOLOGY
Account No.
419413414
IFSC Code
IDIB000G020
Bank Name
INDIAN BANK
Branch address
P.B. No.3171, Sidco Building, GST Road, Guindy, Chennai . Tamilnadu
. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

6. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

7. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

TABLE OF CONTENTS

S. No.	Description	Page No.
1	Brief description of CIPET & CIPET Pension Fund Trust	1-3
2	Covering Letter	4-5
3	Eligibility Criteria	6-7
4	Selection Criteria	8
5	Scope and Profile of Fund Manager/Insurer	9-11
6	General Terms & Conditions	12
7	Technical Bid	13-14
8	Format for Experience	15
9	Self – Declaration – No Blacklisting	16

10	Financial Bid	17

1. BRIEF DESCRIPTION OF CIPET

Central Institute of Petrochemicals Engineering & Technology (CIPET) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of the institute was to develop manpower in different disciplines of Petrochemicals Engineering & Technology as no similar institute was in existence in the country. International Labor Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier national institution under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research in all the domains of Petrochemicals viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance. CIPET operates from various locations spread across the country catering the needs of Polymer and allied industries.

CIPET kept on expanding and diversifying its activities by establishing Centres in different parts of the country and introduction of new programs to meet the industry's requirements. CIPET is operating from 48 centres spread across the country in 22 States including 09 Institutes of Petrochemicals Technology (IPTs) at Ahmedabad, Bhubaneswar, Chennai, Kochi, Jaipur, Lucknow, Murthal, Raipur and Bihta; 32 Centres for Skilling and Technical Support (CSTS) at Agartala, Ahmedabad, Amritsar, Aurangabad, Baddi, Balasore, Bhubaneswar, Bhopal, Chandrapur, Chennai, Dehradun, Guwahati, PWMC-Borgaon, Gwalior, Hajipur, Haldia, Hyderabad, Imphal, Jaipur, Kochi, Korba, Lucknow, Madurai, Murthal, Mysore, Raipur, Ranchi, Navsari, Varanasi, Vijayawada, Ayodhya and Bhagalpur, 03 School for Advanced Research in Petrochemicals (SARP) - viz. Advanced Research School for Technology & Product Simulation (ARSTPS) at Chennai, Advanced Polymer Design & Development Research Laboratory (APDDRL) at Bengaluru and Laboratory for Advanced Research in Polymeric Materials (LARPM) at Bhubaneswar and 04 Sub-Centres at Palakad (Kerala), Tamot (M.P.) and Paradeep (Odisa) and Bhavnagar (Gujrat). Further, CIPET is in the process of establishing 04 PWMC Centres Bengaluru, Varanasi, Sanand, Bhagalpur. Continuously infrastructural facilities of CIPET are updated to cater the needs of Petrochemicals and allied industries in the country.

Activities of CIPET: CIPET plays a pivotal role in contributing towards Nation Building. Its contribution towards major Govt. of India initiatives viz., Skill India, make in India, Swatchh Bharat, Digital India, stand up and start up India is indeed noteworthy. Gist of Core activities of CIPET are enumerated below:

Skill Development & Academic Programmes: CIPET has been conducting Long-term Professional Skill Development Programmes viz. Doctoral, Post-Graduate, Undergraduate, Post Diploma, Diploma courses with varying level of entry qualifications and Short-term Vocational Skill Development Training Programmes in the entire gamut of Petrochemicals engineering & technology.

Technology Support Services: CIPET offers its Technology Support services in all the key sectors of Indian Economy which includes Automobiles, Aerospace, Agriculture, Building & Construction, Defense, Fast Moving Consumer Goods (FMCG), Information Technology, Medical, Packaging and Teletronics, etc.

Equipped with state-of-the-art facilities, CIPET renders Technology Support Services in Design (CAD/CAM/CAE), Tooling, Processing, and Testing & Quality Assurance to the Petrochemicals and its allied industry in India and abroad. The Petrochemicals Testing Centres of CIPET are recognized as the best plastics testing facilities in Asia, recognized by Bureau of Indian Standards (BIS), National Accreditation Board for Testing & Calibration Laboratories (NABL), Customs etc. The faculty members of CIPET, as Technical Experts to BIS, are actively involved in the development of standards for the plastic products manufactured by the industries and regularly participating in ISO TC 61 meetings. CIPET is playing a vital role and rendering 3rd Party Inspection Services for plastics products across the country particularly in the agriculture / irrigation sectors.

CIPET acts as a bridge to fill the technological gap between Indian and Global polymer industries. In line with the change in industrial environment and needs of industries, CIPET constantly upgrades and updates its facilities with latest technological developments in the field of Polymer Science & Technology, which in turn will benefit Indian polymer industries to compete globally.

Research & Development: CIPET has successfully accomplished many R&D projects in different disciplines in the field of Polymer Science & Technology. In order to promote R&D activities to compete globally in the sector, 03 exclusive/dedicated R&D wings – (i) Advanced Research School for Technology & Product Simulation (ARSTPS) at CIPET, Chennai, (ii) Laboratory for Advanced Research in Polymeric Materials (LARPM) at CIPET, Bhubaneswar and (iii) Advanced Polymer Design & Development Research Laboratory (APDDRL) at Bengaluru have been established for undertaking joint collaborative research projects with the industries/universities/institutions at national and global level. CIPET has signed Memorandum of Understanding (MoUs) with 16 World renowned Universities / Institutions for collaborative research projects; faculty/ students exchange programs and formulation of standards and specifications.

CIPET Employees Pension Fund Trust

The **CIPET Employees Pension Fund Trust** is a separate legal entity distinct from the Central Institute of Petrochemicals Engineering & Technology (CIPET). The Trust was constituted for extending pension benefits to employees.

At present, pension benefits under the Trust are administered by purchasing annuity policies for retiring employees. Quotations are invited from **Life Insurance Corporation of India (LIC)** and **SBI Life Insurance Company Limited**, and the annuity is purchased from the insurer offering the most competitive annuit

y rate, thereby ensuring prudent utilization of the Trust funds.

In order to ensure professional management of the pension corpus, maximize long-term returns within the applicable regulatory framework and maintain transparency and accountability in investment decisions, it i s proposed to invite **sealed quotations** from **PFRDA/IRDAI-approved Public Sector Pension Fund M anagers/Insurance Companies** for empanelment with the CIPET Employees Pension Fund Trust.

The selected Pension Fund Manager/Insurance Company shall manage and administer the pension corpus i n accordance with the provisions of the **Income-tax Act, 1961**, **Central Civil Services (Pension) Rule s, 1972**, the Trust Deed, and such other statutory provisions, rules, regulations and guidelines as may be applicable from time to time. The empanelled Fund Manager shall also adhere to prudent investment pract ices, maintain high standards of governance, submit periodic reports to the Trustees and ensure complete compliance with all regulatory requirements.

2. COVERING LETTER:

Format of letter to be given by the PFRDA/IRDA approved Public Sector Fund Manage r/Insurer for Fund Manager/Insurer of CIPET Employees Pension Fund Trust at Central Institute of Petrochemicals Engineering and Technology.

To

The Chairman,

CIPET Employees Pension Fund Trust

Central Institute of Petrochemicals Engineering and Technology (CIPET)

CIPET Head Office, T.V.K Industrial Estate, Guindy

Chennai – 600 032.

Sub: Engagement of experienced agency under PFRDA/IRDA approved P ublic Sector Fund Manager/Insurer for Fund Manager/Insurer of CIPET Empl oyees Pension Fund Trust at Central Institute of Petrochemicals Engineerin g and Technology – Reg.

Dear Sir,

1. This is with reference to your Tender No……. I have examined the Tender do cument and understood its contents. I hereby submit my Bid **Engagement of experienced agency under PFRDA/IRDA approved Public Sector Fu nd Manager/Insurer for Fund Manager/Insurer of CIPET Employees Pe nsion Fund Trust at Central Institute of Petrochemicals Engineering a nd Technology.**

2. The Bid is unconditional for the said Tender.
3. It is acknowledged that the Authority will be relying on the information provided in the Tender and the documents accompanying such Tender for qualification of the Bidders for the above subject Engagement and we certify that all information provided in the Tender and in Annexures are true and correct; nothing has been misrepresented and omitted which renders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
4. This statement is made for the purpose of the above-mentioned subject.
5. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
6. We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
7. It is declared that:
    a. We have examined the Tender document and have no reservations to the Tender document.
    b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State.
8. It is understood that CIPET may cancel the Bidding Process at any time without incurring any liability to the CIPET and that you are neither bound to invite the applicants to Bid for the services nor to accept any Bid that you may receive.
9. It is understood that CIPET can use any evaluation scheme/evaluation metrics/ weightage or take the help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
10. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.
11. It is further certified that no investigation by any regulatory agency is pending against us.
12. It is hereby affirmed that we are in compliance of/ shall comply with the statutory requirements of the Govt. of India, as applicable.
13. We hereby irrevocably relinquish any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidders, selection of the Tenderer or in connection with the selection/Bidding Process itself, in respect of the above-mentioned services and the terms and implementation thereof.
14. We agree to undertake to abide by all the terms and conditions of the TENDER document.

15. We agree to undertake to be liable for all the obligations of the Tenderer under the Agreement.

In witness thereof, we submit this application under and in accordance with the terms of the TENDER document.

Place: - .....

Date :.....

Yours faithfully,

(Signature, name and designation of the Tenderer/Authorized Signatory)

Official Seal

3. ELIGIBILITY CRITERIA

PFRDA/IRDA approved Public Sectors Fund Managers are eligible to apply, subject to meeting the following eligibility criteria.

1. Legal Status: -

   The applicant shall be:

   · A Public Sector Pension Fund Manager registered with the Pension Fund Regulatory and Development Authority (PFRDA); **or**

   · A Public Sector Life Insurance Company registered with the Insurance Regulatory and Development Authority of India (IRDAI) and authorized to undertake annuity and pension business.

2. Regulatory Approval: -

   The bidder shall possess:

   · A valid registration/licence issued by PFRDA or IRDAI, as applicable.

   · All statutory approvals required for carrying out pension fund management/annuity business in India.

3. Experience: -

The bidder shall have:

· A minimum of **five (5) years** of experience in pension fund management and/or administrati on of pension/retirement benefit schemes.

· Experience in managing pension funds of Government Departments, Autonomous Bodies, Pub lic Sector Undertakings, Statutory Bodies, or similar organizations shall be preferred.

4. Financial Strength: -

The bidder shall:

· Have a positive net worth during each of the last three financial years.
· Have submitted audited financial statements for the last three financial years.
· Be financially sound and capable of managing large institutional pension funds.

5. Assets Under Management (AUM).

The bidder should have substantial Assets Under Management (AUM) in pension, retirement or annuity fun ds as on the latest audited financial year.

6. Compliance Record: -

The bidder shall:

- Not have been blacklisted or debarred by any Central Government Ministry, State Government, Pub lic Sector Undertaking, Statutory Authority or Regulatory Authority during the last five years.
- Not have been convicted of any offence involving fraud, financial irregularity, corruption, or moral tu rpitude.

7. Regulatory Compliance

The bidder shall certify that:

- No major regulatory action resulting in suspension or cancellation of licence has been taken by PFR DA, IRDAI, SEBI, RBI or any other statutory authority during the last five years.
- Any ongoing regulatory proceedings, if any, shall be disclosed.

8. Infrastructure

The bidder shall have:

- Adequate infrastructure, technology platform and qualified professionals for pension fund managem ent.
- A dedicated institutional client servicing team.

9. Reporting Capability

The bidder shall be capable of providing:

- Monthly investment reports.
- Quarterly performance reports.
- Annual statements of accounts.
- Portfolio valuation reports.
- Compliance certificates.
- Any additional reports as required by the Trustees.

4. SELECTION CRITERIA

The eligible technical bids received from the Fund Manager will be evaluated in terms of following paramet ers and points.

Further, the points will be awarded to the bidder on the following basis: -

S.No	Particulars	Maximum Marks	Marks
1	**Experience in Pension Fund Management**	20	
	At least 05 Years		10
	05 to 10 years		15
	More than 10 years		20
2	**Fund Performance/Return for average 5 years**	20	
	0 – 6 Percent		10
	06 to 09 Percent		15
	More than 09 Percent		20
3	**Fund Management Charges**	20	
	Applicable		10
	NIL		20
4	**Central Government and Public Sector Undertakings/Educational Institute client base**	20	
	Less than 10		10
	10 to 20		15
	More than 20		20
5	**Capital Structure of the Fund Manager/Insurer**	20	
	Less than 50 % by Central Govt		10
	More than 50% by Central Govt		20

The top ten eligible technical bids for Fund Manager/Insurer (who have scored highest marks as per parameters indicated above) will qualify the technical evaluation. In case of tie (if more than one Fund Manager/Insurer gets equal marks), the tied Lead Fund Manager/Insurer will get the same ranking and it may result that more than 10 Lead Fund Managers/Insurer qualify the technical evaluation. These qualified bids will then be considered for inviting the Financial Bid.

5. SCOPE OF WORK FOR FUND MANAGERS/INSURERS

Management and Administration of the CIPET Employees Pension Fund Trust

1. Objective

The selected Public Sector Pension Fund Manager/Insurance Company (hereinafter referred to as the "Fund Manager") shall provide professional fund management and administrative services for the corpus of the **CIPET Employees Pension Fund Trust** with the objective of preserving capital, generating optimum long-term returns, ensuring timely payment of pension benefits, and complying with all applicable statutory and regulatory requirements.

2. Scope of Services

The Fund Manager shall undertake, but not be limited to, the following activities:

2.1 Corpus Management

- Manage and invest the pension corpus entrusted by the CIPET Employees Pension Fund Trust.
- Ensure optimum returns while maintaining the highest standards of safety, liquidity, and prudence.
- Follow the investment objectives and policies approved by the Trustees.

2.2 Investment Management

- Invest the Trust funds strictly in accordance with:
  - The Income-tax Act, 1961 and rules made thereunder.
  - CCS (Pension) Rules, 1972 (or the corresponding CCS (Pension) Rules, 2021, as applicable).
  - PFRDA/IRDAI regulations, wherever applicable.
  - Trust Deed and Investment Policy of the CIPET Employees Pension Fund Trust.
  - Any directions issued by the Trustees or Government from time to time.
- Maintain an appropriate asset allocation considering risk, liquidity, and long-term sustainability of t he pension corpus.

2.3 Pension and Annuity Management

- Assist the Trust in evaluating annuity options for retiring employees.
- Provide competitive annuity quotations, wherever applicable.
- Facilitate timely purchase of annuity plans and settlement of pension-related transactions.
- Coordinate with the Trustees for smooth transition of retiring members to annuity schemes.

2.4 Advisory Services

- Advise the Trustees on:
  - Investment strategy.
  - Asset allocation.
  - Interest rate outlook.
  - Market conditions.
  - Risk mitigation measures.
  - Regulatory changes affecting pension funds.
- Suggest suitable investment opportunities consistent with statutory investment norms.

2.5 Reporting

Submit periodic reports including:

- Monthly investment portfolio.
- Monthly Net Asset Value (NAV), where applicable.
- Quarterly performance reports.
- Quarterly compliance reports.
- Annual investment performance report.
- Statement of realized and unrealized gains/losses.
- Details of income earned and expenses incurred.
- Portfolio valuation reports.
- Any other report required by the Trustees.

2.6 Compliance

Ensure compliance with:

- Income-tax Act and applicable tax provisions.
- CCS (Pension) Rules.
- PFRDA/IRDAI regulations.
- Applicable Government notifications.
- Trust Deed.
- Investment Guidelines approved by the Trustees.
- Directions issued by the Competent Authority.

The Fund Manager shall immediately inform the Trustees regarding any regulatory change having financial implications for the Trust.

2.7 Risk Management

The Fund Manager shall:

- Establish an effective investment risk management framework.
- Monitor market risk, credit risk, liquidity risk, and operational risk.
- Avoid investments inconsistent with statutory provisions.
- Protect the interests of the beneficiaries of the Trust.

2.8 Accounting and Record Maintenance

Maintain proper records relating to:

- Investments.
- Income earned.
- Redemption of securities.
- Capital gains/losses.
- Corporate actions.

- Transaction statements.
- Audit trails.

All records shall be made available to the Trustees and auditors whenever required.

2.9 Audit Support

Provide necessary assistance during:

- Statutory Audit.
- Internal Audit.
- Trust Audit.
- Government Audit.
- Regulatory inspections.

The Fund Manager shall furnish all information, documents, certificates, and clarifications sought by the au ditors or Trustees.

2.10 Review Meetings

- Attend meetings of the Board of Trustees or Investment Committee whenever called.
- Present investment performance and market outlook.
- Respond to observations and recommendations made by the Trustees.

2.11 Technology and Reporting Portal

Provide secure digital access to the Trustees for:

- Portfolio statements.
- Investment reports.
- Transaction history.
- Performance dashboards.
- Downloadable reports.

2.12 Confidentiality

Maintain strict confidentiality of all information relating to:

- Members of the Trust.
- Investment portfolio.
- Financial records.
- Decisions of the Trustees.

No information shall be disclosed without prior written approval of the Trust except where required by law.

2.13: Contract period and payment- The initial contract period shall be one (1) year and may be exten ded annually for a maximum total contract period of five (5) years, subject to satisfactory performance an d completion of the work, on the same terms and conditions and with the approval of the competent autho rity. Payment shall be released annually upon successful completion of the work and certification by the U ser Department.

3. Service Standards

The Fund Manager shall:

- Exercise due diligence and fiduciary responsibility in managing the Trust corpus.
- Follow best industry practices.
- Act solely in the interest of the beneficiaries of the Trust.
- Avoid conflict of interest.
- Maintain complete transparency in all investment decisions.
- Ensure timely submission of reports and statutory compliances.

4. Performance Evaluation

The performance of the Fund Manager shall be reviewed periodically based on:

- Rate of return on investments.
- Risk-adjusted performance.
- Compliance with investment guidelines.
- Timeliness and quality of reporting.
- Service standards.
- Responsiveness to the Trustees.
- Regulatory compliance.

5. Rights of the CIPET Employees Pension Fund Trust

The Trust reserves the right to:

- Review the performance of the Fund Manager periodically.
- Seek clarification on investment decisions.
- Issue investment-related directions consistent with applicable laws.
- Suspend or terminate the empanelment for unsatisfactory performance, breach of contract, regulat ory non-compliance, or any action detrimental to the interests of the Trust.
- Reallocate or withdraw the pension corpus at its discretion in accordance with the terms of the Agre ement.

6. GENERAL TERMS & CONDITIONS

1. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
2. CIPET will finally contact only those Bidders meeting the requirements including the rates.
3. The decision of acceptance of the quotation will lie with the competent authority of CIPET, who do es not bind himself to accept (added) quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
4. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids ; no extra charges consequent on any misunderstanding or otherwise shall be allowed.
5. At any stage during finalization of Tender process, the competent authority of CIPET is free to use any evaluation metrics/weightage or take help of any consultant, as required in selecting the succ essful agency/agencies and we agree to abide by it.
6. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitte d by the Tenderer who resort to canvassing will be summarily rejected.
7. This Notice Inviting Tender will form part of the contract document including additional terms/add itional conditions and other related papers, if any, forming the Bid as issued at the time of invitat on of Tender and acceptance thereof together with any correspondence leading thereto of the co ntract document.
8. The successful Bidder on acceptance of his Bid by accepting authority and signing of the contract consisting of the notice inviting Tenders and all the other relevant documents including additional conditions, if any forming the Bid as issued at the time of invitation of Tenders and acceptance th ereof together with any correspondence leading there to, shall commence with the Fund Manager Insurer of the F.Y. 2026 - 27.
9. Cost shall include Fund Management Charges, Policy Administration Charges and other charges o f the Fund Manager/Insurer
10. The Fund Manager/Insurer shall not sublet the work or part of the work.
11. The contract can be terminated at any point of time, if the services of the Fund Manager/Insurer a re not found satisfactory, by giving 30 days’ notice to the Fund Manager of the respective financia year.
12. The Tender document duly signed on each page shall be submitted along with the Technical Bid, ailing which the Technical Bid shall not be considered.
13. The Bidder must quote the rates in figures as well as in words correctly in the Financial Bid and B ds shall be quoted as per the annexure.
14. All documents should be certified by the Bidder.
15. The Fund Manager/Insurer shall not share, show or forward any data of CIPET without the consen of CIPET Management.
16.

7. TECHNICAL BID

(on the letter head of the Bidder)

TECHNICAL BID FOR SELECTION OF FUND MANAGER/INSURER FOR CIPET EMPLOYEES’ PENSION FUND TRUST

S. No.	PARTICULARS	INFORMATION
1	Name of the Agency with Corporate Identification Number	
2	Registration No. of the Agency with IRDA/PFRDA	
3	Date of constitution of the Agency	
4	Constitution Certificate of the Agency (Please attach certificate)	
5	Status of the Agency (Proprietorship / Partnership / LLP / Company)	
6	Percentage of Central Govt Share Holding	
7	Name of the Director only in case of companies with DIN No (Please attach DIN certificate)	
8	Complete Address of the Fund Manager/Insurer in Chennai with Telephone/Mobile/Fax with E-mail Address	
9	Income Tax PAN of the Fund Manager/Insurer and GST No (Please attach Proof)	

1311	Financial Statements and acknowledgement Copy of Income Tax Return for previous 3 years. (Please attach Proof)	
12	No. of Branches with address	
13	Whether there are any Court/Arbitration or any other Legal case/Proceedings pending against the Firm/Proprietor	
14	Indicate the Experience of the Agency (Please provide complete details with copies of orders issued by Central Govt/State Govt./Autonomous Bodies or CIN etc.). (Give details)	
15	Other information, if any	

Place: - .....

Date :.....

(Signature, name and designation of the Tenderer/Authorized Signatory)

Official Seal

8. Format for Experience

(On the Letter Head of the bidder)

Details of the fund managed by the Fund Manager/Insurer in Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU or Corporates etc. with multi location/Multi Branches on or after financial year 2020-21.

S.No	Name of the Client	Date of Implementation	Time period taken for implementation	Turnover of that Client (FY)	No of Branches

Signatures with Seal _____

Name _____

Place_____

Date_____

9. SELF – DECLARATION – NO BLACKLISTING

(On the Letter Head of the bidder)

To

The Chairman of CIPET Employees Pension Fund Trust

Central Institute of Petrochemicals Engineering and Technology (CIPET)

CIPET Head Office, T.V.K Industrial Estate, Guindy

Chennai – 600 032

Dear Sir,

In response to the selection of Fund Manager/Insurer agency for CIPET Employees F und Trust from Financial year 2026-27, I/We hereby declare that presently our age ncy (MENTION NAME) .....is having unblemished record and is not declare

d ineligible for corrupt & fraudulent practices either indefinitely or for a particular p eriod of time by any State / Central Government / PSU / Autonomous Body or any c orporate.

We further declare that presently our agency (MENTION NAME) …….. is not b lacklisted and not declared ineligible for reasons other than corrupt & fraudulent pr actices by any State / Central Government / PSU / Autonomous Body or corporate o n the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other actio n that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures with seal _____

Name _____

Place_____

Date_____

10. Financial Bid for Fund Manager/Insurer of CIPET E mployees Pension Fund Trust (Approx. Fund Value Rs.1 01.00crores)

S.No.	Particulars	Total Amount (₹)

01	% of Share owned by the Central Government	
02	Investment in annuity type (Traditional – Non unit Linked/Traditional – Unit Linked)	
03	Fund Exposed to Market Fluctuation (Yes/No)	
04	% of Return declared in FY 2025-26	
05	Floor Rate	_
06	Fund Management Charges	_
07	Surrender Charges	_
08	Policy Administration Charges	_
09	Mortality Charges	_
10	Whether any minimum amount that must rem ain locked (Yes/No)	–
11	If answer to the question is yes, mention the a mount	–
12	Any other Charges (Please specify) – NIL is no any other charges	–

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Note:

1. The Service Contract is subject to the renewal of the Policy (Based on performance) of the contract.
2. Conditional quotation shall be rejected.

Date: **Authorized Signatory:**

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Seal of Company

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अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules)

shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---