NOTICE INVITING EXPRESSION OF INTEREST FROM INVESTMENT ADVISORY FIRMS

Indian Institute of Technology (IIT), Delhi invites Expression of Interest from Entities providing Investment Advisory services having registered Office in India for services mentioned in the scope of work.

The proposals should include the details mentioned in the format which may be downloaded from the IIT Delhi website [http://www.iitd.ac.in/tenders.php](http://www.iitd.ac.in/tenders.php)

The selection and empanelment of the Investment Advisory firm will be based on an internal evaluation process and on predefined criteria.

IIT Delhi, reserves the right to shortlist firms at any point of assessment of their credentials for the empanelment. The advertisement does not constitute and will not be deemed to constitute any commitment on the part of IIT Delhi. IIT Delhi reserves the right to reject any EOI at any time if it is not in the given format, or an information/material misrepresentation is made or uncovered, or the bidder does not respond promptly and thoroughly to requests for supplementary information required for the evaluation of the EOI.

Interested bidders may submit the EOI in the given format in a sealed envelope by date **March 18, 2022** to Office of Dean Alumni Relations, Indian Institute of Technology, Delhi, Hauz Khas, New Delhi-110016.
## Schedule:

<table>
<thead>
<tr>
<th></th>
<th>Indian Institute of Technology, Delhi</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Organization</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Tender Type</strong></td>
<td>EOI</td>
</tr>
<tr>
<td>(Open/Limited/EOI/Auction/Single/Global)</td>
<td></td>
</tr>
<tr>
<td><strong>Tender Category</strong></td>
<td>Goods and Services</td>
</tr>
<tr>
<td>(Services/Goods/works)</td>
<td></td>
</tr>
<tr>
<td><strong>Type/Form of Contract (Work/Supply/Auction/Service/Buy/Empanelment/Sell)</strong></td>
<td>Goods and Services</td>
</tr>
<tr>
<td><strong>Product Category (Civil Works/Electrical Works/Fleet Management/Computer Systems)</strong></td>
<td>Others</td>
</tr>
<tr>
<td><strong>Date of Issue/Publishing</strong></td>
<td>17/02/2022 (11:00 Hrs.)</td>
</tr>
<tr>
<td><strong>Document Download/Sale Start Date</strong></td>
<td>17/02/2022 (11:00 Hrs.)</td>
</tr>
<tr>
<td><strong>Document Download/Sale End Date</strong></td>
<td>18/03/2022 (15:00 Hrs.)</td>
</tr>
<tr>
<td><strong>Last Date and Time for Uploading of Bids</strong></td>
<td>18/03/2022 (15:00 Hrs.)</td>
</tr>
<tr>
<td><strong>Date and Time of Opening of Technical Bids</strong></td>
<td>25/03/2022 (15:00 Hrs.)</td>
</tr>
<tr>
<td><strong>Bid Validity days (180/120/90/60/30)</strong></td>
<td>60 days (from the last date of opening of bids)</td>
</tr>
<tr>
<td><strong>Address for Communication</strong></td>
<td>Dean Alumni Relations Room No. AD 216/212 Indian Institute of Technology Delhi Haus Khas, New Delhi-110016</td>
</tr>
<tr>
<td><strong>Contact No.</strong></td>
<td>011-26591748</td>
</tr>
<tr>
<td><strong>EOI offer availability for download</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:alumnidean@admin.iitd.ac.in">alumnidean@admin.iitd.ac.in</a></td>
</tr>
</tbody>
</table>
TERMS OF REFERENCE

Background

- Indian Institute of Technology Delhi (IIT Delhi) is a Central Autonomous body under the Ministry of Education (MoE) Government of India and has been recognized as an Institute of National Importance by an Act of Parliament.
- Institute in recent years has embarked on a major initiative such as setting up a development office and an endowment fund to raise funding from alumni and other sources. The institute has set up ambitious targets under such schemes.
- The institute plans to institutionalize and create a framework to manage the corpus funds in the best possible way using professional expertise.
- The objective of the exercise is as follows:
  - Efficient management of the corpus leading to superior returns while complying with the objectives of the funds
  - Creation of a scalable structure that can manage the corpus growth in the coming years
  - The creation of a suitable investment management practice to send a positive signal to the donors that their contributions are being managed in the best possible and professional way.
  - Active management of university endowments is very nascent in India. IIT Delhi envisages creating a benchmark of “best practice” in this area.

Details of Estimated Corpus funds

  Total Corpus of Rs 1500 Crores (Break up as under)
  - Long term Investment of 3-7 years – 260 Crores Approximately
  - Medium Term Investments of 1 to 3 years – 340 Crores Approximately
  - Short Term Investments of Less than 1 Year – 900 Crores Approximately

While the total Funds available for investment in 1st Year would be around 500 Crores, since most of these funds are currently invested in short and medium-term fixed deposits, they will be available for re-investment only after maturity during the course of the year.
Investment allocation of these funds (Entire Corpus of pool of Funds) are regulated by the Provident Fund Guidelines (2015) of the Government of India as follows:

<table>
<thead>
<tr>
<th>Investment categories</th>
<th>Min</th>
<th>Max</th>
<th>Sub-categories</th>
<th>Min</th>
<th>Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Government Securities</td>
<td>45%</td>
<td>50%</td>
<td>State Govt Securities</td>
<td>0%</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>G-Sec MFs</td>
<td>0%</td>
<td>5%</td>
</tr>
<tr>
<td>Debt Instruments (including Bank FDs)</td>
<td>35%</td>
<td>45%</td>
<td>Debt MFs</td>
<td>0%</td>
<td>5%</td>
</tr>
<tr>
<td>Short term Debt instruments (money market, 0% liquid, TDR &lt; 1yr)</td>
<td></td>
<td></td>
<td></td>
<td>5%</td>
<td></td>
</tr>
<tr>
<td>Equities and related Instruments (Shares, 5% ETF/Index, ET Derivatives)</td>
<td>15%</td>
<td></td>
<td>Equity MF</td>
<td>0%</td>
<td>5%</td>
</tr>
<tr>
<td>Asset backed, Trust Structured (MBS, REITs, 0% Infra trust Sec)</td>
<td></td>
<td>5%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SCHEDULE AND SCOPE OF WORK**

The primary activities to be assigned to the Investment Advisory Firm include:

I. Providing all the vital information to the Institute’s investment committee with regards to various options available in the market a week before the investment committee meeting.

II. The firm will also provide the information with respect to cost of investment and ways of minimizing the cost of investment along with its Tax implication.

III. A comparative graph with all the details of the risk involved, Returns and minimum amount if any required for the investment, any documents required for the investment, and charges involved in the investment should be highlighted.

IV. Guiding the investment committee in deciding on the investment with a view of maximizing returns on Investment while managing the risk effectively.

V. Ensuring the documentation involved in the investment.

VI. Advice on investment as per the rules prescribed by the Ministry of Finance and further guidelines issued by the Investment Advisory Board.

VII. Provide regular reports and comparative statements of the returns on investments made and the performance of the funds invested by IIT Delhi.

VIII. The Firm will assign a fund manager for the IITD funds. The fund manager will be a single point of contact for all advice related to investments to be made by the Institute.

IX. Provide regular updates of the financial market (including major events) and market buzz.

X. The Firm/bidder should provide advice as per the Statutory Investment Compliance of MOF Guidelines and also assist in updating the changes in the statutes.

XI. Firm/bidder should provide market views and research support on fixed income, equity market, money market, industry, funds macro and micro analysis of major
events having a bearing on the domestic markets and analysis of the world events having a potential to effect the Domestic Investment Scenario.

XII. Firm/bidder should provide monthly Portfolio/Investment Analysis and regularly update IIT Delhi about the performance of existing investments.

XIII. Firm/bidder should be part of pre investment meeting with the Committee members wherein based on the portfolio and market outlook investment avenues can be discussed.

XIV. Firm/bidder should advice regarding exercising the option for timely exit in case of volatile market conditions especially for under-performing investment, buy back offers, put option.

XV. Firm/bidder should compile Quotation and present a comparative analysis of the quotes received and give recommendations for investment.

XVI. Firm/bidder should advice the organization for better management of cash flows to address the Asset Liability Mismatch (ALM) in due course of time in order to ensure a high level of efficiency and effectiveness of the administration of the fund.

XVII. Firm/bidder should provide periodic investment review for statutory Investment Compliance of MOF guidelines.

Duration

The Investment Advisory firm(bidder) will be required to provide the desired services for 3 years from the date of signing of the contract.

Notwithstanding anything contained hereinabove, the Institute in its sole Discretion, reserves the right to discontinue the services of the firm (bidder) in the event their services are evaluated as unsatisfactory at any time during the period of engagement.

Support and Inputs to the Firm (Bidder)

The Institute shall provide all primary data to the firm/bidder for carrying out the jobs listed in the schedule and scope of work. The institute will provide all the vital information a week before the investment committee meeting with the complete details of funds available for investment and the tenure of the investment so that the firm can do its research and provide necessary advice for the investment.

Payment Terms

The payment shall be made against the services provided by the firm, subject to the following terms and conditions:

I. The payment during the entire contract period shall be made as per the financial proposal/bid submitted by the selected firm/bidder and accepted by the Institute. The financial terms quoted by the contracting firm shall be final. The terms quoted should have validity for at least three years.

II. Any increase in statutory taxes during the contract period will be borne by the Institute.
III. TDS will be deducted at applicable rates.

The Institute reserves the right to deduct an amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing services. The decision of the Institute will be the final in this regard.

Confidentiality

1) Each Party shall maintain confidentiality of data shared between them under the agreement and shall take prior consent of other party before divulging such information/data unless required by any regulation or law.
2) This clause shall not extend to information which was rightfully in the possession of such party prior to the commencement of the negotiations leading to the Agreement, which is already public knowledge or becomes so at a future date (other than as a result of a breach of this clause).

Amendment and Assignment

This agreement may not be amended or modified except by a written addendum/agreement executed by both parties. This Agreement may not be outsourced to another party without IIT Delhi’s prior Approval.

Arbitration

In the event of a dispute between the parties arising out of, or relating to this agreement, its interpretation or performance hereunder, the Parties shall accept their best efforts to resolve the dispute amicably through negotiations.

i) In the event that a dispute cannot be resolved amicably by the parties through negotiations within sixty (60) days of the commencement of such negotiations, the dispute shall be referred to a mutually acceptable Arbitrator. The venue of the Arbitration shall be in Delhi. The language of the Arbitral proceedings shall be English.
ii) Both parties agree to be bound by the award of the sole arbitrator. The arbitration shall be subject to the Arbitration and Conciliation Act, 1996 and any amendment thereafter.

Governing Law and Jurisdiction

This agreement will be governed by the Laws and any disputed arising herein shall be subject to the exclusive jurisdiction of the courts of Delhi/New Delhi.
Termination of the Contract

This agreement can be terminated upon:

i) Either party may terminate this agreement by giving a written notice of thirty (30) days to the other party and on the expiry of such notice period, the Agreement shall stand terminated.

ii) The Parties may by mutual consent terminate this Agreement.

iii) This Agreement shall be suspended during the suspension or cancellation of the registration certificate of the Investment advisory firm by SEBI. Further, IIT Delhi may terminate this agreement by giving a written notice of thirty (30) days to investment advisory firm. If such suspension or cancellation of the registration certificate continues beyond a period of thirty (30) days and on the expiry of such notice period, the agreement shall stand terminated automatically.

iv) This agreement shall also stand terminated forthwith in the following circumstances:
   a. Operation of law, such that the agreement would become void, illegal, etc.;
   b. Bankruptcy or liquidation of Investment advisory firm;
   c. Bankruptcy or liquidation of investment advisory firm;

v) If at any stage, it comes to the knowledge of IIT Delhi that the advisor has been blacklisted/debarred or removed for non-performance and has disclosed the same in the understanding furnished by the advisory firm/bidder, then IIT Delhi may reject the bid submitted by the advisory firm/bidder. In case, the same comes to knowledge of IIT Delhi after appointment of the advisory firm/bidder, then IIT Delhi may reject the bid submitted by the advisory firm/bidder. In case, the same comes to knowledge of IIT Delhi after appointment of the advisory firm/bidder, then the contract is liable to be terminated with immediate effect.

vi) If at any time during the term of this agreement, if either party fails to perform its obligations under this agreement and/or commits breach of its representation and/or warranties and/or undertaking and/or commits breach of its representation and/or warranties and/or undertaking and/or covenants and/or obligations under this Agreement, the aggrieved party shall have the right to give written notice to the other party setting forth the breach of obligations under the Agreement. Unless within seven (7) days after the giving of such notice, the breach is cured or steps have been taken in good faith and/or being carried out with due diligence to cure the same, the aggrieved party may terminate this.

vii) In the event of cancellation/termination of this Agreement for any other reason/reasons mentioned above, IIT Delhi sole liability to Investment Advisory firm in respect of such cancellation/termination shall be to make payment of the fees properly due (Fixed Advisory fee) under this Agreement up to the date of termination, within a period of thirty (30) days from the date of termination.
Format for submitting proposal

From:
(Firms Name and Address)

To:
Dean Alumni Relations
Indian Institute of Technology Delhi
Haus Khas,
New Delhi-110016

Subject: Submission of Expression of Interest for “Empanelment of Investment Advisory Firms”

Sir,

Having examined the details given in the Terms and conditions of the Expression of Interest for the above work, we hereby submit the EOI.

1. I/We hereby certify that all the statements made and information is true and correct.
2. I/We have furnished all information as required in “Proposal” which is necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize IIT Delhi to approach individuals, employees, firms and corporation to verify our competence and general reputation.
4. I/We will submit the following documents in support of our suitability, technical knowhow and capability for having successfully completed the following assignments.

   Seal of applicant

   Signature of competent authority of the firm

   Date of submission

   Enclosures:
Last Date of Submission of Expression of Interest

The last date of submission of the Expression of Interest is **18.02.2022 up to 15:00 hours**.

**EVALUATION OF EXPRESSION OF INTEREST**

Pre-qualification Criteria

Only those firms will be considered which satisfy the following technical qualification as eligibility criteria:

I. The Investment advisory Firm/bidder should have a registered office in India.

II. The Firm/bidder should be registered with RBI or SEBI and have been in operation for at least 5 years after its registration.

III. The Firm/bidder should be registered with SEBI for providing Portfolio Management Services and have Income Tax Permanent Account Number (PAN) and Goods and Service Tax Registration(GST)

IV. The Asset under Management (excluding owned funds and funds under advice) must be at least Rs 15,000 crores.

V. The Firm/bidder should have experience in handling Provident Funds/Fixed Income Portfolios of Higher Educational Institutions/PSU’s/Govt Bodies in the last five years.

VI. Average Annual Revenue of the Firm/bidder in the last 3 financial years i.e. (2018-19, 2019-20, 2020-21) must be at least 100 crores and the same shall be assessed by the ITR submitted by the firm *(Please see Sub-Annexure: A1)*.

VII. An affidavit by the Chief Executive Officer or Managing Director or equivalent of the firm and duly notarized by a public notary, confirming that the firm /its subsidiaries /its holding company /its associate companies have not been barred/blacklisted or suspended by any regulator or government authority or court of law in India or no regulatory inquiry pending from carrying out capital market related activities on or after 01 April 2016.

VIII. The advisory firm/ bidder should not have been removed for non-performance form any advisory assignment during any of the last three financial years and an affidavit to this effect must be given. If any of the advisory firm/ bidder has been so removed, the status of the same needs to be disclosed clearly by the advisory firm/ bidder.
IX. There are no legal or arbitration proceeding or any proceeding or any proceedings by or before any government or regulatory authority or advisory firm/bidder, now pending or threatened against the advisory firm/bidder which if adversely determined could reasonably be expected to have a material adverse effect on the ability of the advisory firm/bidder to perform the obligation under the assignment. An affidavit to this effect may be given.

Firm must submit documentary proof in support of meeting each of the above minimum qualification criteria as per the format of Annexure A. A simple undertaking by the Firm/bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover.

Stage 1: Presentation by Firm/bidder (Duration : 20-30 mins)
Firms whose applications are accepted will be invited to make a presentation to the Investment Advisory Board (IAB) and Investment committee on a date to be decided and announced later. The firms will be evaluated and scored for their competency based on their presentations. Top 10 Firms receiving maximum Score in the presentation will be called for the Financial Bid.

The presentation by the firms should include the following information

1. Profile of the firm/bidder and other businesses (if any), scale of operations and their contribution.
2. Organization chart - with names and responsibilities.
3. Current reporting structure for the investment team.
4. Average Assets Under Management (excluding assets under advise and owned funds) of the Firm/bidder.
5. Number of years’ Experience in handling Provident Funds/Fixed Income Portfolios of Higher Educational Institutions/PSU’s/Govt bodies during last five years. (References to be given from top 3 Clients)
7. Number of Full time staff (Average of last 3 Years)
8. Profile of the manager who is expected to be appointed to manage the IITD Fund including educational qualifications, funds management experience, current job responsibilities, details of the current funds/portfolios managed and their performance, tenure spent with organization, previous employer and job responsibility (if any).
9. Current reporting structure for the research team: Research member's educational qualifications, investment research experience, current job responsibilities, time spent with organization.
10. Role of research expected in the 'Portfolio Manager(s) of Provident Fund.
11. Investment policy and investment process flow.
12 Execution platforms and capabilities.
13 Top 3 to 5 Clients profile and performance report (Report of Pre and After appointment of the firm/bidder)

Any other information that the Firm/bidder thinks would be worth mentioning.

Stage 2: Financial Evaluation
All the firms/bidders who qualify Stage 1 would be evaluated and scored for the financial proposal. The firm/bidder with the maximum total score (Stage1+Stage 2) will be selected.

FORMAT FOR TECHNICAL EVALUATION

Pre-qualification-cum-technical Specification in the format specified in Annexure A and all supporting documents including the ones in sub-annexures A.1, A.2, A.3 and A.4 should be included.

In addition, the following documents should be submitted together with the technical specification.

1. Profile of the firm/bidder and other businesses (if any), scale of operations and their contribution.
2. Organization chart - with names and responsibilities.
3. Details, Experience, and profile of the Board of Directors.
5. Current reporting structure for the investment team.
6. Profile of the manager who is expected to be appointed to manage the IITD Fund including educational qualifications, funds management experience, current job responsibilities, details of the current funds/portfolios managed and their performance, tenure spent with organization.
7. Current reporting structure for the research team: Research member's educational qualifications, investment research experience, current job responsibilities, time spent with organization.
8. Risk management team members' educational qualifications, risk management experience, job responsibilities, reporting structure, time spent with organization, independence.
9. Profile of the Compliance/ legal team, duties and responsibilities in legal & compliance risk reporting and other functions discharged by them.
   a. Articulation of the roles and responsibilities of the investment, research and dealing teams.
   b. Are dealing and fund management carried out as independent activities?
c. Are investment strategies and investment universe for all funds defined?
d. Articulation of broker empanelment norms.
e. Is the policy review process clearly laid down with details on frequency, exceptions, etc.

12. Investment research (enclose the latest report)
13. Management Information System report for top management (enclose latest MIS report)
### Annexure-A

#### TECHNICAL CRITERIA

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Criterion</th>
<th>Name of the Firm</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Firm must have its Registered Office in India. <em>(Submit a copy of supporting document regarding address)</em></td>
<td>Name of the Firm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Address of the Firm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Name and address of the authorized official</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Telephone No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail:</td>
</tr>
<tr>
<td>2</td>
<td>The Firm should be Registered with RBI or SEBI and be in operation for at least 5 years after its registration <em>(copy of registration certificates – first and most recent renewal)</em></td>
<td>Year of Registration/Starting of operation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No. of years in operation after registration (in years)</td>
</tr>
<tr>
<td>3</td>
<td>The Firm should be registered with SEBI to provide portfolio management services (PMS). It must possess permanent account number (PAN) under Income Tax and registration under Goods and Services Tax. <em>(Provide copies of all registration certificates)</em></td>
<td>Registration Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Date of Registration No.) for providing PMS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PAN of the Firm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GST Registration No.</td>
</tr>
<tr>
<td>4</td>
<td>The Firm should have Asset under Management (excluding owned funds and funds under advice) of at least 15,000 Crores. <em>Complete Annexure A.1 and Provide copies of Annual Reports for the last 3 financial years.</em></td>
<td>Rs. (In figure) ( in Crores)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rs. (in words)</td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td>The Firm should have experience in Handling Provident Funds/Fixed Income Portfolios of Higher Educational Institutions/PSU's/Govt Bodies in the last five years. Complete Annexure A.2 and attach suitable evidence.</td>
<td>No. of Higher Educational Institutions/PSU's/Govt Bodies where similar services were provided in the last 5 years.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td><strong>6.</strong></td>
<td>Average Annual Revenue of the Firm for the last 3 years i.e., 2018-19, 2019-20 &amp; 2020-21 must be at least 100 Crores. Complete Annexure A.3 and provide copies of the Audited Financial Statements for all the 3 years.</td>
<td>Rs. (In figure) (in Crores) Rs. (In words)</td>
</tr>
<tr>
<td><strong>7.</strong></td>
<td>Number of staff on Payroll (Full Time) as of July 31, 2021 Complete Annexure A.4</td>
<td>No. of Payroll Staff (Full Time):</td>
</tr>
<tr>
<td><strong>8.</strong></td>
<td>An affidavit by the Chief Executive Officer or Managing Director or equivalent of the firm and duly notarized by a public notary, confirming that the firm/its subsidiaries/its holding company/its associate companies have not been barred/blacklisted or suspended by any regulator or government authority or court of law in India or no regulatory inquiry pending from carrying out capital market related activities on or after 01 April, 2016.</td>
<td></td>
</tr>
</tbody>
</table>

Certified that the above particulars are correct. In the event of any information found to be incorrect, the Institute is at liberty to reject the proposal of the Firm.

**Date:**

**Signature:** ________________________________

**SEAL:**

**Name and Designation:** ______________________
Sub-Annexure: A.1

Details of Average Assets under Management (excluding funds under advisory/owned)

<table>
<thead>
<tr>
<th>Particular</th>
<th>Financial Year 2018-19</th>
<th>Financial Year 2019-20</th>
<th>Financial Year 2020-21</th>
<th>Average Assets under management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average of Assets under management at end of each quarter in corresponding FY (Rs. in Cr)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Furnish copy of Annual Reports of the firm for all the 3 years (2018-19, 2019-20 and 2020-21).

**SEAL:**

**Signature:** ________________________________

**Date:**

**Name and Designation:** ________________________________
Sub-Annexure: A.2

Details of Firm’s(bidder’s) Experience of handling Provident Funds/Fixed income portfolios of Higher Educational Institutions/PSU’s/Govt Bodies during the last 5 years.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Client</th>
<th>Duration [Start date / End date] [dd/mm/yy format]</th>
<th>Nature of the Assignment</th>
<th>Supporting Documents Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Furnish the copy of the documentary evidence in support of the Information provided above.

SEAL: __________________________________________________________________________

Signature: _______________________________________________________________________

Date: __________________________________________________________________________

Name and Designation: ___________________________________________________________________
Details of Firm’s/bidder’s Annual Revenue and Income

<table>
<thead>
<tr>
<th>Particular</th>
<th>Financial Year 2018-19</th>
<th>Financial Year 2019-20</th>
<th>Financial Year 2020-21</th>
<th>Average Annual Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Revenue (Rs. in Crores)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Furnish the Audited Accounts of the Firm/bidder along with a copy of the acknowledgement of Income Tax return for all the 3 years.

SEAL: ____________________________  Signature: ______________________________________

Date: ____________  Name and Designation: ____________________________________________
Sub-Annexure: A.4

Staff on Payroll (full Time) as on December 31, 2021

<table>
<thead>
<tr>
<th>Name</th>
<th>Designation</th>
<th>Location in India</th>
</tr>
</thead>
<tbody>
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Furnish copy of documentary evidence in support of the Information provided above.

**SEAL:**

**Signature:** _______________________________

**Date:**

**Name and Designation:** _______________________________