

Dated: 12-02-2025

## Expression of Interest (EOI) for Empanelment of Arrangers/Primary Dealers with IIT Delhi

### I. Introduction

Indian Institute of Technology Delhi (IIT Delhi), a premier educational institution, invites applications for empanelment of Arrangers/Primary Dealers to facilitate investment of funds for the Institute. For the purpose of this EOI, Arrangers/Primary Dealers refer to SEBI-registered Merchant Bankers, brokers, or RBI-registered Primary Dealers. The Interested Primary Dealers/Arrangers/brokers those who are satisfying the Minimum Qualifying Criteria (MQC) and accepting the terms and conditions may submit their Application/ Expression of Interest (EOI).

Please ensure that the complete reply in all respect in requisite format with necessary enclosures is delivered on or before **05/03/2025, by 5:00 P.M.** which is 21 days from the date of publication on the IIT Delhi Webpage (<https://home.iitd.ac.in/tenders.php>).

**All the envelopes should be indicating "Application / EOI for Empanelment of Arrangers for IIT Delhi" shall be addressed to the undersigned:**

**Mohd. Shamim**  
**Joint Registrar (Accounts)**  
**AD-241, Main Accounts Section**  
**IIT Delhi, Hauz Khas, New Delhi -110016**

## II. Scope of Work

The empanelled Arrangers/Primary Dealers will be responsible for:

1. Facilitating investments in approved securities, including debt instruments and government securities, as per IIT Delhi's requirements.
2. Providing competitive pricing and timely execution of transactions.
3. Ensuring adherence to all statutory guidelines and reporting requirements.

## III. Minimum Qualifying Criteria (MQC)

S. No.	Criteria	Minimum Requirement	Documents Required
1	Net Worth	Minimum INR 200 crore as per latest audited financial statement	Copy of audited financial statement and net worth certificate from a Chartered Accountant
2	Average Turnover	Minimum INR 10000 crore over the last three financial years from secondary debt markets	Copies of audited financial statements for the last three financial years and a certificate from a Chartered Accountant
3	Registration with SEBI Or RBI	Mandatory	Copies of SEBI Or RBI registration certificates
4	Registration with NSCCL/ICCL	Mandatory	Copy of registration/membership certificate
5	Registration with NSE/BSE	Mandatory	Copy of registration/membership certificate
6	Experience	Minimum 15 years in business	Certificate of Incorporation
7	List of Clients	Minimum 10 clientele consisting of CPSU/PSU/CPSE/Autonomous Bodies	Copies of empanelment letters
8	Office Presence	Registered office or branch in Delhi-NCR	Address proof
9	PAN	Mandatory	Copy of PAN card
10	GST Number	Mandatory	Copy of GST registration certificate

## IV. Terms and Conditions

1. Submission of Application: Applications must be complete in all respects, signed by the authorized signatory, and accompanied by self-attested copies of supporting documents.
2. Eligibility: Only applicants meeting the MQC will be considered for empanelment. Incomplete or non-compliant applications will be rejected.
3. Selection Procedure: Applications will be evaluated based on the MQC. Shortlisted applicants may be invited for further discussions.

4. Delisting/Putting on Hold: IIT Delhi reserves the right to delist or suspend empanelment for non-compliance with terms or poor performance, the reason (non-exhaustive) for delisting/putting on hold could be:-

- a. Failure to fulfill the commitment of delivery of security.
- b. Failure to hold the price after the deal is confirmed.
- c. Any one of the mandatory conditions of empanelment is no longer fulfilled.
- d. Not responding to inquiries (Invitation for quotes) Or giving formal regrets.
- e. Applicant becomes insolvent, bankrupt, resolution is passed for the winding up of the applicant' organization.
- f. Information provided to IIT Delhi is found to be incorrect;
- g. Any other deemed fit by IIT Delhi

5. Arbitration: Any disputes arising from this process will be subject to arbitration by the Chairman of the Investment Committee, IIT Delhi. The decision shall be final and binding.

6. Jurisdiction: All disputes will be subject to the jurisdiction of Delhi courts.

7. Incomplete Applications: Applications lacking the required information will be summarily rejected.

8. Cancellation: IIT Delhi reserves the right to cancel this EOI process at any time without assigning any reason.

9. Acceptance of Terms: Empaneled entities must provide written acceptance of the terms and conditions outlined in this document.

## V. Submission Details

Interested entities should submit their application in a sealed envelope marked "Application for Empanelment of Arrangers/Primary Dealers with IIT Delhi" to the following address:

**Joint Registrar (Accounts), AD-241, Main Accounts Section  
IIT Delhi, Hauz Khas, New Delhi -110016**

## VI. Contact Details

For any queries or clarifications, please contact:

**Mohd. Shamim**  
**Joint Registrar (Accounts)**  
**AD-241, Main Accounts Section**  
**IIT Delhi, Hauz Khas, New Delhi -110016**  
**Tel: 011-26591744, 26548721**  
**Email: [draccounts@admin.iitd.ac.in](mailto:draccounts@admin.iitd.ac.in),  
[araccount1@admin.iitd.ac.in](mailto:araccount1@admin.iitd.ac.in)**

//On firms Letter Head//

Annexure-I

FORMAT OF APPLICATION / EXPRESSION OF INTEREST FOR EMPANELMENT OF  
PRIMARY DEALER /INVESTMENT ARRANGERS

S.No.	Parameter	Particulars		
1	Name of the Primary Dealer/Arranger			
2	Contact Person, Address, Telephone, Mobile, Fax No. E-mail Address			
3	Turnover (For the last 3 years) (₹ in Crores)	FY23-24	FY22-23	FY21-22
4	Net-Worth (₹ in Crores)			
5	Registered with BSE or NSE or Both			
6	Registered with SEBI or RBI or Both			
7	Registration with NSCCL or ICCL or Both			
8	Experience in Number of Years (Complete No. of Years)			
9	No. of Clients -List of clients to be attached			
10	Registered office or branch in Delhi-NCR			
11	PAN No			
12	GST Number			
13	Complete Postal Address			

*Note: Bidder's wrong or misleading information may result in bid being rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanors in the Tender Document.*

(Signature) (Name, designation, and seal of company)  
Date:

**//On letter head of the firm //**

**ANNEXURE – II**  
**Undertaking**

**To,**  
**Joint Registrar (Accounts)**  
**AD-241, Main Accounts Section**  
**IIT Delhi, Hauz Khas, New Delhi -110016**

Subject: EOI for Empanelment of Arrangers/Primary Dealers with IIT Delhi  
Ref: Tender No.

Sir,

1. I /We hereby submit our proposal for .....along with other required documents.
2. This is to certify that I/We before submitting this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself / ourselves abide by the said terms and conditions.
3. Our bid is valid for 30 days from the last date for submission of the bid.

Yours faithfully,

(Signature) (Name, designation, and seal of company)

Date:

//On letter head of the firm//

Annexure-III  
Self Declaration

**To,**  
**Joint Registrar (Accounts)**  
**AD-241, Main Accounts Section**  
**IIT Delhi, Hauz Khas, New Delhi -110016**

Sir,

In response to the NIT No. \_\_\_\_\_ dated \_\_\_\_\_, I,  
Mr./Ms \_\_\_\_\_, as a \_\_\_\_\_,  
hereby declare that I/our firm/our company \_\_\_\_\_  
am/is (a) not insolvent; (b) there is no vigilance and / or court case pending  
against me/our firm /our company ; (c) no inquiry or investigation is pending  
against me our firm/ our company from any statutory regulatory and / or  
investigation agency; (d) I/our firm/our company have/has not been blacklisted  
by any Government body/ PSB/PSU neither indefinitely or in the last three years  
and; (e) I/our firm/our company have/has all necessary licenses, permissions,  
consents, no objections, approvals as required under law for carrying out its  
business.

(Signature) (Name, designation, and seal of company)  
Date: