



**MAHANAGAR
GAS**

MAHANAGAR GAS LTD.

MGL House, G-33 Block, Bandra Kurla Complex, Bandra
(East), Mumbai – 400 051.

**NOTICE NO.: EMPANELMENT OF MUTUAL FUND INVESTMENT
ADVISORS**

INDEX

Sr. No.	Description	Page No.
1	Mutual Fund Advisors Empanelment Notice	2
2	Annexure A - Minimum required Criteria for Empanelment	3
3	Annexure B – Expected Criteria	4
4	Brief Scope of Work	5
5	Form for Empanelment	6-8
6	Declaration	9

Total No. of Pages: 9

MAHANAGAR GAS LTD.

MGL House, G-33 Block, Bandra Kurla Complex,
Bandra (East), Mumbai – 400 051.

MUTUAL FUND ADVISOR EMPANELMENT NOTICE

- 1.1 Mahanagar Gas Limited (MGL) is one of India's leading natural gas distribution company Established in 1995, MGL is a joint venture between GAIL (India) Ltd and BGAPH (a subsidiary of Royal Dutch Shell Plc). MGL has to its credit, the distinction of pioneering the natural gas distribution network in Mumbai and its neighboring areas. MGL's vision envisages providing safe, efficient and reliable energy and contributing significantly for pollution free environment. MGL today is an ISO 9001:2008, ISO 14001:2004 and OHSAS 18001:2007 certified organization.
- 1.2 MGL invests the treasury surplus in mutual funds mainly in Liquid, Ultra Short term and Arbitrage funds as per its policy.
- 1.3 This empanelment is for mutual fund investment advisory services for a period of one year from the date appointment. (extendable for one year at same terms and conditions with mutual consent)
- 1.4 Mutual Fund Advisors having relevant experience and fulfilling the criteria specified below in Annexure A, can download the form for empanelment with MGL.
- 1.5 Last date for submission of empanelment form is 15th January 2018 before closing hours at 6 pm. Please submit the form in duly sealed cover mentioning on the cover "Empanelment for MF Advisory Services",**
- 1.6 Duly filled up and signed form along with all the supporting documents to be submitted to **Mr. Rajesh Patel (AVP – Finance)** on following address:

MGL House, G-33 Block, Bandra Kurla Complex,
Bandra (East), Mumbai – 400 051.
- 1.7 At this stage no prices are required to be submitted by bidders. MGL shall seek prices from technically qualified bidders and they need to be submitted in sealed envelope after written communication from MGL.

Annexure - A

Mutual Fund Advisor minimum required selection criteria

1. The advisor firm / company should have at least 10 years of experience as mutual fund distributor or advisor.
2. The advisor firm / company should have average Asset Under Management (AUM) as distributor or advisor of minimum Rs.3000 Crores in last 3 years.
 - a. Of the total AUM at least 50% should be Debt mutual funds AUM.
 - b. Of the total AUM at least 50% should be Corporate AUM.
3. The advisor firm / company should have at least 3 corporates having treasury size of more than Rs.500/- Crores.

Annexure - B

Mutual Fund Advisor other expected criteria

1. **Research capabilities:** -

The advisor should be able to provide in depth research on performance & portfolios of Mutual fund schemes along with Macro Economic updates, to help the treasury team in forming views on interest rates and market liquidity. There should be updates on regulatory changes which should be explained in lucid manner. There should also be capability to advice on market timing for Debt Mutual Fund products. Provide input on research team size, experience and qualification inputs.

2. **Execution Capabilities:** -

The advisor must have sound execution capabilities evidenced by

- Robust Infrastructure in terms of handling logistics of collecting and submitting required papers and documents to mutual fund houses.
- Relationship Managers with an Industry experience of at least 5 years or more and holding valid certificate from AMFI to act as advisor. One back up contact with similar experience etc to be provided.
- Ability to process transactions smoothly as well as resolve problems which may arise vis-a vis settlement.
- Ability to advice on peculiar Nuances such as implications of redemption etc.
- Furnishing of portfolio trackers in a manner desired by the treasury.
- Arrange account statement from AMC's in a prompt manner.

3. **Value Added services:**

In addition to above the advisor's initiative to conduct investor education programs for corporate employees, meeting with fund managers in case need arises etc., can be an added advantage.

Brief Scope of Work

Depending on the available treasury surplus to be invested and tenure for which it can be invested advisors will be asked to advice on investment keeping in mind the type of mutual funds, safety and liquidity of funds and compliance of the criteria specified as per MGL Investment policy.

Their advice / Input will be sought on:

1. Preparation of list of Mutual Fund AMCs satisfying criteria for selection of AMC as per the approved policy, at the beginning of every quarter.
2. Monthly Selection and ranking of Mutual fund schemes (satisfying MGL investment policy criteria) to be invested during the month as and when surplus accrues. Apart from monthly selected schemes if need arises for churning due to change in market conditions or MGL specific requirements, if any.
3. Selection and ranking of Mutual fund schemes for redemption at least twice a month or as and when needed.
4. Need based Submission of MGL documents etc with AMCs, other authorities.
5. Co-ordination with AMCs for smooth investments and redemption. Need based arranging meetings with fund managers.
6. Monthly / Quarterly report on performance of mutual funds permitted for investment by MGL and performance of MGL invested portfolio. Immediate information on any downgrades / changes impacting MGL investments.
7. Regular updates on money market changes / SEBI and other authorities.

FORM FOR EMPANELMENT

We _____ are desirous of being enrolled as Mutual Fund Investment Advisors and hereby apply for the same. We give the following details for your consideration:

Sr. No	Description	Applicant's Confirmation
1.	Name of the Company / Firm	
2.	Full Address of Registered Office / Corporate Office	
	Telephone No:	
	Fax No.:	
	Contact Person:	
	Mobile No.:	
	E-Mail:	
	Website	
3.	Nature of Company / Firm i.e Proprietorship / Partnership / Private Limited / Government / Public Sector / CONSULTANTS / Others	
3.1	Particulars of sister concern if any	
3.2	List of Associate consultant if any	
4.	In case of Proprietorship firm, attach relevant document showing name of proprietor	
5.	In case of Partnership firm, specify names of the Partners and attach copy of partnership deed	
6	In case of a Company, attach copy of Articles of Association and Memorandum of Association	

Empanelment Form

Sr. No	Description	Applicant's Confirmation
7.	Year of Establishment & Starting of Production / Shop & Establishment Certificate (Attach copies) OR Registration No. of the Company (Attach copy)	
8.	Registration Nos. (Whichever is applicable) 1) PAN 2) Sales Tax Registration No.(Central / State) 3) Service Tax 4) TIN No. 5) PF No. 6) ESIC No. 7) Works Contract Tax Registration No. 8) GST No. Please attach copies of documents for above.	
9.	If you are already existing advisor/consultant with MGL, please indicate the same.	
10.	Whether the Company/Firm is under litigation / arbitration cases during last five years; if yes furnish details.	
11.	Whether the Company / Firm / Director / Partner / Proprietor has been de-listed / debarred / kept on holiday / blacklisted in India. If so, the reason for the same.	
12.	We satisfy all the Basic selection criteria specified as per Annexure – A and relevant proofs to substantiate our qualification are attached with empanelment form.	

Empanelment Form

13.	Relevant information on other expected criteria as per Annexure B are given and wherever required proofs are attached with empanelment form.	
12.	Applicant confirms that the document / information furnished are true and valid for the duration of the empanelment and in case there are any changes / variation, the same shall be immediately brought to the notice of MGL. Applicant also confirms that in case of conflicting version, MGL may consider any version as convenient to MGL.	
13.	We understand and agree that mere empanelment does not entitle us for award of work	

Note: It is mandatory to fill in all the columns by the company/firm and submit the same along with all necessary documents / credentials / copies of the certificates etc. Any other relevant information in support of empanelment may be volunteered by the applicant. All pages may be signed in ink with stamp by the authorized signatory of the Company.

Place:

Signature:

Name & Designation:

Date:

Stamp /Company Seal:

Empanelment Form

(To be submitted on the MFUTUAL FUND ADVISOR's Letter Head)

DECLARATION

1. I / We have read the empanelment notice and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and MGL, on the basis of the information given by me / us can be treated as invalid by MGL and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Mahanagar Gas Limited in selection of MFUTUAL FUND ADVISORS will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.
6. The empanelment of a MUTUAL FUND ADVISOR shall not confer any right on him either to be necessarily issued the tender or for award of work. MGL has sole discretion to accept or reject any or all the applications at any stage of the process and/ or modify the process without assigning any reason whatsoever. Applications submitted through Agents / Intermediaries will not be considered.

PLACE: SIGNATURE
DATE: NAME & DESIGNATION
SEAL OF ORGANIZATION