

**RFP NUMBER NPST/20/22/1/2021-PENSION FUND : REQUEST FOR PROPOSAL (RFP) FOR APPOINTMENT OF BUSINESS REVIEW CONSULTANT (BRC) TO NATIONAL PENSION SYSTEM (NPS) TRUST TO REVIEW THE PERFORMANCE OF THE PENSION FUNDS AND UNDERTAKE PORTFOLIO ANALYSIS OF THE SCHEMES OF NPS**

**CLARIFICATION TO THE PRE-BID QUERIES**

SI. No.	RFP Reference	Content of RFP requiring clarification	Point for clarification(s)	Clarification
1	Page no. 12 / point no. 8 & 10 in the table	<p>8. BRC may also be required to conduct knowledge sessions on Economy and share existing and emerging best practices in the global pension fund industry, as required by the NPST. BRC shall act as Trust's think tank and will be expected to proactively add to the intellectual capital of the NPST. Accordingly, the above terms of reference may therefore be taken as indicative and guiding in nature, and not in any ways limiting the initiatives and knowledge sharing deliverables of the BRC.</p> <p>10. BRC may from time to time be expected to provide other training/consultancy support on related matters.</p>	1. What is the frequency of such knowledge sessions and training expected under point no. 8 & 10	Frequency is not fixed but would not be more than once a quarter
			2. Would these knowledge sessions and training would be carried out virtually or in-person?	Preferably virtually. However, session may be conducted in person if requested by NPS Trust.
			3. Request if you can elaborate the expectation/requirement under point no-10 i.e. consultancy support on related matters.	Consultancy support includes but not limited to, suggestion on PFRDA investment guidelines, New asset classes, industry/ global practices in pension sector/investment sector, suggestions/ advisories on performance enhancement
2	Page no. 12 / point no. 5 (d) in the table	The BRC will provide the ESG score for the companies in the NPS portfolio on an agreed frequency.	We request that the frequency should be on a mutually agreed frequency. Further, we would also like to highlight that ESG evaluation do not cover asset backed structure, trust based structure, AIFs where NPS is allowed to invest.	Yes

3	Pg-12/2/5d	The BRC will provide the ESG score for the companies in the NPS portfolio on an agreed frequency.	1. Is this a minimum qualification criterion?	Providing ESG score is not an Eligibility criteria as per RFP.
			2. Can the ESG score be sourced from an outside vendor?	Yes. Cost of subscriptions to be built in commercial proposal.
4	Page no. 12 / point no. 6 in the table	BRC may be required to participate in quarterly review meetings held between the NPST and the PFMs	Please indicate, if the quarterly meeting will be held in Mumbai or Delhi?	Meetings would be held at preferably at Mumbai.
5	Page No. 12, Section 3, Sub Section 3.1, Sub Point 4 and Sub Point 5	<p>(a) The Bidder, as on the date of RFP, should have worked on a minimum of 50 assignments in the area of finance/financial services. Such assignments to include reports etc. prepared for client or on suo – motto basis. These can also include reports/assignments prepared jointly with other entities.</p> <p>(b) The Bidder as on the date of RFP, should have a minimum of 10 clients in the field of Financial Services.</p>	1. Please indicate the supporting documents that will be eligible for the suo-motto assignments? Will the copy of final report / published articles released on Suo motto basis be considered as an eligible supporting document?	Yes
			2. In case of rating mandates, agreement letters are confidential. The list of rating outstanding as on a date indicates the list of rating clients as on that date. Will the list of CRISIL rated entities meet your requirement? And will press release or rating rationale be considered as supporting document for the same?	Please refer options under RFP
			3. Would appreciation letters/ Acceptance Letter/ feedback forms/ subscription order forms / addendums / mandate letters / email acceptance of proposal be eligible for submission?	Please refer options under RFP

6	Page No 13, Section 3, Sub Section 3.1, Sub Point 6	The bidder should have made net profit in at least two financial years of the last five financial years	We follow calendar year as a financial year; Therefore, the latest annual report available is for financial year ended December 2021.	Annual report including statutory auditors report for financial year followed by the company.
			Will the annual report for last 5 financial year ended December 2021 meet the requirement?	Yes
7	Pg-21/Technical Proposal/6.3.1/1.1	Experience in Indian Market a. Review of performance of funds, namely Pension/Provident/Superannuation funds or any other assignment related to review of fund	Will more number of reports (min 5 required as mentioned in RFP) prepared fetches more marks?	Yes, but all evaluation criterion have maximum marks as per internal evaluation methodology.
8	Page No 22, Section 6.3, Sub section 6.3.1, Sub point 1.2 (ii)	Please note that this sub-head will be evaluated only if the core team proposed for the assignment has at least one member with a minimum of 10 years of international experience in the area of performance evaluation of Pension/Superannuation Funds and there is at least one other analyst with a minimum of 5 years of international experience in performance evaluation of Pension / Superannuation funds. In case this stipulation is not met then no marks will be assigned under this sub-head.	Please indicate whether bidding organization will be evaluated on this parameter if the bidding organization has experience in developing benchmark indices for the international market but the core team proposed for the assignment does not have a member with a minimum of 10 years of international experience in the area of performance evaluation of Pension/Superannuation Funds and an analyst with a minimum of 5 years of international experience in performance evaluation of Pension/superannuation funds.	Please refer RFP
9	Page No 22, Section 6.3, Sub section 6.3.1, Sub point 1.4	Experience in evaluation of ESG performance of issuers	Would published reports released on Suo motto basis be considered as an eligible supporting document?	Yes

10	Page no. 24 / point no. 4.4 in the table	<p>4 Approach and Methodology</p> <p>4.4 Technology (Software etc.), which will be used Level of automation and software utilization during analysis. Developing interfaces for data collection from Intermediaries. Level of automation and software utilization for preparation of reports. Use of technology as proposed above, as demonstrated in SWOT analysis in 4.1 above and the case studies in 5 below.</p>	<p>Please elaborate on the expected scope of work on the requirement of developing interfaces for data collection from Intermediaries.</p>	<p>BRC is expected to have secured medium to collect data from intermediaries. Dedicated secured interfaces for data collection from intermediaries would be an added advantage in the evaluation</p>
11	Page no. 24 / point no. 6.4	<p>6.4 COMMERCIAL PROPOSAL The Commercial Proposal shall indicate the professional charges of the Bidder for undertaking the function as Business Review Consultant (BRC) for the Three Years duration. The professional charges shall be inclusive of taxes, cost of travel, any subscription(s) cost and all other costs incidental to (except GST) for undertaking the function as BRC. The format of the Commercial Proposal is provided in Annexure II. The Commercial Proposal shall be accompanied by the duly filled commercial quotation format as prescribed in Annexure III of this RFP. Bidders disclosing their price quote anywhere else may have their submission rejected.</p>	<p>Under the section 2 of the RFP document Business Review Consultant is required to undertake Scheme-wise and PF-wise performance comparison with NPS benchmark. This requires the constituent level portfolio data of the underlying equity index used as benchmark. <b>Please clarify if NPS Trust will provide the constituent level portfolio data to the BRC.</b></p>	<p>BRC may subscribe for the requirements to execute deliverables. Cost of subscriptions to be built in commercial proposal.</p>

12	Pg-25/6.4	The Commercial Proposal shall indicate the professional charges of the Bidder for undertaking the function as Business Review Consultant (BRC) for the Three Years duration.	Do we have to share consolidated 3 years fees?	Please refer RFP
13	Page No. 27, Section 7, Sub Section 7.4, Point e (iii) (a)	The bidder is required to quote a fee in INR for the transaction. The fee quoted by the bidder should be inclusive of all the applicable taxes (except GST), cess, duties, etc. The different taxes should be indicated separately while raising the bills for payment of fee. All bills are to be raised in INR and will be payable in INR.	Please indicate the list of applicable taxes other than GST which are being referred in this clause.	Applicable taxes on bidder on sales/invoicing
14	Pg-39/9.5/3a	The Bidder, should have experience of minimum 3 years in preparation and maintenance of portfolio benchmarks comprising different asset classes namely Government Securities, Corporate Debt Securities and Equities. AUM of highest of such schemes for which benchmark is prepared should not be less than Rs. 200 Crores and should have benchmark for all asset classes.	1. Since benchmark is valid for all schemes for the category it is prepared for, attaching the AUM figure is unclear. Please clarify the point- "AUM of highest of such schemes for which benchmark is prepared".	Schemes for which benchmark is prepared for evaluation, should have AUM above 200 Cr
			2. Is Internal benchmark creation a minimum qualification criterion for all asset classes	As per Sl.no. 3 of eligibility criteria at Section 3 of RFP, benchmark creation for any of given different asset classes is required.
			3. BRC may not prepare Indices of all asset classes on its own, in that case BRC may take the subscription for the performance review purpose. Is this a valid assumption?	Yes. Cost of subscriptions to be built in commercial proposal.

15	Pg-44/Annexure6/2.1/3.1/E	Designing / creation/maintenance of benchmark indices of the financial instruments/securities	What does "Alternate Asset" comprise of?	Alternate asset class as stipulated in PFRDA circulars: 1. PFRDA/2021/28/REG-PF/22. PFRDA/2021/29/REG-PF/3
16	Pg-44/Annexure6/2.2	Please furnish specific details of advice etc. to clients/funds resulting in enhancement of performance of funds	The purview of the work BRC for performance review and "advisory on performance enhancement" seems not inline. Request clarification of the scope	Please refer point 10 of deliverable which covers consultancy support on related matters
17	Pg-44/2.1/Note	(ii) under each head A(i), B(i), B(ii), B(iii), C(i), D(i) & E(i), Please annex three sample reports each, preferably of current financial year 2021-22	Do we have to annex the entire reports (as each report may run into 30+ pages) or just the gist of the report?	Please refer RFP
18	Pg-70/Clause 23/Formal Dispute Resolution	In the event of any disputes/differences between the parties relating to or arising out of this agreement not being resolved through negotiations, the parties agree that such disputes/differences shall be referred to a Sole Independent Arbitrator to be appointed by the Board of NPS Trust.	As per Arbitration and Conciliation Act 1996 (With amendment as on date) and general industry practices, both the parties to the Contract must have rights to appoint Independent Arbitrator as per mutual discussion and consent thereof.	Suitable clause maybe added to the satisfaction of NPS trust.

19	Additional Clause	<p>NPST warrants that neither it nor any person that owns (50% or more) or controls it is subject to sanctions imposed by the United Nations Security Council, United States, or European Union, or United Kingdom. NPST further warrant that it will not use any products, information or services provided by BRC for the benefit of any of the foregoing. NPST agree to notify BRC if it learn that these circumstances have changed. If at any time during the term of this contract, NPST is in breach of this warranty, BRC may immediately terminate this contract.</p>	<p>We are requesting NPST to Please insert ICRA Analytics / BRC' standard - Sanctions Warranty clause in the Contract once successfully awarded to the ICRA Analytics / BRC.</p>	<p>Suitable clauses may be added to the satisfaction of NPS Trust</p>
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20	Additional Clause	<p>Anti-Bribery, Anti-corruption warranty: In line with ICRA Analytics' policy with respect to anti-bribery and anti-corruption, client undertakes at all times to:</p> <ol style="list-style-type: none"> <li>1. Comply with all applicable anti-bribery and anti-corruption laws, including but not limited to the following: <ul style="list-style-type: none"> <li>• The U.S. Foreign Corrupt Practices Act ("FCPA"),</li> <li>• The U.K. Bribery Act ("UKBA");</li> <li>• The Prevention of Corruption Act, 1988 ("PCA"); and</li> <li>• The Indian Penal Code, 1860 ("IPC").</li> </ul> </li> <li>2. The aforesaid includes any amendment/ modification/substitution thereto.</li> <li>3. Take all measures necessary to prevent "Corrupt Practices" at all times during the discharge of its obligations under this engagement.</li> <li>4. Neither directly nor indirectly, demand, accept, pay, offer, give, or promise to pay or give, any portion of monies or Commercial bribery or offer Business Courtesies or anything of value such as gifts, entertainment or other hospitality, to a public official or a private individual in violation of any existing applicable laws of Anti-Bribery and Anti-Corruption</li> </ol>	<p>We are requesting NPST to Please insert ICRA Analytics /BRC' standard - Anti-Bribery, Anti-corruption warranty clause in the Contract once successfully awarded to the ICRA Analytics / BRC.</p>	<p>Suitable clauses may be added to the satisfaction of NPS Trust</p>
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