

## HUDCO EMPLOYEES CPF TRUST

Dated: 30<sup>th</sup> December, 2024

**Subject: Empanelment of Arrangers/Primary Dealers for Investment of Funds of the HUDCO Employees CPF Trust.**

HUDCO Employees CPF Trust having its Office at Core 7A, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi-110003, is an exempted trust which manages the Provident Fund of around 600 employees with corpus in excess of Rs. 400 crores.

The Trust invites application for empanelment of Arrangers/Primary Dealers for investment of funds of the Trust. The interested Arrangers/Primary Dealers, satisfying the Minimum Qualifying Criteria (MQC) and accepting the terms and conditions, may submit their application. The panel may also be used by our establishment i.e. Housing and Urban Development Corporation Ltd. (HUDCO Ltd.) for investment of funds, as per requirement. The empaneled arrangers / PDs should also participate in the bids floated by HUDCO Ltd. from time to time.

Please ensure that the Request for Empanelment complete in all respect in the prescribed format with necessary enclosures is delivered on or before the due date i.e., **17<sup>th</sup> January, 2025**. The envelope should indicate "Application for Empanelment of Arrangers/Brokers for Investment of Funds of the HUDCO Employees CPF Trust and shall be addressed to the undersigned.

The Application in sealed envelope indicating above mentioned subject should be sent or dropped in Tender Box kept at HUDCO Bhawan, 5th Floor, India Habitat Centre, Lodhi Road, New Delhi-110003 latest by 3:00 PM on **17<sup>th</sup> January, 2025**. Scanned copy of application may also be sent on [hudco.trust@hudco.org](mailto:hudco.trust@hudco.org). Applications received after the due dates shall not be considered.

R.K. Mukharjee, GM (F)

Secretary, HUDCO Employee CPF Trust

Core 7A, HUDCO Bhawan, India Habitat Centre, Lodhi Road, Delhi-110003

Tel. 011-24649610-23. Extension 1193

Email : [hudco.trust@hudco.org](mailto:hudco.trust@hudco.org)

**Enclosed:**

1. Annexure-I : Minimum Qualifying Criteria
2. Annexure-II : Terms & Conditions
3. Annexure-III : Format of Application

**Minimum Qualifying Criteria for Empanelment of Arrangers/Primary Dealer**

<b>s. No.</b>	<b>Criteria</b>	<b>Minimum Qualifying Criteria (MQC)</b>	<b>Documents Required</b>
1	Net Worth	Minimum Rs. 5 Crores as per last Audited Financial Statement.	Copy of latest Audited Financial Statement and Net Worth Certificate from Chartered Accountant.
2	Average Turnover	Last 3 (Three) years average turnover of Rs. 200 Crores from Secondary Debt Markets	Copy of Audited Financial Statement of last 3 (Three) financial years and Certificate from Chartered Accountant.
3	Registration with RBI	Registered with RBI.	Copy of Registration Certificate
4	Registration with SEBI	Registered with SEBI for dealing with Debt Securities	Copy of Registration Certificate
5	Registration with NSCCL / ICCL	Registered with NSCCL / ICCL	Copy of Registration/ Membership Certificate
6	Registration with NSE / BSE	Registered with NSE/BSE	Copy of Registration/ Membership Certificate
7	Year of Establishment	Minimum 3 (three) year experience.	Copy Certificate of Incorporation.
8	List of Client	Minimum 5 PF Trusts of CPSUs (other than HUDCO). Out of 5 central PSU PF Trust at least 3 should be Schedule A or B Central PSU.	Copies of Empanelment letters
9	Office	Should have a registered office or branch office in Delhi-NCR Region.	Address Proof
10.	PAN	Mandatory	Copy of PAN Card
11.	GST Number	Mandatory	Copy of GST Registration certificate

Meaning of certain words used above:

1. Net Worth: as defined under sub-section 57 of section 2 of Companies Act, 2013.

**Terms and Conditions for Empanelment as Arrangers/PDs:**

**1. Submission of Application:**

Application should be complete in all respect and should be signed by the authorized signatory. Self-attested copies of all supporting documents should be attached with the application.

**2. Eligibility Conditions**

Only those applicants who meet the Minimum Qualifying Criteria (MQC) as specified in Annexure-I, shall be eligible for empanelment. Proposal not meeting the Minimum Qualifying Criteria (MQC) shall be rejected.

**3. Selection Procedure**

All application received shall be scrutinized with respect to Minimum Qualifying Criteria (MQC) and only those applicants fulfilling the Minimum Qualifying Criteria (MQC) will be considered for empanelment.

**4. Procedure for Delisting/Putting on Hold**

On occurrence of any eventualities list below, HUDCO CPF Trust shall have the power to review and immediately put on hold the defaulters for a period of 6 six months, after the due intimation to Arrangers/Brokers to discourage the defaulters: -

- i. Failure to fulfil the commitment of delivery of security
- ii. Failure to hold the price after the deal is confirmed.
- iii. Any one of the mandatory conditions of empanelment is no more fulfilled.
- iv. Not responding to the enquiries (invitation for quotes) or giving formal regrets.

Further, on the occurrence of the eventualities listed above:

- a. HUDCO Employees CPF Trust may consider de-paneling/delisting of the Arranger.
- b. De-panelment, if recommended, will be for the period of 2 years.

In case the Arranger submits an explanation regarding corrective/preventive actions taken by him, on receipt of such intimation, HUDCO Employees CPF Trust, may consider lifting of hold. However, restoration can be done only after 2 years i.e. when the period of de-paneling is over.

**5. Arbitration**

Any dispute of differences, whatsoever arising between the parties out of or relating to this application shall be referred to the sole arbitration of the Chairman of the Trust, whose decision shall be final, conclusive and binding.

**6. Jurisdiction**

The courts in New Delhi, India shall have exclusive jurisdiction in all matters arising under or on account of this application.

**7. Incomplete Application**

Incomplete application, which do not contain all the information called for, are liable to be rejected.

**8. Cancelling the application**

HUDCO Employees CPF Trust reserve the right to cancel the application without providing any reason whatsoever.

**9. Acceptance of term & conditions**

Empaneled Arrangers/PDs shall be required to give their acceptance to the "Term & Conditions" as per this annexure for transacting with HUDCO Employees CPF Trust and/or HUDCO Ltd.

**10. Contact Person:**

R. K. Mukharjee, GM (F)  
Secretary, HUDCO Employee CPF Trust  
Core 7A, HUDCO Bhawan, India Habitat Centre,  
Lodhi Road, Delhi-110003  
Tel. 011-24649610-23. Extension 1193  
Email ID: [hudco.trust@hudco.org](mailto:hudco.trust@hudco.org)

## Format of Application

S. No.	Particulars	Particulars as per Annexure I
1	Name of Arrangers/Primary Dealer	
2	Address of registered office , Phone Number, Fax Number and Email ID	
3	Addresses of Branch Office (Delhi/NCR), Phone Number, Fax Number	
4	Contact Person Name, Designation, Mobile Number and	
5	Net Worth as on 31.03.2024 (as per the Audited Financial	
6	Average Turnover of last 3 (three) years of from Secondary Debt Markets	
7	Registration Number with RBI	
8	Registration Number with SEBI	
9	Registration Number with NSCCL / ICCL or both	
10	Registration Number with BSE or NSE or both	
11	Experience in Number of Years.	
12	Number of Clients-PF Trusts	
13	Market Segment dealt with (Primary / Secondary / Both)	
14	Category dealt with (Category – I / II / Both)	
15	Whether any penal action taken by any PSU Trust/Regulatory Body against Arranger/Primary	
16	Parament Account Number (PAN)	
17	GST Number	
18	Acceptance of "Terms & Conditions"	

Date:

Place:

Signature with seal of  
the Authorized Person