

**EXPRESSION OF INTEREST
FOR PROVIDING RECONCILIATION SERVICES**

Reference No.: SHCIL/RECO/2021/01



**STOCK HOLDING CORPORATION OF INDIA LIMITED
Regd. Office: 301, 3rd Floor, Centre Point,
Dr.BabasahebAmbedkarRoad,Parel, MUMBAI-400012.**

Key Activities & Due Dates

Subject	Expression of Interest for providing Reconciliation Services in Digital Format
Last Date & Time for submission of EOI	10 th March 2021 at 05:00 PM
Date and Time for Presentation	_____ at Regd. Office of the Stockholding i.e. at 301, Center Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai-400012 (The option of presentation through Video Conferencing will also be available) Date will be intimated to the bidders through email.
Date, Time & Place of Opening of EOI	15 th March 2021 at 3:00 PM at 301 Centre Point, Parel, Mumbai

Table of Contents

Particulars	Page No.
Notice of Invitation for Expression of Interest	4
Introduction about StockHolding	5-7
Invitation & Objective	8
Eligibility Criteria	9
Scope of Work	10
Procedure for Submission of EOI	11
Evaluation of EOI	12-13
Format for EOI	14-15
Acceptance Letter	17
Confidentiality & Disclaimer	18
Format for submission of queries	19

NOTICE FOR EXPRESSION OF INTEREST



Stock Holding Corporation Of India Ltd.

Regd. Office : 301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai-400 012

CIN : U67190MH1986GOI040506

NOTICE FOR EXPRESSION OF INTEREST FOR RECONCILIATION SERVICES

Stockholding Corporation of India Limited invites EOI in the prescribed format from reputed and experienced organisations / persons for providing Reconciliation Services.

The EOI document can be downloaded on or before 02 PM on 10th March 2021. Registration can be done online by opening website: <https://corporate.StockHolding.com/notices.html>.

Corrigendum / Addendum with regard to this advertisement, if any, shall be uploaded only on same website.

Stock Holding reserves the right to accept or reject any or all other applications without assigning any reason.

For queries contact: shcilesireco@stockholding.com between 10.00a.m. to 05.00p.m.

Introduction about Stock Holding

Stock Holding Corporation of India Limited (Stock Holding), a subsidiary of IFCI Limited is promoted by the public financial institutions and Insurance majors and incorporated as a public limited company. The services provided by the Company are listed below:-

A) Institution Segment

Stock Holding is country's largest Custodian in terms of assets under custody. The Company provides post trading and custodial services to institutional investors, mutual funds, banks, insurance companies, etc. for all securities, valuation and fund accounting services, securities and lending and borrowing services etc.

B) Retail Segment

a) Depository Participant (DP) Services

Stock Holding provides Demat Account Services to Retail, HNI, Corporate and Institutional Customers on both NSDL and CDSL. Stock Holding is also empanelled as a Comtrack Participant with National Commodity and Derivatives Exchange (NCDEX) to hold commodities in dematerialised form.

b) Sub-Broking Services

Stock Holding offers Sub-Broking Services in Cash, Derivatives and Currency segments through its wholly owned subsidiary - SHCIL Services Limited ("SSL") to Retail, HNI, Corporate and Institutional client.

c) Professional Clearing Member Services

Stock Holding is a Professional Clearing Member and Custodian in the Derivative segment.

d) Third Party Distribution

- Mutual Funds, Fixed Deposits & NCDs
- Bonds of PSUs, Capital Gain Bonds, Sovereign Gold Bond
- Initial Public Offer
- Loan Against Shares

e) National Pension Scheme (NPS)

National Pension System (NPS) is a pension scheme from Government of India offering a regular pension after retirement apart from unique tax advantage and partial withdrawal benefit. Stock Holding is a leading Point of Presence (POP) as well a Custodian in National Pension System architecture.

f) Insurance

Stock Holding is a Corporate Agent having valid Composite Corporate Agency License from IRDAI and is soliciting Insurance business of three insurers each in Life, General and Health to various segments of client.

g) Bullion

Stock Holding is engaged in distribution of MMTC PAMP's gold and silver coins of assured purity. Stock Holding's bullion vault at Zaveri Bazar, Mumbai provides vault/ locker services to retail and institutional clients. Stock Holding's Gold Accumulated Plan, Gold Rush enables clients to purchase purest quality gold in a safe and secure manner with facility of anytime withdrawal and safe delivery.

h) e-Stamping

E-stamping is a computer based application and a secured electronic way of stamping documents. Ministry of Finance, Government of India appointed Stock Holding Corporation of India Ltd as Central Record Keeping Agency (CRA) for Computerization of Stamp Duty Administration System (C-SDAS). As a major e-governance initiative, several State Governments have authorised Stock Holding to collect non-judicial stamp duty payment through our e-stamping system. SHCIL is the only CRA appointed by the Government of India. CRA is responsible for User Registration, Impress Balance administration and overall E-Stamping Application Operations and Maintenance. Stock Holding acts as the CRA for collection of stamp duty for various State Government and Union Territory in India.

I) e-Registration & e-Court fees

E-Registration Fees Collection system is a secure electronic way of Collection of Registration Fees along with the Other Charges and payment mechanism for various State Government and Union Territory in India. It is a step towards e-Governance which ensures that Registration fee and Other

Charges paid by public reaches the Government safely. As a major e-governance initiative, several State Governments have authorized Stock Holding to collect judicial stamp duty payment through e-Court fees system.

j) Stock Holding Learning & Development Centre

Stock Holding has set up a Training cum Education Centre at Mayhap, Navy Mumbai, called Stock Holding Learning and Development Centre (SLDC). It offers superior infrastructural facilities to provide training and education in the right ambience.

To know more about the Company please visit www.StockHolding.com

INVITATION & OBJECTIVE

This document contains the details of eligibility / qualification criteria, submission requirement, brief objective & scope of work and evaluation criteria.

The objective is to seek professional assistance in Reconciliation of transactions in digital format relating to E-Stamping / E-Registration / E-Court Fee business of Stock Holding.

Stock Holding will adopt multiple-stage bidding process for selection of the service provider. Any or all the Shortlisted Applicants as per the criteria specified in this document will be issued Bid Documents and requested to submit their price proposal through online mode.

ELIGIBILITY CRITERIA

The applicant shall fulfill the following Eligibility Criteria:

- a. The applicant should have been engaged in providing digital reconciliation services for minimum five years
- b. The applicant should have a minimum annual turnover of Rs. 15 crore each for the last three financial years.
- c. The applicant should be in profit in last three financial years.
- d. The applicant should be providing Reconciliation Services to at least 5 companies in BFSI.
- e. The firm should have team of experienced and qualified personnel with knowledge of Reconciliation Services
- f. The applicant should have preferably a presence at Mumbai or should be in a position to provide seamless service from any other location in India. However, they would be required to visit our Mumbai offices, as and when required at their own cost. Visit fees or any incidental expenses will NOT be paid.

SCOPE OF WORK

The Digital reconciliation activities will broadly cover the following:

- a) Value of certificates issued with Funds received
- b) Tally with the receipt of funds in bank accounts
- c) Verification of Remittance to Government
- d) Verification of funds received with the certificates issued
- e) Complete trail of each and every transaction with payment details
- f) Payment received for which transaction/certificate issuance is pending

The reconciliation for T day needs to be completed latest by T+2 days and reports to be provided on daily basis on T+2 days.

Number of transactions for FY 2019-20 are given below:

Product	No. of transactions for the period
e-Stamping	6,02,85,205
e-Registration	12,76,512
e-Court Fees	3,12,91,749

Note : -

For any query related to Scope or any other issues, the applicant may contact at e-mail id shcilesireco@stockholding.com on or before 05 PM on 28th February 2021.

PROCEDURE FOR SUBMISSION OF Expression OfInterest (EOI)

1. The applicants fulfilling the eligibility criteria as mentioned above are eligible to submit the EOI along with the Acceptance Letter as per the specified format.
2. The Applicants should carefully examine, understand the scope of work and may seek clarifications, if required. The Applicants seeking clarification will do so in writing in advance, in the same serial order of this document by mentioning the relevant Page number and clause number before the timelines specified.
3. Technical and other non-commercial queries (not impacting price) can be mailed to email id: shcilesireco@stockholding.com of StockHolding.
4. Process related queries could be addressed to e-Procurement Technologies Ltd. personnel support@auctiontiger.net
5. The Applicant should submit the EOI online only and any EOI submitted by telegram/Fax/Email shall not be considered and shall be rejected. No correspondence will be entertained in this matter.
6. The Applicant is requested to submit its EOI prior to last date and time of submission to avoid any inability to submit due to telephone line glitch, internet response issues, software or hardware hands will not be the responsibility of e-Procurement Technologies Ltd or of StockHolding.
7. StockHolding's interpretation regarding errors in particulars or typographical or clerical errors shall be final.
8. Any decision of StockHolding in this regard shall be final, conclusive.
9. Any time prior to the last date for receipt of forms, StockHolding reserves the right, for any reason, to modify the terms and conditions by issuing an addendum/corrigendum. Any such amendment issued along with the original document will constitute revised document and the same will be uploaded on the website <https://corporate.StockHolding.com/notices.html> and the Applicant is advised to visit the website frequently to check for any amendments.
10. All uploaded documents copies needs to be attested.
11. StockHolding will consider only such applications that satisfy the eligibility criteria.
12. StockHolding shall not be responsible for any expense incurred by the Applicants in connection with the preparation & submission of their EOIs, site visit if any and other expenses incurred during the process.
13. StockHolding reserves the right to waive any minor deviation or omission.
14. StockHolding reserves the right to accept or reject any or all EOIs without assigning any reason.
15. StockHolding also reserves the right to re-issue / recommence the entire process without the Applicants having the right to object.

EVALUATION CRITERIA

1. EOI shall be evaluated on the basis as per the score card hereunder.

S. No	Credentials				Max Score
1	Number of years the Applicant is engaged in digital Reconciliation services	5 years	5 to 7 years	Above 7 years	10
	Score	5	7	10	
2	Turnover in the last three years	15crore	16-19 crore	20 crore or above	10
	Score	5	7	10	
3	No. of years the Applicant is engaged in Reconciliation services (physical or digital)	5 years	5-7 years	Above 7 years	10
	Score	5	7	10	
4	Number of Banking and Financial Services Companies / entities the Applicant is providing Reconciliation Services	5 companies	6-10 Comp	More than 10 Comp	10
	Score	3	5	10	
5	Team of experienced and qualified personnel with knowledge of Reconciliation Services	Team size of 20	Team size of 20-50	Team size of more than 50	10
	Score	2	5	10	
6	Number of transactions processed / reconciled in a year	1 Cr	1-5 Cr	>5 Cr	10
	Score	2	5	10	
7	Presentation specific to Reconciliation Services as applicable to Stock Holding (presentation details mentioned below)				30
	Total Score				90

Details regarding presentation:-

The Applicants who qualify as per the eligibility conditions will be provided a brief about the scope of work. The Applicants shall be required to make a presentation to a selection committee show-casing their proposals.

1.	Presentation should be specific to Reconciliation Services as applicable to Stock Holding
2.	Presentations should cover work plans/time management and efficient work flow

	keeping in view of multiple channels and locations
3.	Applicants shall be given 30 minutes to deliver their presentation
4.	Schedule of presentation shall be communicated to the applicants beforehand

The applicants who score 70% (i.e 63/90) will be Shortlisted.

The Shortlisted Applicants will be issued Bid Documents and asked to submit their price proposal through onlinemode.

FORMAT FOR EOI

Sr. no.	Particulars	Required Details	
1	Name of the Firm/ Company/ Person	Upload	
2	<ul style="list-style-type: none"> • Name of the lead Partners / Proprietors/Directors • Name(s) of the contact person(s) and the contact details 	Upload	
3	Registration Number& Date of Registration (Attach Documentary evidence)	Upload	
4	Permanent Regd. Office Address& Branch Office(s) Address	Upload	
5	Telephone, Fax, Mobile No & E-mail id, Website Address	To be filled	
6	Year of Establishment of Firm/ Company (Attach Documentary evidence)	To be filled	
7	PAN No. & GST Reg No. (Attach Documentary evidence)	Upload	
8	Details of Infrastructure,PersonsEmployed, Number of Branches/ offices.	Upload	
9	Indicate involvement in any Arbitration at present or in past and mention present status	Yes/ No	
10	Turnover in the last three financial years	CA certificate to be uploaded	
11	Any civil/ criminal suit (s) arisen in the contract of works executed during last 3 years, if yes please give brief description	Yes / No	
12	No. of years the Applicant is engaged in Accounting services (Attach Documentary evidence)	To be filled	
13	No. of years the Applicant is engaged in core Reconciliation Services (Attach Documentary evidence)	To be filled	
14	No. of companies the Applicant is providing Reconciliation Services (Attach Documentary evidence)	Name of the Company	Financial year for which the work undertaken
15	No. of Banking and Financial Services companies the Applicant is providing Reconciliation Services (Attach Documentary evidence)	Name of the Company	Financial year for which the work was undertaken
16	Team of experienced and qualified personnel with knowledge of Reconciliation Services (Attach Documentary evidence)	Name of the Employee	No.of years of experience

Declaration

1. All the information provided by me / us here above is correct to the best of my / our knowledge and belief.
2. I / We do not have any conflict of interest with Stock Holding.
3. I / We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets/ Annexure.
4. A declaration that the Applicant has not been blacklisted is also provided as Annexure A.

Annexure A

**Declaration that the Applicant has not been blacklisted
(Scan Copy to be uploaded on the Letterhead of the Firm/ Company)**

To
Stock Holding Corporation of India Limited
301, Centre Point, Dr. B. Ambedkar Road,
Parel, Mumbai 400012.

Subject: EOI for Reconciliation Services

Dear Sir,

We confirm that our company / firm is not blacklisted in any manner whatsoever by any Central Government department, autonomous organizations, Public Sector Undertakings (PSUs) or any other Government organisations in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

It is hereby confirmed that I/We are entitled to act on behalf of our company/ corporation/ firm/ organisation and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this ___ day of ___ 2021

Yours sincerely,

On behalf of [Firm / Company Name]

Authorised Signature [In full and initials]:

Name and Title of Signatory:

Address:

Seal/Stamp of Firm/ Company:

ACCEPTANCE LETTER

(To be given on Company Letter Head)

Date :

To,
Stock Holding Corporation of India Limited,
301, Centre Point,
Dr. Babasaheb Ambedkar Road,
Parel, Mumbai-400 012.

Sub: Acceptance of Terms & Conditions

Reference No. : _____

Name of Work: EOI FOR Stock Holding.

Dear Sir,

1. In response to the Invitation for Expressions of Interest (EOI) published on _____ for the above purpose, we would like to express interest to carry out the above proposed work. As instructed, we upload the necessary information and documents online.
2. I/We hereby certify that I/We have read the entire terms and conditions (including all documents like annexure(s), schedule(s), etc.) which form part of the contract agreement and I/We hereby agree to abide by the terms/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by you have also been taken into consideration, while submitting this acceptance letter.
4. I/We hereby unconditionally accept all the conditions of above mentioned document(s)/ corrigendum(s) in its totality / entirety.
5. I/We certify that all information furnished by us is true & correct and in the event that the information is found to be incorrect /untrue or found violated, then you shall without giving any notice or reason therefore or summarily reject the Application or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the earnest money deposit absolutely.

Yours faithfully,

(Signature of the Applicant with Office Seal)

Signature of Accepting officer

Signature of Applicant

Confidentiality

This document is meant for the specific use by the Applicant interested to participate. Stock Holding expects the Applicant or any person acting on their behalf to strictly adhere to the instructions given in the document and maintain confidentiality of information.

Disclaimer

The information contained in this document or information provided subsequently to the Applicant(s) whether verbally or in documentary form by or on behalf of Stock Holding Corporation of India Limited is provided to the Applicant(s) on the terms and conditions set out in this document and all other terms and conditions subject to which such information is provided.

This document is not an agreement and is not an offer or invitation by Stock Holding to any parties other than the applicants who are qualified to submit the EOI. The purpose of this document is to provide the Applicant with information to assist the formulation of their proposals. This document does not claim to contain all the information each Applicant may require. Each Applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this document and where necessary obtain independent advice. Stock Holding makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document.

Queries- Format for Submission

Applicant's Request for clarification		
Name and Address of Organisation submitting Request		
Contact Person		
Contact Number and Email Id		

Sr.No.	Reference (Clause No./ Page No.)	Content requiring clarification	Points of clarification required