

## **SPECIFIED UNDERTAKING OF UNIT TRUST OF INDIA (SUUTI)**

### **ENGAGEMENT OF MERCHANT BANKERS/ADVISERS AND SELLING BROKERS FOR ADVISING ON SUUTI HOLDINGS (STRATEGIC HOLDINGS AND OTHER EQUITIES) – REQUEST FOR PROPOSAL (RFP).**

#### **1. Introduction**

The SUUTI seeks to appoint up to three qualified Merchant Bankers/Advisers and Selling Brokers for attending, assisting and advising on the SUUTI Holdings for a period of three years. The advice shall be regarding sale of the shares held by SUUTI in various companies either through the Offer For Sale (OFS), Block Deal, Bulk Deal, Regular sale through Stock Exchange or any such other mechanism subject to the Securities and Exchange Board of India (SEBI) Guidelines and other applicable Rules and Regulations. This RFP is in respect of the above work related to SUUTI holdings. The details of SUUTI Holdings are given in **Annexure 1** (hereinafter referred to as SUUTI Holdings).

Each bidder will be required to put in a single consolidated bid for the entire SUUTI Holdings. The bid must cover the entire scope of work in relation to all the companies constituting the SUUTI Holdings and any omission will invite summary rejection of the bid. Successful bidders will be appointed as Merchant Bankers/Advisers and Selling Brokers for a period of three years for sale of equity shares of the companies constituting the SUUTI Holdings, which may be decided to be offered for sale by the SUUTI and consequently they would be required to assist and advise the SUUTI in the sale process for each of the said companies individually for a period of three years or until last such sale gets completed, whichever is earlier. While a single consolidated bid is invited for the SUUTI Holdings as a whole, the sale process will be carried out individually for the companies comprising the SUUTI Holdings as decided by the SUUTI from time to time during the period of engagement.

#### **2. Proposal**

2.1 The SUUTI intends to sell its holdings of equity shares in various companies through the Offer for Sale (OFS), Block Sale, Bulk Sale, Regular sale in the Stock Exchange or any such other mechanism subject to the Securities and Exchange Board of India (SEBI) Guidelines and other applicable Rules and Regulations.

2.2 Proposals under the guidelines at Paragraph 5 hereunder are invited from reputed Category I Merchant Bankers registered as such with SEBI and having valid licence as stock broker in their name or in the name of their associate; either singly or as a consortium; with experience and expertise in public offerings in the capital market; to act as Merchant Banker/Adviser and Selling Broker and to assist and advise the SUUTI in the process. The broking licence is required to be valid till the completion of all activities relating to the sale of SUUTI Holdings. Additionally, the Merchant Banker(s) or their associates would be required to act as ‘Selling Broker’ for the sale of each of the companies out of the SUUTI Holdings as and when decided by the SUUTI, during the period of engagement.

### **3. Responsibilities of the Merchant Bankers**

3.1 In respect of each of the Companies constituting the SUUTI Holdings, the Merchant Banker will be required, *inter alia*, to undertake tasks related to all aspects of the sale, including but not restricted to, as mentioned below:

- (i) To advise SUUTI regarding sale of the shares held by it in various companies constituting the SUUTI Holdings, either through the Offer For Sale (OFS), Block Deal, Bulk Deal, Regular sale through Stock Exchange or any such other mechanism subject to the Securities and Exchange Board of India (SEBI) Guidelines and other applicable Rules and Regulations.
- (ii) Structure the “sale” in conformity with the prevailing framework and Regulations/Guidelines of SEBI, the Stock Exchanges and Securities Contracts (Regulation) Act, 1956; Securities Contracts (Regulation) Rules, 1957; and Companies Act, 1956/2013 etc. as applicable, in respect of the companies constituting the SUUTI Holdings.
- (iii) Prepare the notice to be filed with the Stock Exchange(s)/Regulatory authorities and complete all stipulated requirements and formalities of Regulatory/Statutory authorities in respect of the companies constituting the SUUTI Holdings.
- (iv) Filing of the notice and all other relevant documents with the Stock Exchange(s)/Regulatory authorities in respect of the companies constituting the SUUTI Holdings.
- (v) Advise on all statutory/regulatory, norms and assist in securing all approvals and exemptions, wherever necessary, from concerned statutory/regulatory authorities/agencies such as SEBI, Stock Exchanges, FIPB, DIPP, RBI, MCA etc., if required in respect of the companies constituting the SUUTI Holdings.
- (vi) Undertake Marketing in best possible manner permitted within legal framework so as to ensure highest possible book building and best return to the SUUTI in respect of the companies constituting the SUUTI Holdings.
- (vii) Conduct market survey, domestic and international road shows to generate interest amongst prospective investors. Arrange meetings with the key investors, facilitate communication about the growth potential of the companies constituting the SUUTI Holdings and articulate the key marketing themes and positioning of the Companies. All expenses in this regard will be borne by the Merchant Banker(s) except the tour expenses of SUUTI and company officials.
- (viii) Undertake market research, assist in the pricing of the Issue, allocation of shares and provide after sale support, etc. in respect of the companies constituting the SUUTI Holdings.
- (ix) Perform all other responsibilities connected with the “sale” in respect of the companies constituting the SUUTI Holdings.

- (x) Assist in selection of intermediaries, if any, to be appointed by SUUTI and coordinate the work of all intermediaries in respect of the companies constituting the SUUTI Holdings.
- (xi) Prepare and approve the statutory advertisements for publication. The cost of the preparation will be borne by the Merchant Banker(s) and the cost of publication will be borne by the SUUTI in respect of the companies constituting the SUUTI Holdings. The appointed Merchant Banker(s) will also be liable to make payment of any charges payable to Stock Exchanges, SEBI etc.
- (xii) Shall enter into the requisite agreements with the companies constituting the SUUTI Holdings, if necessary.
- (xiii) Ensure completion of all post issue related activities as laid down in the SEBI Guidelines, Rules and Regulations, and NSE and/or BSE rules in respect of the listed companies constituting the SUUTI Holdings.
- (xiv) Rendering such other assistance as may be required in connection with the sale in respect of the companies constituting the SUUTI Holdings.
- (xv) To also act as Seller Broker(s) in respect of the companies constituting the SUUTI Holdings.
- (xvi) Transfer of shares on offer to the designated stock exchange or the clearing corporation in respect of the companies constituting the SUUTI Holdings.
- (xvii) Transfer of funds and/ or the unsold shares to SUUTI account on completion of the transaction in respect of the companies constituting the SUUTI Holdings.

#### **4 Accountability**

In order to ensure best returns to the SUUTI in respect of the companies constituting the SUUTI Holdings the selected Merchant Bankers will be required to comply with the following conditions emerging from the responsibilities listed in paragraph 3 above:

4.1 As and when desired by SUUTI, the selected Merchant Bankers will submit to the SUUTI.

- a) Separate list of institutional and other major investors, both, domestic and international, (indicating name and address) to be approached by each of the selected Merchant Bankers respectively for the sale in respect of the companies constituting the SUUTI Holdings;

- b) Details of inter-se allocation of responsibilities (“Inter-Se”) in relation to the sale, amongst the Merchant Bankers and/ or their affiliates in respect of the companies constituting the SUUTI Holdings. The Inter-Se submitted by the selected Merchant Bankers will be evaluated by SUUTI, and they may be required to make certain alterations and resubmit the Inter-Se. The revised Inter-Se, upon formal acceptance by SUUTI, shall become final and binding Inter-Se of Action which the Merchant Banker would be required to implement.
- c) A detailed strategy for reaching out to the retail investors so as to create awareness about retail participation in the sale in respect of the companies constituting the SUUTI Holdings.
- d) A “Plan of Action” is to be submitted on each responsibility and task to be undertaken by the selected Merchant Bankers in connection with the captioned sale in respect of the companies constituting the SUUTI Holdings including but not limited to all the tasks as specified hereunder. The Plan of Action submitted by the selected Merchant Bankers shall be evaluated by SUUTI and they may be required to make certain alterations and resubmit the Plan. The revised Plan of Action, upon formal acceptance by SUUTI, shall become final and binding Plan of Action which the Merchant Bankers would be required to implement.

4.2 The selected Merchant Bankers will be required to provide regular updates as decided by SUUTI, regarding the progress made on the final Plan of Action (as referred above) and the tasks undertaken (including follow-ups done) etc. in respect of the companies constituting the SUUTI Holdings.

4.3 The selected Merchant Bankers will be required to submit, post the domestic and international investor meetings, book building of the investors with likely volume and likely price based on latest interaction and response of the fund managers in respect of the companies constituting the SUUTI Holdings.

4.4 The selected Merchant Bankers will be required to advise SUUTI on the proper and optimum timing and best floor price for the sale (apart from other tasks in relation to sale). Further, any decisions of the SUUTI, regarding the captioned sale (including pricing and timing) shall be kept confidential by the selected Merchant Bankers and during the course of the sale they shall not opine to anyone else (including proposed investors) on the correctness of any decisions of SUUTI or on the captioned sale (including specifically with regard to pricing or timing) in respect of the companies constituting the SUUTI Holdings.

4.5 The selected Merchant Bankers will be required to ensure media management and PR so as to generate adequate publicity for the sale within the realms as permitted by Securities and Exchange Board of India in respect of the companies constituting the SUUTI Holdings.

4.6 Further, after the closure of each sale, within 10 days of the T day (T day being the sale trading date), the selected Merchant Bankers will be required to submit a self appraisal on the

Final Plan of Action that SUUTI had accepted. SUUTI shall also evaluate the Merchant Bankers performance based on the Final Plan of Action and self appraisal sent by the selected Merchant Bankers, which shall be taken into consideration by SUUTI for future assignments.

4.7 The SUUTI will, subject to the provisions of paragraph 7 hereof, select and appoint up to three Merchant Banker(s) or such other number as may be worked out/determined in terms of paragraph 7 hereof, for the aforesaid SUUTI Holdings, having requisite qualification and good experience in handling large Public Offerings, of which at least one shall be domestic and one shall be foreign Merchant Bankers, who together will form a team and would be called as Merchant Bankers/Advisers and Selling Brokers in respect of each of the companies constituting the SUUTI Holdings as listed above.

4.8 A 'Domestic Merchant Banker' shall mean a Merchant Banker registered as a category I Merchant Banker with the SEBI and having no holding/parent group company headquartered outside India and/or having registration as a Merchant Banker in a jurisdiction outside India and a 'Foreign Merchant Banker' shall mean a Merchant Banker registered as a category I Merchant Banker with the SEBI and getting its accounts consolidated with its holding/parent group company headquartered outside India and/or its holding/parent group company having registration as a Merchant Banker in a Jurisdiction recognised by the International Organization of Securities Commission outside India.

## **5. Eligibility**

5.1 Bidders should have handled and completed at least one domestic equity issue (Initial Public Offering or Further Public Offering or Offer For Sale) of the size of Rs. 1000 crore or more during the period from 1 April 2013 to 30 June, 2016. For this purpose, the completed IPO/ FPO/OFS up to the last completed quarter will be taken into consideration.

5.2 The GOI has prescribed guidelines for qualifications for Merchant Bankers for sale process, enclosed at **Annexure-II**. The interested bidders fulfilling eligibility criteria mentioned in paragraph 5.1 above are advised to go through the guidelines and if eligible, furnish the following certificate as a part of the Proposal:

"We certify that there has been no conviction by a Court of Law or indictment/adverse order by a regulatory authority for a grave offence against us or any of our sister concern(s). It is further certified that there is no investigation pending against us or our sister concern(s) or the CEO, Directors/Managers/ Employees of our concern or of our sister concern(s). It is certified that no conflict of interest as defined in O.M. No. 5/3/2011- Policy dated 8<sup>th</sup> June, 2011 exists as on date and if in future such a conflict of interest arises, we will intimate the same to the SUUTI.

Further, we certify that as on the date we are not advising or acting on behalf of or associated with any other person or entity (including any company, partnership, proprietary concern or individual or an HUF or association of persons or body of individuals) which is engaged in the same line of business as that of each of the Company constituting the SUUTI Holdings, in respect of any transaction of same nature as the transaction for which the SUUTI is proposing to select the Merchant Banker(s), except for the list of the mandates, duly signed by us, in the same line of business

and for the same type of transaction, as enclosed.

Further, we certify and undertake that for a period commencing from the date of our appointment (if so appointed) as the Merchant Banker(s) till the completion of the transaction, we shall keep the SUUTI informed of any mandate/contracts entered into, to advise or act on behalf of or associate ourselves with, any other person or entity (including any company, partnership, proprietary concern or individual or an HUF or association of persons or body of individuals) which is engaged in the same line of business in respect of the companies constituting the SUUTI Holdings, in respect of any transaction of same nature as the transaction in respect of which we have been appointed as the Merchant Banker(s).”

*Note: The certificate should be signed by the authorized signatory of the Bidder. The content of the certificate must not be changed. Clarification, if any, may be provided separately.*

## **6. Submission of Proposal:**

6.1 Proposals are required to be submitted as per the following directions:

- (i) **Envelope 1 (unsealed)** containing the following:
  - (a) Non-refundable **fee** of Rupees One Lakh by way of a demand draft drawn in favour of Administrator of the Specified Undertaking of UTI , payable at Mumbai (Enclosure-1);
  - (b) Certificate, duly signed by the authorized signatory of the bidder as per paragraph 5.2 (Enclosure-2);
  - (c) Certificate in format at **Annexure-III** (Enclosure-3);
  - (d) Authority letter authorizing the person of the bidder to sign the proposal and other documents (Enclosure-4);
  - (e) Copy of the valid certificate of Category I Merchant Banker issued by SEBI (Enclosure-5);
  - (f) Copy of valid broking license issued by SEBI (Enclosure-6); and
  - (g) Willingness of the broker to act as a selling broker for the sale transaction (Enclosure-7).
- (ii) **Envelope 2 (Sealed)** containing the technical bid as per format in paragraph 6.4, to be opened in the presence of the bidders on 1<sup>st</sup> August, 2016 in the Committee Room of the SUUTI ( UTI Tower, Gn Block, BKC, Bandra East, Mumbai 400051). The bidders are also required to send technical bid through soft copy to SUUTI after the opening of the bids.

- (iii) **Envelope 3 (Sealed)** containing the Financial Bid, to be opened only after the presentations and of only those parties who qualify in the technical bid. The bids will be opened in the presence of the bidders (who are technically qualified based on presentations) immediately after the presentations. Bids with conditionality will be summarily rejected. The financial bid will be for the SUUTI Holdings as a whole and not for individual companies constituting the SUUTI Holdings; any break-up of bid amount company-wise will disqualify the bid.

6.2 The proposal (all three envelopes) can be submitted latest by 1500 hours on 1<sup>st</sup> August, 2016 to Mr Luke Fernandez, Executive Vice President, UTI Tower, Gn Block, BKC, Bandra East, Mumbai 400051, in hard copy in original, duly signed by the authorized officer of the Merchant Banker. No proposal will be entertained after the appointed time and date. The SUUTI will not be responsible for any postal/ courier delay. The proposals received after the appointed time and date will be rejected.

6.3 Based on the proposal/bids received in terms of this RFP and its own assessment and evaluation, the SUUTI will finalise the selection of Merchant Bankers as stated above and in paragraph 7. The SUUTI reserves the sole right to accept or reject any or all Proposals thus received without assigning any reasons thereof.

#### **6.4. Proposal Format:**

The Proposals are to be submitted in detail as indicated in the following Sections. The weightage for evaluation of the Merchant Banker in respect of each criterion has been indicated against each Section. A copy of the presentation to be made by each bidder to the Advisory committee must accompany the bid.

#### **Section (A): Experience and Capabilities in handling transactions as Merchant Banker(s)/ Global Coordinators from 1 April 2013 to 30 June, 2016**

##### **(Weight age for evaluation: 15/100)**

- (i) Profile of the organization with full particulars of the constitution, ownership and business activities of the prospective Merchant Banker(s) (Bidder).

In case of consortium bids, the particulars of the coordinating firm having the principal responsibility for the mandate (Consortium Leader) as well as those of other partners may be furnished along with letters of acceptance from each partner. The responsibility of the consortium bidders shall be 'joint' and 'several'.

*Note: 1. Consortium will be treated as one party and in case of selection, only consortium leader's name will appear in the documents like the Notice to the Stock Exchanges.*

*2. The partners of one consortium are precluded from participating in the bid, as a partner to another consortium.*

- (ii) Unabridged Annual Reports or audited financial accounts for the last three years of the firm submitting the Proposal and of each consortium partner, if applicable.
- (iii) Details of all pending litigation and contingent liabilities, if any, should be indicated. Details of past conviction and pending litigation against sponsors/ partners, Directors, etc., if any, and areas of possible conflicts of interest may also be indicated.

*Note: In case of consortia, similar details of each proposed partner will be required.*

- (iv) Details of Domestic and International Equity Offerings managed as Book Running Lead Managers, in respect of issue size of **Rs. 1,000 cr** or more, to be furnished in the format given in **Annexure-IV**.
- (v) Equity sales and distribution capacity with demonstrable capability of selling Indian Issues in particular, Asian equity and global equity; along with distribution network and broking capability may be furnished.

**Section (B): Past Performance with SUUTI and Department of Disinvestment, now called as DIPAM.  
(In offer for sale or fresh issue in conjunction with offer for sale by way of IPO/FPO/OFS etc.)**

**(Weightage for evaluation: 10/100)**

- (i) The Merchant Bankers would be evaluated (a) on the number of applications and the Issue amount procured by them for various Issues in which the Department of Investment & Public Asset Management (DIPAM) has divested GOI shareholding and (b) sale of SUUTI Holdings.
- (ii) The quality of deal team and its ability to handle the issues that had arisen during the transactions.
- (iii) Understanding of the regulatory framework by the deal team and the time frame and quality of response to the queries of SUUTI.

*Note: The Merchant Bankers who have not worked on any assignment in the past with the DIPAM/SUUTI would be evaluated on all parameters except Section B above and would be awarded marks out of 90 instead of 100 and then proportionately increased to a scale of 100 so that they are neither at an advantage nor at a disadvantage.*



## **Section (C): Sector Expertise, Experience and Understanding of companies constituting the SUUTI Holdings**

### **(Weightage for evaluation: 20/100)**

- (i) Indicate work done in the sectors and areas of business in which companies constituting the SUUTI Holdings like marketing, studies or research undertaken.
- (ii) Exhibit strength/ expertise in the sectors and areas of business in respect of companies constituting the SUUTI Holdings.
- (iii) The Public Offerings handled during the period from 1 April 2013 to 30 June, 2016 in the areas of business in respect of companies constituting the SUUTI Holdings.
- (iv) Research Reports or analytical work done or available to demonstrate understanding and insight on the companies and in respect of sectors and areas of business of companies, constituting the SUUTI Holdings.
- (v) SWOT analysis in respect of companies constituting the SUUTI Holdings.

## **Section (D): Deal Team Qualification and Manpower Commitment to the Deal**

### **(Weightage for evaluation: 10/100)**

Details of the core team that will be handling the proposed issue in respect of the companies constituting the SUUTI Holdings, their status in the organization, their background, qualification, experience and present addresses, telephone numbers– office, residence, mobile, email, etc. hands-on experience should be furnished. Separately, similar details in respect of the supervisory team may be indicated.

Details of other professionals who would provide back-up support in respect of the companies constituting the SUUTI Holdings may also be indicated separately.

An undertaking is also to be given that if during the process, any of the core team members is not available due to resignation, etc., another person of similar qualification and experience would be made available with concurrence of the SUUTI.

## **Section (E): Marketing strategy and Post Issue Market**

### **Support (Weightage for evaluation: 15/100)**

- (i) Strategy for marketing and identification of target investor groups in respect of the companies constituting the SUUTI Holdings;

- (ii) Proposed Road Show venues and reasons for suggesting the same and the level of Merchant Banker representation, who will travel on the domestic and international road shows in respect of the companies constituting the SUUTI Holdings;
- (iii) Demand analysis and aspects influencing demand in respect of the companies constituting the SUUTI Holdings;
- (iv) Commitment(s), which may act either as a constraint, or as a conflicting interest, to your involvement in the proposed sale in respect of the companies constituting the SUUTI Holdings;
- (v) Details of the valuation methodology to be followed in determining the price of the “sale” in respect of the companies constituting the SUUTI Holdings;
- (vi) Indicate realistic time schedule for launching the proposed “sale” in respect of the companies constituting the SUUTI Holdings with break-up of all activities to be undertaken by various agencies involved in the process.

**Section (F): Local presence and commitment to India and strength in drawing Retail Investor participation**

**(Weightage for evaluation: 15/100)**

A brief note evidencing the Bidders presence in India in both qualitative and quantifiable terms with specific reference to research teams and details of available infrastructure may be furnished. The details shall include manpower deployed in the investment banking (equity segment), offices in India and other relevant information. The distribution network strength to elicit maximum retail participation should be indicated.

**Section (G): Global Presence and Distribution Capabilities**

**(Weightage for evaluation: 10/100)**

- (i) Indicate global network and distribution strength.

The funds mobilized from international investors for Equity Public Offerings in India during the period from 1 April 2013 to 30 June, 2016.

- (ii) The understanding and relationship with international institutional investors.

**Section (H): Research Capability**

**(Weightage for evaluation: 5/100)**

- (i) Research strength in the country, sector, region and world, based on rating as established by independent global surveys- Details should be given relating to research capabilities, experience and background of the research team in respect of companies constituting the SUUTI Holdings.

6.5 The complete information sought above with any additional information considered necessary by the Bidder as a part of the Proposal, should be sent (maximum of 10 pages in font size 12) to the officer mentioned in paragraph 6.2.

## **7. Procedure for Selection of the Merchant Banker(s)**

7.1 Qualified interested Bidders would be required to make a presentation of their credentials, in the format prescribed in paragraph 6.4 above, for the proposed transaction, before an Advisory Committee in Mumbai. The time and the venue for the presentation will be posted on the website of the SUUTI ([www.suuti.in](http://www.suuti.in)). Only the Team Leader of the Core Team shall make the presentation.

7.2 The Advisory Committee would evaluate the Bidders on the criteria mentioned in paragraph 6.4 above based on their presentation and Proposals received and shortlist them for the purpose of opening of their Financial Bids. Only the parties scoring pre-determined marks/ score out of 100, which will be announced before presentation, will be technically short-listed.

7.3 After the short-listing of Bidders based on their presentations, the Advisory Committee would open the Financial Bids of only the short-listed Bidders. The short-listed bidders, if they so desire, may remain present at the time of opening of the financial bids. The marks scored by the short-listed bidders will be announced before opening of the financial bids. The date and time of opening of the financial bids would be announced at the time of the presentations.

7.4 The marks scored by the short-listed bidders in the technical evaluation will then be given a weightage of 70. Similarly, the financial bids of the short listed bidders will be given a weightage of 30. The combined score of technical and financial bids will determine the H1, H2, H3 and so on.

7.5 The party scoring the highest points/ marks (H1) based on the above principles would be appointed for the transaction. The other technically qualified Merchant Bankers ranked as H2, H3 and so on in that order would be asked to accept the fees quoted by H1 and the parties who so accept the fees quoted by H1 will also be appointed till the required number of Merchant Bankers are filled up. SUUTI may consider selecting lesser number of Bidders for appointment as Merchant Bankers.

7.6 The fee quoted by H1 would be shared equally by all the appointed Merchant Bankers. However, if any Merchant Banker selected on this basis has quoted a lower fee than that quoted by H1, such Merchant Banker will get a fee equal to the fee quoted by him divided by the number of Merchant Bankers appointed for the transaction. However, the expenses to be incurred by the appointed Merchant Bankers on items as mentioned in paragraph 3.1 above would be shared equally by all the Merchant Bankers.

7.7 The selected Bidders will work as a team and be called Merchant Bankers.

## **8. Requirements for Financial Bids**

8.1 The Bidder is required to quote a fee in INR (in a sealed envelope) for the transaction covering all companies constituting the SUUTI Holdings. A single consolidated amount should be quoted to cover all companies constituting the SUUTI Holdings. Any break up of Costs Company wise will disqualify the bid. The fee quoted by the Bidder should be inclusive of all the applicable taxes, cess, duties, etc. The fee quoted should be minimum Re. 1.00 (Rupee one) or in multiples of Re. 1.00 (Rupee one), failing which the financial bid would be rejected. 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 only after successful and satisfactory closure of the transaction.

8.2 The fee quoted should be unconditional and inclusive of the expenditure to be incurred on the work mentioned in paragraph 3.1 above in respect of the companies constituting the SUUTI Holdings.

8.3 The Bidders may quote a drop dead fee, if any, payable by the SUUTI in case of calling off of the transaction by the SUUTI after initiation of the process by the Bidder. The drop dead fee applicable at various stages of the transaction should be indicated. The lowest drop dead fee quoted by any of the finally selected Bidders would be treated as drop dead fee payable by the SUUTI and be shared equally by all the Bidders. Drop dead fee will not be a criterion in determining the H1 Bidder.

8.4 The Bidders will be liable to pay taxes applicable as per law.

## **9. Pre-bid meeting**

A pre-bid meeting (PBM) will be held on 15<sup>th</sup> July, 2016 in Mumbai to address any relevant query the prospective Bidders may have concerning the RFP and the selection process. Bidders desirous of attending the PBM should give prior intimation in this regard by email to the officer (email: [luke.fernandez@uti.co.in](mailto:luke.fernandez@uti.co.in)) mentioned at paragraph 6.2 above latest by 13<sup>th</sup> July, 2016. Information about the time and venue of PBM will be uploaded on 14<sup>th</sup> July, 2016 on the SUUTI website ([www.suuti.in](http://www.suuti.in)). At the PBM itself, the SUUTI reserves the right to defer answering any question or decline answering inappropriate question as it deems fit. Only one representative of the prospective Bidder or the consortium, as the case may be, will be allowed to attend the PBM. Attendance at the PBM will not be mandatory.

## **10. Termination of the Assignment**

10.1 In case it is found during the course of the transaction or at any time before award of the assignment or after its execution and during the period of subsistence or after the period thereof, that one or more of the terms and conditions laid down in this Request for Proposal has not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Merchant Banker/Advisers and Selling Broker. Also if the Selected Bidder has already been appointed as the Merchant Banker/Advisers and Selling Broker, as the case may be, the same shall, notwithstanding anything to the contrary contained in this RFP, be liable to be terminated, by a communication in writing by the SUUTI to the Selected Bidder without the SUUTI being liable in any manner whatsoever to the Selected Bidder. This

action will be without prejudice to any other right or remedy that may be available to the SUUTI under the Bidding Document, or otherwise. However, before terminating the assignment, a show cause notice stating why its appointment should not be terminated would be issued giving it an opportunity to explain its position.

10.2 Further, during the tenure of appointment of the selected Merchant Banker (s) for the captioned sale, in case SUUTI (in its sole discretion) at any time considers that the services of any of the selected Merchant Banker (s) are in any manner deficient and/or are not being performed to the satisfaction of SUUTI in terms of the scope of work as set out herein or in the engagement letter or in any agreement that may be executed with them in connection with the captioned sale in respect of the companies constituting the SUUTI Holdings, SUUTI shall have the right to terminate the appointment of such Merchant Banker (s) without assigning any reasons for the same and consequently SUUTI may, subject to paragraph 7 hereof, either reallocate the work entrusted to such Merchant Banker (s) whose services are so terminated, to other selected Merchant Banker (s) appointed for this sale or alternatively, appoint another merchant banker in his place after following due process, as may be decided and deemed fit by SUUTI.

11. For any further clarification, Bidders may contact Shri Luke Fernandez, Executive Vice President, UTI Tower, Gn Block, BKC, Bandra East, Mumbai 400051, Tel. 022- 6678 6681, Fax 022-6678 6697, e-mail:- luke.fernandez@uti.co.in

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**SUUTI Holdings**

<b>Sr. No.</b>	<b>Name of Company</b>	<b>Status</b>
1	Aditya Birla Fashion & Retail	Listed
2	Aditya Birla Nuvo Ltd.	Listed
3	Alstom T&D India Ltd.	Listed
4	Ambuja Cements Ltd.	Listed
5	Axis Bank Ltd.	Listed
6	Balkrishna Industries Ltd.	Listed
7	Bharat Petroleum Corpn Ltd.	Listed
8	CEAT Ltd.	Listed
9	Cummins India Ltd.	Listed
10	DCM Shriram Ltd.	Listed
11	Grasim Industries Ltd.	Listed
12	Gujarat Fluorochem Ltd.	Listed
13	Gujarat Pipavav Port Ltd.	Listed
14	Hawkins Cookers Ltd.	Listed
15	HERO Motocorp Ltd.	Listed
16	Hindustan Unilever Ltd.	Listed
17	I.T.C. Ltd.	Listed
18	ICICI Bank Ltd	Listed
19	Jaiprakash Associates Ltd.	Listed
20	Jaykay Enterprises Ltd.	Listed
21	JK Lakshmi Cement Ltd.	Listed
22	JK Tyre & Industries Ltd.	Listed
23	Kothari Sugars Chemicals Ltd	Listed
24	Larsen & Toubro Ltd.	Listed
25	National Securities Depository Ltd	Un listed
26	North Eastern Developpt.Finance Corporation	Un listed
27	NSDL e-Governance Infrastructure Ltd	Un listed
28	Orient Paper Inds. Ltd.	Listed
29	Orient Refractories Ltd	Listed
30	Over The Counter Exchange	Un listed
31	Rallis India Ltd.	Listed
32	Raymond Limited.	Listed
33	Reliance Industries Ltd.	Listed
34	Siemens India Ltd.	Listed
35	STCI Finance Ltd.	Un listed

<b>Sr. No.</b>	<b>Name of Company</b>	<b>Status</b>
36	Stock Holding Corporation of India Ltd.	Un listed
37	Sun Pharmaceuticals Industries Ltd.	Listed
38	Tata Chemicals Ltd.	Listed
39	Tata Global Beverages Ltd.	Listed
40	Tata Motors Ltd.	Listed
41	Tata Power Company Ltd.	Listed
42	Tata Steel Ltd.	Listed
43	Tech Mahindra Ltd.	Listed
44	Titan Company Ltd.	Listed
45	U T I - IAS LTD.	Un listed
46	Ultratech Cement Ltd.	Listed
47	USG Tech Solutions Ltd.	Listed
48	UTI Infrastructure Technology Services Ltd	Un listed
49	Videocon Industries Ltd.	Listed
50	Welspun Enterprises Ltd	Listed
51	Western India Shipyard Ltd.	Listed

Note: SUUTI may also consider including other unlisted, illiquid and thinly traded equity shares to the above list.

**No.5/3/2011-Policy  
Government of India  
Ministry of Finance  
Department of Disinvestment**

**Block 14, CGO Complex,  
Lodhi Road, New Delhi-110003**

**Dated the 8<sup>th</sup> June, 2011**

**OFFICE MEMORANDUM**

**Subject: Guidelines for qualification of Merchant Banker(s) for Investment & Public Asset Management process.**

In order to inspire public confidence in the selection of Merchant Banker(s) through competitive bidding, the Government had framed comprehensive and transparent guidelines defining the criteria for their selection. In addition to using a set of criteria like sector experience, knowledge, commitment etc., additional criteria for qualification/disqualification of the parties to act as Merchant Banker(s) to the Government for disinvestment transactions were prescribed by the Department of Disinvestment vide its O.M. No. 5/3/2011 – Policy dated 2.5.2011.

2. In supersession of the above-mentioned O.M. of this Department, the revised criteria for qualification/disqualification of the parties to act as Merchant Banker(s) for disinvestment transactions would be as under:

- (a) Any conviction by a Court of Law or indictment/adverse order by a regulatory authority for a grave offence against the Merchant Banker concern or its sister concern would constitute a disqualification. Grave offence would be defined to be of such a nature that it outrages the moral sense of the community. The decision in regard to the nature of offence would be taken on a case-to-case basis after considering the facts of the case and relevant legal principles by the Government. Similarly, the decision in regard to the relationship between the sister concerns would be taken based on relevant facts and after examining whether the two concerns are substantially controlled by the same person/persons.
- (b) In case such a disqualification takes place, after the entity has already been appointed as Merchant Banker, the party would be under an obligation to withdraw voluntarily from the disinvestment, failing which the Government would have the liberty to terminate the appointment/contract.
- (c) Disqualification shall continue for a period that Government deems appropriate.



- (d) Any entity, which is disqualified from participating in the disinvestment process, would not be allowed to remain associated with it or get associated merely because it has preferred an appeal against the order based on which it has been disqualified. The mere pendency of appeal will have no effect on the disqualification.
- (e) The disqualification criteria would come into effect immediately and would apply to all the Merchant Bankers already appointed by the Government for various disinvestments, which have not yet been completed.
- (f) Before disqualifying a concern, a Show Cause Notice why it should not be disqualified would be issued to it and it would be given an opportunity to explain its position.
- (g) Henceforth, these criteria will be prescribed in the advertisements seeking Expressions of Interest (EOI) from the interested parties to act as Merchant Banker. Further, the interested parties shall be required to provide with their EOI an undertaking to the effect that no investigation by a regulatory authority is pending against them. In case any investigation is pending against the concern or its sister concern or against the CEO or any of its Directors/Managers/Employees, full details of such investigation including the name of the investigating agency, the charge/offence for which the investigation has been launched, name and designation of persons against whom the investigation has been launched and other relevant information should be disclosed, to the satisfaction of the Government. For other criteria also, similar undertaking will be obtained along with EOI. They would also have to give an undertaking that if they are disqualified as per the prescribed criteria, at any time before the transaction is completed, they would be required to inform the Government of the same and voluntarily withdraw from the assignment.
- (h) The interested parties would also be required to submit a list of or disclose any mandated transactions which are in the same line of business as that of the company (being disinvested) in respect of any transaction of same nature as the transaction for which the Government and/or the Company (being disinvested) is proposing to select or have appointed the Merchant Bankers and confirm in writing that there exists no conflict of interest as on the date of submitting their proposal for appointment/ their appointment as Merchant Bankers in handling of the transaction and that, in future, if such a conflict of interest arises, the Merchant Banker would immediately intimate the Government/Company (being disinvested) of the same.

The Government/Company (being disinvested) shall at its sole discretion after providing due and reasonable opportunity decide whether such future conflict of interest shall materially adversely affect the interest of the Government and the Company (being disinvested) in relation to the transaction and shall be entitled to grant the consent to the Merchant Banker to continue as Merchant Banker or terminate the appointment of the Merchant Banker. For disinvestment purposes, conflict of interest is defined to include engaging in any activity or business by the

Merchant Banker in association with any third Party, during the engagement, which

would or may be reasonably expected to, directly or indirectly, materially adversely affect the interest of Government of India and/ or the Company (being disinvested) in relation to the transaction, and in respect of which the Merchant Banker has or may obtain any proprietary or confidential information during the engagement, that, if known to any other client of the Merchant Banker, could be used in any manner by such client to the material disadvantage of Government of India and/ or the Company (being disinvested) in the transaction.

- (i) The conflict of interest would be deemed to have arisen if any Merchant Banker in respect of the transaction is appointed by a third party for advising or acting on behalf of or associated with any other person or entity (including any company, partnership, proprietary concern or individual or an HUF or association of persons or body of individuals) which is engaged in the same line of business as that of the Company (being disinvested), in respect of any transaction of same nature as the transaction for which the Government and/or the Company (being disinvested) is proposing to select or have appointed the Merchant Banker. Further, the decision of the Government/Company (being divested) as to whether such other person or entity is engaged in the same line of business as that of the Company being disinvested, shall be final and binding on the Merchant Banker.
- (j) The conflict of interest would also be deemed to have arisen if any Merchant Banker firm/ concern has any professional or commercial relationship with any bidding firm/ concern for the same disinvestment transaction during the pendency of such transaction. In this context, both Merchant Banker firm and bidding firm would mean the distinct and separate legal entities and would not include their sister concern, group concern or affiliates etc. The professional or commercial relationship is defined to include acting on behalf of the bidder or undertaking any assignment for the bidder of any nature, whether or not directly related to disinvestment transaction. (This clause is applicable in strategic sale only).
- (k) The interested parties would also be required to give information and disclose that as on the date of submitting their proposal for appointment/ their appointment as Merchant Bankers in respect of the transaction, they are advising or acting on behalf of or associated with any other person or entity (including any company, partnership, proprietary concern or individual or an HUF or association of persons or body of individuals) which is engaged in the same line of business as that of the Company (being disinvested), in respect of any transaction of same nature as the transaction for which the Government and/or the Company (being disinvested) is proposing to select or have appointed the Merchant Banker.

- In the event the Merchant Banker fails to disclose that it is advising or acting on behalf of or associated with any other person or entity which is engaged in the same line of business as that of the Company (being disinvested), in respect of any transaction of same nature as the transaction for which the Government and/ or the Company (being disinvested) is proposing to select or have appointed the Merchant Banker, at the time of giving the afore-mentioned undertaking, the

Government/Company (being disinvested) shall be entitled to terminate their appointment. Before terminating the appointment, a show cause notice stating why its appointment should not be terminated would be issued giving it an opportunity to explain its position.

- (l) For a period commencing from the date of appointment of the Merchant Banker till the completion of the transaction, the Merchant Banker shall keep the Company/ Government informed of any mandate/contract entered into to advise or act on behalf of or associate itself with, any other person or entity (including any company, partnership, proprietary concern or individual or an HUF or association of persons or body of individuals) which is engaged in the same line of business as that of the Company being disinvested, in respect of any transaction of same nature as the transaction in respect of which the Merchant Banker has been appointed as the Merchant Banker. Provided that, if six months or more have elapsed from the date of appointment as Merchant Banker to the government disinvestment transaction, the Merchant Banker would normally be permitted by the Government/Company (being disinvested), save for exigent circumstances. The decision of the Government/Company (being disinvested) in this regard shall be final and binding on the Merchant Banker. Further, the decision of the Government/Company (being divested) as to whether such other person or entity is engaged in the same line of business as that of the Company being disinvested, shall be final and binding on the Merchant Banker.
- (m) For the purpose of clauses (k) and (l) above, the 'nature' of transaction may include, but not be limited to, a capital market transaction which in turn could include, but not be limited to, a domestic offering of shares or any other security, whether by way of initial public offer or further public offer or qualified institutions placement or issue of IDRs or by any other manner, as well as the international offering of securities, whether by way of issue of ADRs, GDRs or FCCBs or by any other manner.
- (n) In the event the Merchant Banker fails to obtain the prior written consent of the Government/Company (being disinvested) as aforesaid, the Government/ Company (being disinvested) shall be entitled to terminate the appointment of the Merchant Banker. Before terminating the appointment, a show cause notice stating why its appointment should not be terminated would be issued to the Merchant Banker giving it an opportunity to explain its position.

Sd/-  
(V.P. Gupta)  
Deputy Secretary to the Government of India  
Tel: 2436 8036

To,

All Ministries/ Departments of the Government of India

**FORMAT OF UNCONDITIONAL BID ON THE LETTERHEAD OF THE BIDDER**

This is to certify that the fee quoted by us for engagement as Merchant Bankers/Advisers and selling brokers for advising on SUUTI Holdings is in accordance with the terms and conditions laid down in the Request for Proposals (RFP) displayed on the website of the SUUTI and is unconditional.

Seal with signatures of authorized signatory of the Merchant Banker

**DETAILS OF DOMESTIC/ INTERNATIONAL EQUITY OFFERINGS**

Parameters	01.04.2013- 31.03.2014		01.04.2014- 31.03.2015		01.04.2015- 30.06.2016	
	Mandate	Value (Rs. Cr)	Mandate	Value (Rs.Cr)	Mandate	Value (Rs. Cr)
DOMESTIC EQUITY PUBLIC OFFERINGS	1		1			
	2		2			
	3		3			
<b>TOTAL</b>						
INTERNATIONAL EQUITY PUBLIC OFFERINGS	1		1			
	2		2			
	3		3			
<b>TOTAL</b>						
PUBLIC OFFERINGS PULLED OUT/WITHDRAWN PRE OR POST ROADSHOW	1		1			
	2		2			
	3		3			
<b>TOTAL</b>						

**Note:** Please furnish separately the details of Domestic/International Equity Offerings (out of the above) handled on behalf of DIPAM and SUUTI.