



ONGC Employees Contributory Provident Fund Trust

SHED-21, TEL BHAVAN, DEHRADUN

PH: 2793641, 2794010, Fax No.0135-2755324

No: ONGC/ECPF/Investments/2015-16

Dated: 7th May, 2015

INVITATION TO BANKS AND/OR PRIMARY DEALERS FOR EMPANELMENT AS INVESTMENT ARRANGERS OF WELFARE TRUSTS OF OIL AND NATURAL GAS CORPORATION LIMITED.

Proposals are invited from Banks and/or Primary Dealers (PDs) as per RBI for empanelment as investment arrangers for the following ONGC Welfare Trusts

1. ONGC Employees Contributory Provident Fund Trust (ONGC ECPF Trust)
2. ONGC Self-Contributory Post Retirement and Death in Service (PRBS) Trust
3. Composite Social Security Scheme (CSSS) Trust
4. ONGC Gratuity Fund Trust (OGFT)
5. ONGC Sahayog Trust

ONGC Welfare Trusts are one of the largest welfare Trusts of India. These Trusts are making investment of surplus funds as per applicable statutory guidelines. For making investments ONGC Welfare Trust have a panel of advisors/market intermediaries who offer stock on the designated day of investment and if the stock is selected, it is purchased from the arranger. We are in the process of expanding this panel.

The broad scope of activities which you would have to undertake as investment arranger of ONGC Welfare Trusts are as follows

1. No fees will be paid to the empaneled arrangers.
2. As empanelled arranger you will be required to quote the stocks available with you to each of the ONGC Welfare Trusts separately on the day of investment.
3. All the securities quoted by you should be eligible for investment by ONGC Welfare Trusts as per applicable guidelines.
4. On the day of investment separate quotations have to be submitted through ONGC Tenders Website by 11.00 am for which login will be provided to the empanelled investment arranger.
5. The rates quoted by you in your quotation will have to be kept valid till office hours of the day of investment.

[Handwritten signature]
07/05/2015



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6. If on any specific day of investment of ONGC Welfare Trusts you do not have any stock or are not in a position to quote then a "nil quote", ie, quotation mentioning inability to offer stock should be sent.
7. No revision of quotes will be allowed after the cut-off time.
8. ONGC Welfare Trusts will convey their approval on the same day after the decision has been taken by the competent authority.
9. The Trusts reserve the right to change their investment policy at any time within the framework of the statutory guidelines.
10. The Trusts also reserves the right to change their panel of arrangers and empanel or de-empanel any of the arrangers at any time without assigning any reason.

The information has to be submitted as per details given in Annexure. The annexure is attached with this letter. Signed and scanned proposal has to be sent to the email id ecpf@ongc.co.in.

The information has to be submitted on or before 5th June 2015.


Please note that final decision on whether to empanel a company or not will be taken by the ONGC Welfare Trusts.

If you need any clarification please call Mr Hemant Kundra, Manager (F&A), Mobile No- 09410391231 or Mr Sayed Mushtaqueuddin, DGM (F&A), Mobile No- 09410396260.

Please note that the proposal has to be sent only by either the corporate office or the Treasury Department of the Bank or Primary Dealer.

Thanking you,

Sincerely,
For and on behalf of ONGC Welfare Trusts


(Santosh Kumar)
Chief Manager (F&A)



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ANNEXURE

(ON THE LETTER HEAD OF THE COMPANY)

Sl. No.	Particulars	Information
1	Name of the Bank/ Primary Dealer (in capital letter)	
2.	Is the company a Bank or Primary Dealer or both	
3.	Address of the Corporate Office (please also give telephone no. and e-mail address)	
4.	Name and telephone number of contact person	
5.	Net worth as on 31.03.2015	
6.	Capital Adequacy Ratio (CAR) as on 31.03.2015	
7.	List of PSU Welfare Trust clients, ie, Provident Funds, Pension Funds, Gratuity Funds etc (please attach separate list).	

UNDERTAKING

I (authorised signatory) _____ do hereby declare that the particulars given above are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the company would stand disqualified.

Signature of authorised signatory
(Seal of the company)

Place:

Date:

SA
07/05/2015