



NOTICE INVITING LIMITED TENDER

RFP Reference no:- NHB/RMMD/DT/01/2021 dtd. 21.12.2021

Request for Proposal (RFP)-

Appointment of Debenture Trustee in respect of NHB's Bonds issuance

**Resource Mobilisation and Management Department
Head Office, National Housing Bank
Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road,
New Delhi – 110 003
Phone: 011-011-39187000, 011-39187043
E-Mail: bonds@nhb.org.in**

1. IMPORTANT BID DETAILS		
1.	Date of commencement of sale of Bidding/Tender/RFP Documents	December 21, 2021 at 04:30 p.m.
2.	Last date and time for sale of Bidding Documents	December 29, 2021 at 3:30 p.m.
3.	Last date and time for receipt of Bidding Documents	December 29, 2021 at 3:30 p.m.
4.	Date and Time of Bid Opening	December 29, 2021 at 5:00 p.m.
5.	Place of opening of Bids	National Housing Bank, Resource Mobilization & Management Department Head Office Core 5-A, 3 rd Floor, India Habitat Centre, Lodhi Road, New Delhi – 110003
6.	Contact details: Email: bonds@nhb.org.in Telephone: 01139187155	
<i>For more information, please visit www.nhb.org.in</i>		

Note: -

- *Bids will be opened in the presence of Bidders who choose to attend as above. The above schedule is subject to change. Notice of any changes will be provided through e-mail from designated contact personnel only or publishing on NHB's website. Further, please note that the Bid opening Date, Time & Venue will be intimated to the technically qualified Bidders at a later date.*
- *All data/information, submitted vide documentary proofs/company records along this RFP, must be reported & will be treated as on date of publication of this RFP.*

2. National Housing Bank (NHB), a statutory institution, is a statutory body under the Government of India, established under National Housing Bank Act, 1987 (“the Act”).

- a. NHB has been established to achieve, inter alia, the following objectives –
- To promote a sound, healthy, viable and cost-effective housing finance system to cater to all segments of the population and to integrate the housing finance system with the overall financial system.
 - To promote a network of dedicated housing finance institutions to adequately serve various regions and different income groups.
 - To augment resources for the sector and channelize them for housing.
 - To make housing credit more affordable.
 - To supervise the activities of housing finance companies.
 - To encourage augmentation of supply of buildable land for housing and to upgrade the housing stock in the country.
 - To encourage public agencies to emerge as facilitators and suppliers of serviced land, for housing.
- b. The head office of NHB is located in New Delhi and a regional offices located at Mumbai, Delhi, Bengaluru, Hyderabad, Kolkata. It has regional representative offices located at Ahmedabad, Bhopal, Lucknow, Chennai, and Guwahati.

3. **Purpose:** Appointment of Debenture Trustee in respect of NHB’s Bonds issuance.

4. **Scope of Work:**

To act as Debenture Trustee as per the relevant clauses of the SEBI Regulations and the Companies Act for all NHB Bonds issuance during the year. The Debenture Trustee will be required to undertake all activities until the redemption of the said Bonds.

5. **Period of Contract:**

Initially, the Trustee will be appointed for one year from the date of appointment, which may be extended for maximum up to three years after evaluating the performance of the Trustee on yearly basis. The quoted will remain valid for the entire maturity of all the Bonds issued during the year. In case NHB decides to issue Bonds in multiple tranches, the Debenture Trustee would be required to undertake all activities for each tranche. NHB reserves the right to terminate the contract after giving one month’s notice to the Debenture Trustee.

Note:

This RFP is not exhaustive in describing the functions, activities, responsibilities and services for which Trustee will be responsible. The Bidder, by participation in this tender, implicitly confirm that if any functions, activities, responsibilities or services which are either not specifically described in this RFP or specifically described but has to undergo suitable changes/modifications due to regulatory/statutory changes and are termed necessary or appropriate by NHB for the proper performance of the contract, such functions, activities, responsibilities or services (with applicable changes, if any) will be deemed to be implied by and included within the scope of services under this RFP and Bidder's response to the same extent and in the same manner as if specifically described in this RFP and Bidder's response.

6. Format and Signing of Bids

The basic requirements to be fulfilled by a trusteeship Company to be eligible for appointment as NHB debenture trustee are as under:

- Minimum 5 years of existence as trusteeship service provider
- Serving minimum 2 Government organizations.
- Minimum turnover of ₹ 15 Crore.

The Commercial Bid should be submitted in the format as prescribed in Annexure - I along with the covering letter in the format as prescribed in Annexure - III.

Interested Debenture Trustee/s may submit its quotation(separately) in a sealed envelope superscripting 'Quotations for appointment of Debenture Trustee for issuance of NHB Bonds' at NHB HO (Dispatch Section on 4th Floor) with the following address on or before December 29, 2021 by 3:30pm. Quotation received after mentioned date and time will be rejected without any further communication.

Sealed Bids must be clearly marked as "Confidential – Quotation for Debenture Trustee" and addressed to:

Shri Ranjan Kumar Barun
Deputy General Manager
National Housing Bank
Core 5A, 4th Floor, India Habitat Centre,
Lodhi Road, New Delhi 110 003
Mob.: +919717691296

Request for Proposal: NHB/RMMD/DT/01/2021 dtd. 21.12.2021: National Housing Bank

The Original Bids shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The person or persons signing the Bids shall put their initials on all pages of the Bids, except for un-amended printed literature.

The Bids should be accompanied by duly stamped and signed supporting documents, for meeting the minimum eligibility criteria stated above.

7. General Instructions:

1. Bids are invited from entities registered with SEBI and possessing a valid SEBI registration certificate and a minimum continuous experience for the past 5 years as Debenture Trustees in debt offerings through public/ private placement basis.

2. Bidders are to submit proposals strictly as per the terms and conditions mentioned in the RFP. In this regard, a declaration as per Annexure II of this RFP is to be submitted along with the bid.

3. A Bidder, by responding to this tender, will be deemed to have unconditionally accepted the terms of this RFP.

4. Rates quoted in the bid will be deemed to be firm and valid for a period of 30 days from the date of opening of the bids.

5. Bids will not be accepted if they are: (a) faxed or emailed. (b) received after the scheduled date and time. (c) deemed to be incomplete, in deviation or conditional.

6. All costs and expenses incurred by the Bidders in any way associated with the development, preparation, and submission of responses, including but not limited to; the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by NHB, will be borne entirely and exclusively by the Bidder.

7. No binding legal relationship will exist between any of the Bidders and NHB until execution of a contractual agreement, except the pre-contract Integrity Pact to be submitted along with the Bid. Post evaluation and finalization of the Bids and identification of the successful Bidder, the Integrity Pact will form part of the definitive agreement to be signed by the successful Bidder. For the other Bidders, the pre-contract Integrity Pact will be binding on them for any acts/omissions committed by the Bidder in violation/breach of the said pre-contract Integrity Pact in relation to the Bid submitted.

8. Each Bidder acknowledges and accepts that NHB may in its absolute

Request for Proposal: NHB/RMMD/DT/01/2021 dtd. 21.12.2021: National Housing Bank

discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible Trustee(s).

9. Every Bidder will, by submitting his Bid in response to this RFP, be deemed to have accepted the terms of this RFP and the Disclaimer.

10. Bidders are required to direct all communications related to this RFP, through the nominated Point of Contact persons, mentioned below:

Contact Persons:
Raj Kumar Negi, Manager Resource Mobilisation & Management Department (RMMD) Head Office, National Housing Bank Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road, New Delhi – 110 003 Tel.: +911139187155

11. NHB may, in its absolute discretion, seek additional information or material from any Bidder/s even after the tender/RFP closes and all such information and material provided must be taken to form part of that Bidder's response.

12. Bidders should provide details of their contact person, telephone, email and full address(s) to ensure that replies to RFP could be conveyed promptly.

13. If NHB, in its absolute discretion, deems that the originator of any query will gain an advantage by any response to such query, then NHB reserves the right to communicate such response to all Bidders.

14. Queries / Clarification if any, may be taken up with the contact person/s detailed above before the deadline for submission of Bids between ____ am to ____ pm on Monday to Friday, excluding public holidays.

15. Bidder should not have been blacklisted/debarred from participation in the Bid process by any of the Govt. Departments/PSUs/Banks/Financial Institutes in India.

16. NHB will notify all short-listed Bidders in writing or by mail or by publishing in its website as soon as practicable about the outcome of their RFP. NHB is not obliged to provide any reasons for any such acceptance or rejection.

17. NHB reserves the right to:

a. Cancel/accept/reject any or all of the bids without assigning any reasons.

Request for Proposal: NHB/RMMD/DT/01/2021 dtd. 21.12.2021: National Housing Bank

b. Determine the lowest bid after negotiations in case there are more than one L1 bidders.

c. Select the Debenture Trustee depending upon its internal criteria in case there are more than one L1 bidders.

d. Further negotiate the Trustee fees with the lowest bidder.

e. Reduce or increase the amount of bond issue without assigning any reasons.

f. Call for relevant documents as it feels necessary for purposes of authentication.

g. Modify the indicated time schedule for bids without assigning any reasons.

18. NHB may engage in discussion or negotiation with any Bidder (or simultaneously with more than one Bidder) during evaluation to improve or clarify any response.

19. In all matters of dispute, the decision of NHB shall be final and binding on the parties.

ANNEXURE – I

Sl.	Initial Fee	Secured (Amt. in ₹)	Unsecured (Amt. in ₹)
1.	Issue Size		
2.	≤500 crs		
3.	> 500 crs - ≤ 1500 crs		
	>1500 crs		

Sl.	Annual Fee	Secured (Amt. in ₹)	Unsecured (Amt. in ₹)
1.	Issue Size		
2.	≤500 crs		
3.	> 500 crs - ≤ 1500 crs		
	>1500 crs		

Bidders are requested to note the following:

- Fees quoted should be excluding GST
- Payment of fee will be subject to deduction of TDS as applicable.
- Initial acceptance fee for each Bond issue will be released only upon completion of all formalities for creation of the Trusteeship for the respective Bond issue.
- Evaluation of bids will be on the basis of costs for 3-5 year Bonds
- All the details must be provided as per format. Incomplete formats will result in rejection of the proposal.
- Bidder must submit physical copy of complete commercial Bid inside the sealed envelope meant for 'Commercial Proposal'.
- All the rates must be quoted in INR.
- The commercials quoted in the commercial Bid are valid for six months from the date of opening of commercial Bids.

Authorized Signatories

(Name & Designation, seal of the company)

Date:

ANNEXURE – II

Declaration under the letter-head of the bidder

I/We hereby declare on behalf of that

- I/we are fully clear on the terms and conditions contained in the NIT No..... dated XXXX December, 2021, and the bid vide our letter No._____ dated _____ has been made as per all the terms and conditions stated in the Bid documents.
- <name of the Bidder > has a continuous experience of 5 years as a Debenture Trustee.
- <name of the Bidder > has not defaulted in any of its fulfilment of contractual obligation in the last five years and has not been penalised by SEBI/CVC/RBI nor blacklisted/put on holiday by any Central/State PSUs or Corporate.
- <name of the Bidder > accepts full responsibility for consequences, if any, for making false statements, providing misleading information or withholding facts which have a bearing on the bid.

Particulars of the Bidder

1.	Name of the Bidder			
2.	SEBI Registration No.			
3.	Date of Validity of Registration			
4.	Details for last three years: (Rupees in lakhs)	Year	Turnover	Net Profit/Loss
5.	Details of the Contact Person:	Name :		
		Designation :		
		Mobile No.:		
		Landline No.:		
		Email ID :		

- if at any point of time, the declarations above are found to be incorrect, NHB reserves the right to reject/ terminate our Bid/contract at any point of time without any notice. NHB may also take appropriate action regarding the present/future dealing with our company. Also, no fee shall be payable to in such a case.

I/We hereby confirm that I am/we are authorized to sign the offer documents.

Date:

Place: *(Name, designation and signature of authorized signatory/ies)*

Commercial Bid Covering Letter

The _____
National Housing Bank,
Resource Mobilisation & Management Department
Head Office
Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road,
New Delhi – 110003

Dear Sir,

Commercial Bid –Debenture trustee for NHB Bonds

We, the undersigned, offer to provide services for the above-mentioned project, in accordance with your Request for Proposal [_____Insert RFP Number] dated [_____], and our Proposals (Technical and Commercial Proposals). The Total fee is inclusive of all taxes, duties, charges and levies (as applicable and payable under the local laws) and out of pocket expenses that we might incur and there will be no additional charges.

Our Commercial Proposal shall be binding upon us, subject to the modifications resulting from contract discussions, up to expiration of the validity period of the Proposal i.e. _____up to _____[date].

Yours faithfully,

For

Signature

Name

Address

(Authorised Signatory)

Date:

Minimum Eligibility

Following format has to be filled by the Bidder and has to be submitted in a separate envelope along with softcopy and relevant documentary proof.

S.No.	Basic Requirements	Document Required
1.	Minimum 5-years of trusteeship services provided	
2.	Serving min. 2-government organization	
3.	Minimum turnover of ₹ 15 Crore.	
4.	SEBI Registration letter	

Authorized Signatories
(Name & Designation, seal of the company)
Date: