

(RFP Reference No.: LIC/BDS/RTA/2023-24/001 dated August 30, 2023)

**RFP for Appointment of Registrar & Share Transfer Agent (RTA)
Corrigendum along with revised Annexure F (Technical Evaluation Matrix)**

S. No.	RFP Document Reference (Para & Page Number)	Existing Clause of RFP	Revised clause of RFP
1	Para 3.2 – Bidder Eligibility Criteria, Point No. 3 at Page No. 10 and Point No. 3 of Annexure D at Page No. 58	The Bidder should have a Service Centre or a Representative office at Mumbai for the operational convenience of the Corporation. If the bidder agrees to open a Service Centre or a representative office at Mumbai within 15 days from the date of receipt of offer letter of the Corporation that would be considered as sufficient compliance for this criterion provided an undertaking to that effect as submitted duly notarized.	Point No. 3 of Bidder Eligibility Criteria and Annexure D shall now be read as under: <i>“The Bidder should have a Service Centre or a Representative office at Mumbai for the operational convenience of the Corporation. If the bidder agrees to open a Service Centre or a representative office at Mumbai within 15 days from the date of receipt of offer letter of the Corporation that would be considered as sufficient compliance for this criterion provided duly notarized undertaking to that effect is submitted.”</i>
2	Para 3.2 – Bidder Eligibility Criteria, Point No. 6 at Page No. 10 and Point No. 6 of Annexure D at Page No. 58	The Bidder should have a minimum of 7 years of experience of handling the activities of Registrar and Share Transfer Agent as on March 31, 2023 and must have handled at least Two new issues of Equity shares which had more than 2.00 lakh number of allottees of each issue listed on Main Board at BSE/NSE in the last six months	Point No. 6 of Bidder Eligibility Criteria and Annexure D shall now be read as under: <i>“The Bidder should have a minimum of 7 years of experience of handling the activities of Registrar and Share Transfer Agent as on March 31, 2023 and must have handled at least Two new issues of Equity shares listed on Main Board at BSE/NSE in the last one year, from August 01, 2022 to till the last date for submission of bid, i.e, September 29, 2023.”</i>
3	Para 3.2 – Bidder Eligibility Criteria, Point No. 7 at Page No. 11 and Point No. 7 of Annexure D at Page No. 59	The Bidder should have past experience of handling Follow-on Public Offers, Right Issues, Bonus Issues, Preferential Issues, and QIP Issues, Buyback of Shares by any approved mode and its related activities such as assisting in Annual/ Extraordinary	Point No. 7 of Bidder Eligibility Criteria and Annexure D shall now be read as under: <i>“The Bidder should have past experience of handling Follow-on Public Offers, Right Issues, Bonus Issues, Preferential Issues, and QIP Issues, Buyback of Shares</i>

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		General Meeting, E-Voting etc.	<i>as well as to assist in conducting of General Meeting or its related activities by any approved mode such as E-Voting, Postal Ballot etc.”</i>
4	Para 3.2 – Bidder Eligibility Criteria, Point No. 8 at Page No. 11 and Point No. 8 of Annexure D at Page No. 59	The Bidder should have at present and as on March 31, 2023, minimum clientele of 10 (Ten) Listed entities for which it serves as the Registrar and Share Transfer Agent.	Point No. 8 of Bidder Eligibility Criteria and Annexure D shall now be read as under: <i>“The Bidder should have as on August 30, 2023 and as on March 31, 2023, minimum clientele of 10 (Ten) Listed entities for which it serves as the Registrar and Share Transfer Agent”.</i>
5	Para 3.2 – Bidder Eligibility Criteria, Point No. 11 at Page No. 11 and Point No. 11 of Annexure D at Page No. 59	The Bidder should have the server capability to maintain 1.00 crore or more folios apart from folios in physical form. Further, the bidder should have expand the server capability further to handle folio size after the future issue, if any.	Point No. 11 of Bidder Eligibility Criteria and Annexure D shall now be read as under: <i>“The Bidder should have the server capability to maintain 1.00 crore or more folios apart from folios in physical form. Further, the bidder should be capable of expanding the server capacity to handle folio size after the future issue, if any”.</i>
6	Para 3.2 – Bidder Eligibility Criteria, Point No. 12 at Page No. 11 and Point No. 12 of Annexure D at Page No. 59	There should not have been any penalty/interim order leading to suspension of business against the bidder by the SEBI in the past 3 financial years and as on June 30, 2023 .	Point No. 12 of Bidder Eligibility Criteria and Annexure D shall now be read as under: <i>“There should not have been any penalty/interim order against the bidder by the SEBI in past 3 Financial years and/or during the current year leading to suspension of business”.</i>
7	Para 3.2 – Bidder Eligibility Criteria, Point No. 13 at Page No. 11 and Point No. 13 of Annexure D at Page No. 59	Details of past/present litigations, disputes, if any, initiated or pending in the last three years (adverse litigations could result in disqualification, at the sole discretion of the Corporation)	Point No. 13 of Bidder Eligibility Criteria and Annexure D shall now be read as under: <i>“Details of past/present litigations, disputes, if any, initiated or pending in the last three years and/or during the current year (adverse litigations could</i>

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			<i>result in disqualification, at the sole discretion of the Corporation)."</i>
8	Para 4.1 - Taking over of charge from existing RTA (if applicable) at Page No. 16	In case of change in RTA, it would be the responsibility of new RTA to take over all the services from the existing RTA including collection, taking into its possession all details/records, claims/suit filed (if any) from the existing RTA, data migration, preservation and making available old records for appropriate processing of the shareholders' requirements or requirements of the Corporation or statutory authorities. It may be noted that all expenses towards transportation of old records/ documents from the location of old RTA to new RTA will be equally borne by the new RTA and the Corporation. Such documents/ records should be kept in proper condition for quick retrieval	Para 4.1 - Taking over of charge from existing RTA (if applicable) shall now be read as: <i>"In case of change in RTA, it would be the responsibility of new RTA to take over all the services from the existing RTA including collection, taking into its possession all details/records, claims/suit filed (if any) from the existing RTA, data migration, preservation and making available old records for appropriate processing of the shareholders' requirements or requirements of the Corporation or statutory authorities. It may be noted that all expenses towards transportation of old records/ documents from the location of old RTA to new RTA will be borne by the new RTA. Such documents/ records should be kept in proper condition for quick retrieval. Volume of such records expected to be not more than one truck load"</i>
9	Para 5.6 – Technical Evaluation at Page Nos. 27-28 and 2 nd para of Annexure – F (Technical Evaluation Matrix) at page no. 71	The scores against each parameter will be awarded to the participating bidders comparing the quoted value with other bid(s). The Bidder having highest value will get maximum score assigned to such parameter and all other bidder(s) will be awarded score based upon conversion of value of the parameter secured by them on percentile basis. Illustration: Three bids are received from A, B and C	Technical Evaluation Criteria shall now be read as under: <i>"The participating Bidders will get marks based on absolute value for parameters 1, 2, 8 & 9 (in Annexure F). For parameters 3 to 7, marks against each parameter will be awarded comparing the quoted value with other bid(s). The Bidder having highest value will get maximum mark assigned to such parameter and all other bidder(s) will be awarded score based upon conversion of value of the parameter secured by them on percentile basis.</i>

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		<p>whose average turnover (in crore) in past three years is A = 1500, B = 1000 and C = 700. Assuming 10 marks as the maximum score for a parameter, scores shall be awarded as under:</p> <p>A = $(1500/1500) \times 10 = 10.00$ B = $(1000/1500) \times 10 = 6.67$ C = $(700/1500) \times 10 = 4.46$</p>	<p><i>Wherever data of more than one year is sought, average of marks earned for these years will be taken for evaluation.</i></p> <p><i>Illustration for awarding marks on percentile basis:</i></p> <p><i>Three bids are received having Number of clients from other than top 50 listed entities in past three Financial Years A = 150, B = 100 and C = 70. Marks shall be awarded as under (10 being the maximum mark for the parameter):</i></p> <p><i>A = $(150/150) \times 10 = 10.00$</i> <i>B = $(100/150) \times 10 = 6.67$</i> <i>C = $(70/150) \times 10 = 4.46$</i></p> <p>(In view of the above changes in technical evaluation criteria, the necessary changes have been incorporated in the Annexure – F (Technical Evaluation Matrix). The revised Annexure – F is enclosed with this corrigendum.</p> <p>Bidders are advised to consider revised Annexure – F, while participating in the bidding process).</p>

Date: September 14, 2023
Place: Mumbai

Chief (Board & Sectl.)

Technical Evaluation Matrix (Revised)

The participating bidders shall submit parameters for technical evaluation as below and shall be as on June 30, 2023 wherever specified.

The participating Bidders will get marks based on absolute value for parameters 1, 2, 8 & 9 (in Annexure F). For parameters 3 to 7, marks against each parameter will be awarded comparing the quoted value with other bid(s). The Bidder having highest value will get maximum mark assigned to such parameter and all other bidder(s) will be awarded score based upon conversion of value of the parameter secured by them on percentile basis.

S. No.	Parameters	Value	Maximum Marks	Marking Criteria	Marks Scored (for Corporation's use)
1	Turnover of the bidder (exclusively in RTA business) in last three Financial Years (Rupees in Crore).	2020-21_____	10	Up to 10 crore = 04 Marks More than 10 crore to 20 crore = 06 Marks More than 20 crore to 40 crore = 08 Marks More than 40 crore = 10 Marks	
		2021-22_____			
		2022-23_____			
2	Number of clients for which RTA services were rendered by the bidder during the last three Financial Years from among the top 50 listed entities in India (based on market capitalization) as at March 31 (client serviced for more than one year will be counted once only)	2020-21_____	10	Up to 04 clients = 04 Marks More than 04 clients to 08 clients = 06 Marks More than 08 clients to 12 clients = 08 Marks More than 12 clients = 10 Marks	
		2021-22_____			
		2022-23_____			
3	Number of clients (including listed SMEs) for which RTA services were rendered by the bidder during the last three Financial Years from among listed entities excluding the top 50 listed entities (based on market	2020-21_____	10	Score will be awarded comparing the quoted value with other bid(s). The Bidder having highest value will get maximum score assigned to such parameter and all other bidder(s) will be awarded score based upon conversion of value of the parameter secured by them on	
		2021-22_____			
		2022-23_____			

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	capitalization) in India as at March 31 (client serviced for more than one year will be counted once only and the list should not contain the name of top 50 listed entities (based on market capitalization).			percentile basis.	
4	Number of years of experience in dealing with the Main Board IPO/ FPO/ RIGHT Issue/ bonus Issue as Transfer Agent.	____years	05	On percentile basis.	
5	Total number of Main Board IPO, FPO, Right Issue, Bonus Issue listed at BSE/NSE handled by the Transfer Agent in last three Financial Years.	2020-21____ 2021-22____ 2022-23____	05	On percentile basis.	
6	No. of Clients having more than 25 lakh folios as on June 30, 2023 (excluding LIC)		05	On percentile basis.	
7	Total Number of folios handled as on June 30, 2023		10	On percentile basis.	
8	Any one of the Standards such as ISO 27001, ISO 27002, COBIT 5		05	On absolute value.	
9	Qualified RTA (QRTA) as per SEBI circulars dated September 08, 2017, October 15, 2019, May 27, 2022 and July 06, 2022 or any other circular/guidelines for the time being in force or as amended time to time		05	On absolute value.	

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	Total Technical Score		65	
10	Quality of presentation before Internal Committee of LIC (Presentation to include information regarding Technical and Functional Specifications as detailed in Annexures C & E)		10	Based on internal committee evaluation
	Grand Total		75	

Note:

1. Copy of supporting documents, proof for all the above criteria should be uploaded along with Technical Bid.
2. Marks secured by a bidder is subject to production of sufficient proof against such criteria as required by the Corporation. Any misrepresentation would disqualify the bidder from the RFP process. At any stage after awarding the contract during the term of the Contract, Corporation finds the false misrepresentation as to value claimed by the bidder, Corporation may debar/expel and blacklist the bidder and reassign the orders to other RTAs and Corporation has right to take necessary action.
3. Wherever data of more than one year is sought, average of marks earned for these years will be taken for evaluation. The details shall be provided by the bidder in following format:

Parameter No.	Criteria for Technical Evaluation	Name of the Company(ies)		
		2020-21	2021-22	2022-23
2	Number of clients for which RTA services were rendered by the bidder during the last three Financial Years from among the top 50 listed entities other than PSU/PSBs in India (based on market capitalization) as at March 31 (client servicing for more than one year will be counted once only)	Company Name: 1. ABC Ltd. 2. DEF Ltd. 3. GHI Ltd....	Company Name: 1. JKL Ltd. 2. ABC Ltd. 3. MNO Ltd....	Company Name: 1. XYZ Ltd. 2. ABC Ltd. 3. MNO Ltd....
3	Number of clients (including listed SMEs) for	Same as above	Same as above	Same as above

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	<p>which RTA services were rendered by the bidder during the last three Financial Years from among listed entities excluding the top 50 listed entities (based on market capitalization) in India as at March 31 (client serviced for more than one year will be counted once only and the list should not contain the name of top 50 listed entities (based on market capitalization).</p>			
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Yours faithfully,

Name:

Designation:

Seal of the firm/company

Criteria for technical evaluation is laid down under para 5.6 of the RFP document. However, for the purpose of clarity for bidders, as an example for marks on percentile basis, the following illustration is provided.

Three bids are received having Number of clients from other than top 50 listed entities in past three Financial Years A = 150, B = 100 and C = 70. Marks shall be awarded as under (10 being the maximum mark for the parameter):

$$A = (150/150) \times 10 = 10.00$$

$$B = (100/150) \times 10 = 6.67$$

$$C = (70/150) \times 10 = 4.67$$