



**REQUEST FOR PROPOSAL (RFP) and REQUEST FOR QUOTE (RFQ)  
for  
Fund Compliance Services**

**Date: 25/10/2024**

**No.19, TP Scheme Road, RA Puram  
Chennai-600 028  
[www.tnifmc.com](http://www.tnifmc.com)**

## **About TNIFMC:**

Tamil Nadu Infrastructure Fund Management Corporation Limited (“Company/TNIFMC”) is an Asset Management Company promoted by the Tamil Nadu Infrastructure Development Board, Government of Tamil Nadu, to advise and manage various financial vehicles proposed to be established, namely Alternative Investment Funds, Real Estate Investment Trust, Infrastructure Investment Trust etc.

TNIFMC currently manages three active Securities and Exchange Board of India (SEBI) registered Alternative Investment Funds (AIFs), viz., Tamil Nadu Shelter Fund, the Tamil Nadu Emerging Sector Seed Fund, and Tamil Nadu Green Climate Fund.

Under the AIF Regulations, Category I & II, Alternative Investment Funds shall adhere to various compliance requirements.

In order to comply with the above requirements, we would like to engage seasoned service providers for providing Fund Compliance Services.

### **(I) Indicative type of works:**

#### **Annual Requirements**

- Filing of Annual Compliance Test Reports;
- Intimation of Annual changes in the Private Placement Memorandum (PPM);
- Conducting annual PPM Audit; and/or
- Any other requirements as mandated by SEBI.

#### **Retainer Requirements**

- Filing of Quarterly Report on the SEBI intermediary portal;
- Tax related compliance filing as applicable;
- RBI related compliance filing as applicable;
- Trustee/Sponsor reporting;
- Submission of AIF benchmarking reports;
- SEBI compliance advisory services as required;
- Investor Due-diligence;
- Drafting of any SEBI mandated policies as required; and/or
- Any other requirements as mandated by SEBI.

### **(II) Eligibility Criteria:**

- The Service Provider shall have at least three years of experience with AIFs.
- The Service Provider shall advised/provided services to an AIF with at least a corpus of INR 200 crores.
- The Service Provider shall not be an associate of manager or sponsor or trustee of the abovementioned Funds.
- The Service Provider should not have been blacklisted by any Govt. Dept, C&AG, PSU or any other Govt undertaking in respect of any assignment or behaviour.
- The Service Provider or members of the same should not be serving any ban period imposed by any Regulatory authority.
- A self-declaration has to be attached with regard to the above.
- If requested, the applicant would be required to provide references for verification of the credentials.

**(III) Submission of Application:**

The applicants shall submit their applications containing a covering letter containing a self-declaration as stated in Clause (II) (Eligibility Criteria) along with a presentation/writeup on the firms' credentials, management team details and timelines for the various works mentioned above.

The application shall also contain a fee quote as below:

Sl. No.	Particulars	Amount in INR (excluding GST)
1.	Annual Fees	
2.	Retainer Fees	

Kindly note that the Annual fees shall be paid post completion of service annually and the Retainer fees shall be paid on a quarterly basis post completion of services.

The applications may be submitted vide email to [tnifmc@tnifmc.com](mailto:tnifmc@tnifmc.com) with the subject line as "RFP/RFQ – Fund Compliance Services".

A hard copy may be couriered to:

**Tamil Nadu Infrastructure Fund Management Corporation Limited,  
No. 19, TP Scheme Road, Raja Annamalai Puram, Chennai – 600028.  
Ph: 044 – 2464 8400**

The last date for submission of the application is 01<sup>st</sup> November 2024 at 5 pm.

**(IV) Selection Procedure:**

Evaluation will be made on the basis of fulfilment of Eligibility Criteria and evaluation of the credentials of the firms. The bids which do not fulfil the terms stipulated may be rejected by the Company, at its sole discretion.

**(V) Other terms:**

- a. The Company reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- b. The Company reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and its decision shall be final and binding on the Tenderer.
- c. The Company reserves the right to suitably increase / reduce the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses in Tender document or the contract document, interpretation of the clauses by the TNIFMC shall be final and bindings on all parties.
- d. The Company reserves the right to award the contract either to one or more than one bidder.

For any additional information, the applicants may contact the above address or write to [tnifmc@tnifmc.com](mailto:tnifmc@tnifmc.com).

SD  
**Head - Operations**  
**TNIFMC Ltd.**