



REQUEST FOR PROPOSAL FOR FUND ADMINISTRATION AND CUSTODY SERVICES OF THE SCHEMES OF BARODA BNP PARIBAS MUTUAL FUND

A. INTRODUCTION

Baroda BNP Paribas Asset Management India Private Limited (BBNPPAMC) hereby makes a request for proposals from service providers for Fund Administration and Custody services to the Schemes of Baroda BNP Paribas Mutual Fund (BBNPPMF).

BBNPPMF had Quarterly Average Assets Under Management of INR 27,715 Crore for the quarter ending June 2023, comprising of 33 schemes (17 Equity & Hybrid, 2 Passive, 1 Liquid, 1 Overnight and 12 debt funds).

B. SCOPE OF WORK

1. Fund Administration – end to end Fund Administration for all schemes of BBNPPMF live, redeemed, and prospective schemes.
2. Custody Services – end to end Custody services for all schemes of BBNPPMF live, redeemed, and prospective schemes.
3. Migration of data since inception from current service provider.
4. Banking Services to manage the Investment/payouts of the schemes of Baroda BNP Paribas Mutual Fund.

C. ELIGIBILITY CRITERIA:

Minimum Eligibility Criteria for selection of the service providers is as follows:

1. The service provider should be providing Fund Administrative services to at least one Mutual Fund client and the Asset under Management (AUM) serviced by the service provider for all Mutual Fund clients should not be less than INR 10,000 Crore as on 30th June 2023.
2. The service provider should be providing Custody services to at least one Mutual Fund client and the Asset under Custody (AUC) for the clients serviced by the service provider should not be less than INR 10,000 Crore as on 30th June 2023.
3. The service provider should be providing Fund Administration and Custody services at least for a continuous period of two years to their Mutual Fund Clients as on 30th June 2023.
4. The service provider should be carrying out operations from their office located at Mumbai or Navi Mumbai or Thane.
5. The Service provider must have insurance policies commensurate to the size of business.



6. The Service Provider must provide legal recourse to the BBNPPAMC in case of any loss borne by the AMC / Mutual Fund / Trustee on account of any error on the part of the Service Provider.

7. BBNPPAMC must be satisfied with respect to the service provider's ability to meet the requirements prescribed by the SEBI Circular dated December 15, 2011 on outsourcing of activities by Intermediaries.

8. None of the directors or promoters or employees of the service provider should have been associated in the capacity of Director of the BBNPPAMC / Baroda BNP Paribas Trustee India Pvt. Ltd. / the Sponsors of BBNPPMF.

9. None of the directors or promoters or employee of the service provider should have material pecuniary relationship with the BBNPPAMC/ Baroda BNP Paribas Trustee India Pvt Ltd./ the Sponsors of BBNPPMF in any capacity other than in the ordinary course of each other's business defined as follows:

- Could have a Banking relationship with the Sponsor Banks
- Could have been associated in the capacity of an custodian with the BBNPPAMC/ Baroda BNP Paribas Trustee India Pvt. Ltd. / Sponsors

We request the service providers fulfilling above criteria to contact on below mentioned email ID to get the full RFP document. The service provider will be evaluated on the basis of the response provided to the full RFP document.

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COO & CFO

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RFP Schedule

- Commencement of issue of RFP: 1st November 2023
- Last date for receipt of Responses: 9th November 2023