

Invitation to Expression of Interest

for Delivery of NISM Certificate in Financial Engineering
and Risk Management (CFERM) Programme

6/11/2013

National Institute of Securities Markets

Invitation to Expression of Interest (“EOI”) for delivery of NISM CFERM Programme

About NISM :

National Institute of Securities Markets (NISM) is a public trust, established by the Securities and Exchange Board of India (SEBI), the securities markets regulator in India. It is located in Navi Mumbai, India. It is an autonomous body governed by its Board of Governors. The mission of NISM is to add to market quality through educational and research initiatives that would support, enable and expedite an entire gamut of high quality knowledge services in the securities industry.

NISM consists of six different schools as follows:

School for Investor Education and Financial Literacy (SIEFL)

School for Certification of Intermediaries (SCI)

School for Securities Information and Research (SSIR)

School for Regulatory Studies and Supervision (SRSS)

School for Corporate Governance (SCG)

School for Securities Education (SSE)

About School for Securities Education (SSE) :

Within the framework of the vision and mission of NISM, the role of SSE is to provide education and preparing competent professionals who will serve the securities markets.

SSE is uniquely positioned to provide the necessary inputs and to create the new age securities markets professionals. With its proximity to policy makers and professionals in the securities markets community, the educational programmes from SSE are infused with this innovation and dynamism.

SSE is offering two certificate programmes as listed below:

1. **Post Graduate Programme in Securities Markets (PGPSM)**
2. **Certificate in Financial Engineering and Risk Management (CFERM)**

About CFERM Programme:

CFERM is an executive programme leading to the Certificate in Financial Engineering and Risk Management. It has been designed for working professionals who wish to hone their skills in treasury and risk management functions. The CFERM programme is presently offered by NISM at its head office in Vashi.

Certificate in Financial Engineering and Risk Management (CFERM) consist of 300 classroom hours approximately spread over eleven months.

What does CFERM offer?

The level of sophistication and complexity of the subject merits a classroom-based programme. Through the CFERM programme, NISM aims to provide the financial markets with a cadre of professionals well-versed in skills as well as knowledge of financial engineering and risk management.

Why CFERM?

The CFERM programme addresses the needs of aspiring finance professionals to further their career in the field of Financial engineering and risk management. It opens up career options in the financial sector in India and abroad.

On successful completion of the programme, candidates would have acquired the knowledge to:

- Design and understand new financial products and financial solutions
- Manage the treasury more effectively
- Implement financial solutions for banks, corporate and other entities in the financial sector
- Assess and evaluate various financial engineering and risk management solutions offered by vendors
- Address the risk management issues at strategic and operational levels of an organization

In the modern world, organizations seek to effectively utilize financial resources to meet business requirements. Financial engineering offers customized financial solutions towards this. Further, risk management in organizations has become a core strategic function today. Therefore, it has become necessary that an organization has a team of financial engineering and risk management professionals to discharge, oversee and guide this pivotal responsibility. CFERM offers an in-depth understanding from the point of view of sellers, buyers, analysts and regulators as opposed to the current 'black-box' approach.

Purpose of Expression of Interest (EOI):

NISM intends to increase the reach of its CFERM Programme by appointing Leading universities, academic institutions and colleges of repute for delivering NISM CFERM Programme at various campuses in the eastern, western, southern , central and north eastern zones across India. Expression of Interest (EOI) is invited from various entities meeting the eligibility criteria as detailed out in this invitation for appointing new entities for delivering NISM CFERM Programme across India.

Last date for submission of EOI is July 01, 2013. For any queries, you may contact the Manager, Certification Cell, NISM at email id nikhil.shinde@nism.ac.in or at phone no. +91-22-6673-5184.

1. Nature of Work:

The entity shall be responsible for delivery of NISM Certificate in Financial Engineering and Risk Management (CFERM) course at its selected campuses across India by providing infrastructure support, sourcing of students for the programme, facilitating development of course curriculum, providing

assistance and support in terms of faculty in mutually discussed areas etc. The course consists of 300 classroom hours spread over eleven months, to be conducted on specific days and at time as may be decided by the entity and communicated to NISM prior to the commencement of each batch. Batch size of approximately 30-40 students is expected for each of the session. Entity will be responsible for delivering CFERM Programme at its select campuses as per the schedule announced jointly by NISM and the Entity.

2. Support provided by NISM to the selected Entities.

- a. NISM shall provide its expertise in curriculum design, content, course material, identifying and allocating faculty for teaching, schedule class time-tables, have lectures delivered, conduct tests and various forms of examination, evaluate students' performance, monitor the quality of the programme and perform all academic administration support and related activities for the smooth and successful conduct of CFERM.

3. What is expected from the Entity

- a. The Entity shall provide infrastructure support such as classroom facilities, general administrative support and staff support, CFERM promotion, marketing, advertisement, awareness, creation, logistics for NISM staff, students and faculty, and hostel accommodation that may be required and all other related activities and infrastructure targeted towards prospective students. Institute shall endeavour to garner batch sizes of approximately 30-40 students.
- b. To take on the responsibility of sourcing students for the Certificate Programme, subject to eligibility norms specified by NISM.
- c. To make available to NISM relevant information for facilitating the development of the course curriculum, course design, structure and courseware. This is to be delivered by NISM by providing exclusive staff.
- d. To provide all assistance, support in terms of faculty in mutually discussed areas and participation required for overall development of the CFERM Programme.
- e. To provide all other necessary support as mutually agreed and discussed upon from time-to-time in writing.

The selected entity will be informed about the fee structure and other operational modalities for conducting CFERM Programme.

4. Pre- Qualification Eligibility Criteria:

Interested entities should meet the following eligibility criteria:

Sr. No	Pre- Qualification Criteria	Documents to be enclosed
1	The entity should be functioning as an academic institute for a period of at least 03 years as on March 31, 2013.	Certificate of incorporation & proof of Delivering courses in last three years.
2	Institute should be an Autonomous Institute or Leading College recognized by at least one of the statutory organizations, namely, AICTE, UGC, etc.	Certificate of Recognition
3	The entity must have revenue of at least 10 Crores for each of the last three financial years commencing from April 01, 2009.	Copies of audited balance sheet and Profit & Loss statements for past 3 years.
4	The entity should have Classroom facility with seating capacity of at least 40 candidates per batch.	List of Main Campus and affiliated Centers in the format as per Annexure C.
5	The entity should have trained faculty on the subjects covered under CFERM programme either on payroll or on retainer basis.	List of faculties along with their educational qualifications and experience in the format as per Annexure D
6	Details of 3 Academic Programmes conducted by Entity out of which at least 1 programme should be an Executive Programme.	Details of all Academic Programmes offered by the entity, e.g., Brochures, etc.

5. Selection Procedure

- a. Applications received by NISM will be screened as per the pre-qualification eligibility criteria mentioned above. Only complete and eligible applications will be considered for shortlisting. Applications received after the due date and time will be summarily rejected. Incomplete and conditional applications shall not be accepted.
- b. Submission of more than one application by an applicant will render the application liable for rejection. Applicants may assess the nature and quantum of the activities before submitting their applications.
- c. The Technical Evaluation Committee at NISM will evaluate the shortlisted applications and provide marks based on each application as per the evaluation criteria provided in Annexure E. The Committee may consider visiting the campus and other facilities of the shortlisted entities during the evaluation process. The Committee, at its sole discretion, may call the shortlisted applicants for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution.
- d. Applicant/s securing at least 75 marks in the above evaluation will be finally selected. NISM may select as many entities as it deems fit.

- e. A Memorandum of Understanding (MOU) will be signed with the selected entity/ies for a period of 3 years. The fees for the course will be shared by NISM and Entity as agreed upon at the time of signing of Memorandum of Understanding (MOU).
- f. Even though applicants may satisfy all the above requirements, they may be disqualified if they have:
 - i. Made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements and enclosures of this EOI.
 - ii. Record of poor performance such as abandoning of work, or financial failures/weaknesses.
 - iii. If confidential inquiry reveals facts contrary to the information provided by the applicant
 - iv. If confidential inquiry reveals unsatisfactory performance in any of the evaluation criteria
 - v. If facilities provided by the applicant do not conform to the requirements stipulated by NISM
- g. NISM reserves the right to select the entities / cancel selection of entities / cancel the selection process / modify the selection criteria without assigning any reason whatsoever. In case of any differences, if any, the decision of NISM shall be final.
- h. NISM shall communicate and coordinate only at NISM Head Office, Vashi, Navi Mumbai. All EOIs should be delivered at Vashi, Navi Mumbai.

6. Submission of EOI:

EOI to be submitted in a sealed envelope super scribed "Expression of Interest for delivery of NISM CFERM Programme" along with the application form and all requisite documents to

The Registrar

National Institute of Securities Markets

NISM Bhavan, Plot No 82

Sector 17, Vashi

Navi Mumbai-400705

before **4 PM on July 01, 2013.**

No EOI shall be accepted after due date and time. Any incomplete EOI shall be rejected without any evaluation.

Annexure A
Format of Expression of Interest
(On Letter Head of Entity)

The Registrar
National Institute of Securities Markets
NISM Bhavan Plot No. 82, Sector - 17,
Vashi, Navi Mumbai - 400 703

Sir,

**Subject: Expression of Interest for appointment of Entity for delivery of NISM
CFERM Programme**

We _____ wish to express our interest to undertake the assignment of delivery of NISM CFERM Programme for NISM in accordance with your advertisement.

We have prior experience in delivering academic programmes for a period of _____ Years.

We enclose the requisite documents as required in Annexure B, Annexure C and Annexure D

We are aware that NISM reserves right to reject any or all the EOI without assigning any reasons what so ever. It is also submitted that the information/ documents provided along with this "Expression of Interest" are true to the best of my knowledge and belief.

Yours faithfully,

Signature and Seal of the Entity

Name:

Date:

Signed in the capacity of _____

Duly authorized to sign tenders for and on behalf of _____

Enclosure: as above

**Annexure B
Details of Entity
(On Letter Head of Entity)**

1) Name of the entity	
2) Registered office address of the entity.	
3) Contact Details: I. Address II. Phone No. III. FAX IV. E-mail ID V. Website	
4) Permanent Account Number (PAN) (Copy to be attached)	
5) Contact person: (Name & Mobile No.)	
6) Number of years of experience in the field of Academics.	
7) Details of similar assignments handled by entity.	
8) Turnover of the entity for last three financial years (attach copies of last 3 yrs Audited Annual Accounts)	2009-2010: 2010-2011: 2011-2012:
9) Net Profit of the entity of three financial years.	2009-2010: 2010-2011: 2011-2012:
10) Number of Faculties available to conduct CFERM Programme.	
11) Number of Classroom facilities available at all campuses	
12) Any other details of the entity:	

14) Infrastructure facilities at Test Centres (Tick/Cross)	<input type="checkbox"/> Classrooms with necessary facilities at each campus <input type="checkbox"/> Computer Lab Facility with Internet and Power back up facility. <input type="checkbox"/> Library at each campus <input type="checkbox"/> Sufficient Hotel accommodation for students
15) Service Tax Registration No. (Copy of certificate to be attached)	

We hereby declare that all the information and statements made in this EOI are true and accept that any misrepresentation contained in it may lead to our disqualification.

Yours faithfully,

Signature and Seal of the Entity

Name:

Date:

Signed in the capacity of _____

Duly authorised to sign tenders for and on behalf of _____

Enclosures: as above

(Please enclose supporting documents for the above, if any)

Annexure C: List of Campus available for delivering CFERM Programme

Sr. No	Name & Address of the Campus/ Affiliate Centers	City	State	Head of Campus (Name & Mobile No.)	Number of Classrooms with Seating Capacity	Total number of students enrolled at Campus / Affiliate Centers
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

Annexure D : Details of Faculties available for delivering CFERM Programme

Sr. No	Name of the Faculty	Name of Campus / Affiliate Centers	Contact Details	Educational Qualifications	Total Work Experience
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Annexure E
Checklist of Enclosed Documents

Sr. No	Document	Yes / No
1	EOI on letter head as per Annexure A	
2	Details of Entity as per Annexure B	
3	List of Test Centers as per Annexure C	
4	List of faculties along with their educational qualifications and experience as per Annexure D	
5	Audited Annual Reports for last 3 years of the entity	
6	Copy of Company's PAN Card	
7	Service Tax Registration Copy	
8	Address proof document	
9	Details of all Academic Programmes offered by the entity, e.g., Brochures, etc.	

Annexure F
Evaluation Criteria and Marking Scheme

Sr. No	Evaluation Criteria	Maximum Marks
1	Prior Experience as Academic institute	15
2	Accreditation/ Recognition from statutory bodies	15
3	Number of Campus and Affiliate Centers	15
4	Infrastructure Facilities	20
5	Faculties base of Entity	25
6	Total Number of Candidates enrolled for Academic Programmes	10
	Total	100