



## KERALA BOOKS AND PUBLICATIONS SOCIETY

(An undertaking of the Government of Kerala)  
Kakkanad P.O. Kochi-682 030, Kerala



P&A2/689/2024/ 3753

Date : 01/11/2024

### Actuarial Service- Expression of Interest

The Kerala Books and Publications Society (KBPS) are registered under the Travancore - Cochin Literary, Scientific and Charitable Society registration Act, 1955. The Society is fully owned by the Government of Kerala and established for printing the entire textbooks required by the school children in the State. The main objective of the Society is to print and supply text books at rates on the principle of no loss no profit basis to education department and its allied institutions and prescribed authorities from time to time and to promote the advancement of general and technical education and reading habits among the general public.

KBPS invites expression of interest from qualified actuarial valuers to submit proposals for the provision of actuarial valuation services for our pension fund. The successful bidder will conduct a comprehensive actuarial valuation of the fund, providing critical information for strategic decision-making.

The Society is already managing a Pension Fund for a portion of its employees. With the grant of exemption (exclusion) from the Provident Fund Scheme, recently, by the Government of India, since KBPS is a government entity, it is proposed to reactivate all sources of financial resources and commence pension to all who are presently eligible for pension and decide on continued recovery of contribution from in-service employees.

### Scope of Work

The selected actuarial valuer will perform the following services:

- Conduct a full actuarial valuation of the pension fund
- Determine the fund's liabilities and assets
- Calculate the funded status and funding requirements
- Provide recommendations for future contributions
- Analyse and report on the fund's investment performance
- Examine the options for KBPS within the notified Rules
- Provide recommendations in the context of such examination.
- Provide other related actuarial services as needed

### Requirements

To be considered, bidders must:

- Hold professional certification (e.g. Fellow of the Institute of Actuaries)
- Demonstrate experience in pension fund actuarial valuations

M.D.Office: 0484-2422243 M.P.A.,C.F.A. 0484-2422245

Office: 0484-2422343 P.M.(Mobile): 92880 01403

E-mail: books.kbps@gmail.com , Website: www.kbps.kerala.gov.in

- Submit a detailed proposal, including methodology, timelines, and fees

**The Proposal should include:**

- Firm profile and qualifications
- Description of methodology and approach
- Timeline for completion
- Detailed breakdown of fees and expense
- Similar assignments completed.

**Submission Details**

Proposals must be submitted electronically to [books.kbps@gmail.com](mailto:books.kbps@gmail.com) or in hard copy to Kerala Books and Publications Society, Kakkanad P.O, Kochi- 682030, Kerala by 15.11.2024. Offers are acceptable up to 4.30 p.m. on 15.11.2024. Late submissions will not be accepted.

**Proposals will be evaluated based on:**

- Technical expertise and experience
- Methodology and approach
- Fees and value for money
- Quality of references and case studies

**Contact Information**

For clarifications or questions, please contact:

0484-2422243, 9288001410

Kerala Books and Publications Society

Kakkanad P.O, Kochi-682030

KBPS reserves the right to reject or accept any or all applications, cancel/withdraw the Expression of Interest(EOI) process without assigning any reason whatsoever and in such case; Applicant/Bidder shall not have any claim arising out of such action. KBPS bears no responsibility or liability of any kind in reference to the EOI.

The EOI inviting authority reserves the right to modify/cancel any or all EOI without assigning any reasons.

  
MANAGING DIRECTOR

To

Venders

CC to: IT Section for publishing in web site



## **Annexure A**

### **EXTRACT FROM THE COMPANIES ACT, 1956**

#### **Meaning of “Relative”**

**A person shall be deemed to be a relative of another if, and only if,**

- a) they are members of Hindu undivided family or;**
- b) they are husband and wife; or**
- c) the one is related to the other in the manner indicated in Schedule 1-A**

#### **Schedule 1 A List of Relatives**

- |                                       |                                   |
|---------------------------------------|-----------------------------------|
| 1) Father                             | 2) Mother (including step-mother) |
| 3) Son (including step-son)           | 4) Son's wife                     |
| 5) Daughter (including step-daughter) | 6) Father's father                |
| 7) Father's mother                    | 8) Mother's mother                |
| 9) Mother's father                    | 10) Son's son                     |
| 11) Son's son's wife                  | 12) Son's daughter                |
| 13) Son's daughter's husband          | 14) Daughter's husband            |
| 15) Daughter's son                    | 16) Daughter's son's wife         |
| 17) Daughter's daughter               | 18) Daughter's daughter's husband |
| 19) Brother (including step-brother)  | 20) Brother's wife                |
| 21) Sister (including step-sister)    | 22) Sister's husband              |
| 23) Husband's father                  | 24) Husband's mother              |
| 25) Husband's sister                  | 26) Wife's father                 |
| 27) Wife's mother                     | 28) Wife's brother                |
| 29) Wife's sister                     | 30) Wife's sister's husband       |
| 31) Father's brother                  | 32) Father's sister               |
| 33) Mother's brother                  | 34) Mother's sister               |
| 35) Father's sister's husband         | 36) Father's brother's wife       |
| 37) Mother's brother's wife           | 38) Mother's sister's husband     |
| 39) Brother's son                     | 40) Brother's son's wife          |
| 41) Brother's daughter                | 42) Sister's son                  |
| 43) Sister's daughter                 | 44) Father's brother's son        |
| 45) Father's brother's daughter       | 46) Father's sister's son         |
| 47) Father's sister's daughter        | 48) Mother's brother's son        |
| 49) Mother's brother's daughter       |                                   |

**Annexure B**  
**DECLARATION**

FOR NO NEAR RELATIVE (S) OF THE CONTRACTOR WORKING IN KBPS

I.....S/o, Sri.....

hereby certify that none of my relative(s) as defined in the tender notice are employed in KBPS as per detail given below. In case at any stage, it is found that the information given by me is false/ incorrect, Managing Director, KBPS shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

Signature of the tenderer with seal

The relationship for the purpose of rule will be as specified in section 6 of the Indian Companies Act, 1956 (extract given as Annexure A).

In case of proprietorship firm, certificate will be given by the proprietor, and in case of Partnership firm, certificate will be given by all the partners and in case of Ltd. Company by all the Directors of the company or company secretary on behalf of all directors. Any breach of these conditions by the company or firm or any other person, the tender/work will be cancelled and earnest money/Security Deposit will be forfeited at any stage whenever it so noticed . The department will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

Place:

Signature of tenderer/Authorized Signatory

Date:

Name of the Tenderer

Seal of the Tenderer