

INVITATION

OF

EXPRESSION OF INTEREST (EOI)

FOR

SECRETARIAL AUDIT

OF

Jharkhand Bijli Vitran Nigam Limited



FOR THE F.Y. 2014-15 & 2015-16

NOTICE

Notice inviting Expression Of Interest (EOI) for Appointment of Company Secretary in practice or a Firm of Company Secretaries to conduct the Secretarial audit of JBVNL for the FY 2014-15, 2015-16.

Jharkhand Bijli Vitran Nigam Limited invites expression of interest (EOI) from Company Secretary in practice or a Firm of Company Secretaries for JBVNL for the FY 2014-15, 2015-16.

Professional Firms may apply for appointment as Secretarial Audit, for Nigam Hqr. Nigam reserves the right to include/ exclude projects as per future requirements.

Interested Firms are requested to provide applications which must reach on or before in a sealed envelope addressed to:--

Finance Controller
Jharkhand Bijli Vitran Nigam Limited
Regd. Office: - Engineering Building,
HEC, Dhurwa, Ranchi-834004,

After careful scrutiny of applications, the eligible firms will be called to attend the interaction meeting with selection committee, which may be intimated individually also.

Firms may carefully read the details of Conduct, Frequency, Reporting Format and Scope given in enclosure **Annexure A**.

Any further clarifications can be sought from:--

D. Mahapatra,
Sr. Manager (Fin. & Acct.),
Mobile No.....

Annexure-A

1. EOI Schedule

Sr. No.	Particulars	Date/Time
1	Date of publication	
2	Last date of submission of EOI in physical form	
3	Date of opening of Technical Bid	

1.1 The EOI shall be opened in the office of the undersigned as per schedule given above in the presence of the prospective bidder or their representative who may like to be remained present. The undersigned reserves the right to accept or reject any or all EOIs in part or whole without assigning any reason, whatsoever.

1.2 Before the last date for the receipt of EOI, JBVNL may amend any of the EOI conditions as may be desired if such an amendment is necessary and the same shall be furnished via email.

1.3 The sealed proposal containing Expression of Interest (EOI) should be submitted **separately** Technical Bid (Annexure-I) and Financial Bid (Annexure-II). The Technical bid envelope must be sealed and super-scribed with “Offer for Short listing /Appointment of Secretarial Auditor-**Technical Bid**” and the financial bid envelope must be sealed and super-scribed with “Offer for Short Listing /Appointment of Secretarial Auditor-**Financial Bid**”. The Name & Address of the Applicant Firm must also be mentioned on the body of both envelopes. Both envelope be put in a separate cover after affixing proper seal and should be super scribed on “EOI for Secretarial Audit of JBVNL for the FY2014-15 and FY 2015-16” and be sent to the following address, before due date to above mentioned address.

1.4 If the date mentioned above for opening of EOI is declared as a Government holidays, the EOI will be opened on the next working day at the same time as mentioned in the schedule.

1.5 JBVNL reserves the right to request additional submissions or clarification from one or more applicant (s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.

2. Scope of Secretarial Audit.

The broad scope of Secretarial Audit includes verification of the compliances under the following enactments, rules, regulations and guidelines:-

- (i) The Companies Act, 1956 & 2013 and the rules made there under;
- (ii) Secretarial Standards issued by “The Institute of Company Secretaries of India” and
- (iii) Any other Acts/Laws/Regulations as may be applicable.

3. Eligibility Criteria for submission of Technical Bid.

3.1 The Practicing Company Secretary (PCS) / Firm of Company Secretaries (Proprietorship /Partnership/Limited Liability Partnership) should have minimum 10 years of continuous practicing experience (without any break) as Practicing Company Secretary. The PCS/Firm must provide documentary proof in support of practicing certificate issued in its favour by the Institute of Company Secretaries of India.

3.2 The Head office/ Branch office of the Practicing Company Secretary (PCS) / Firm of Company Secretaries must be located in Ranchi. The PCS/Firm must provide documentary proof in support of the same by downloading the proof from the Official web site of the Institute of Company Secretaries of India.

3.3 PCS and/or Firm should have infrastructure to carry out secretarial audit.

3.4 The Audit firm/PCS must not sub contract the work.

3.5 The Audit Firm/PCS shall certify that neither the firm nor any of its partners have any interest in the business of the company.

3.6 The appointee firm/PCS before appointment shall certify that if appointed as Secretarial Auditor, it will not exceed the limits specified under the companies Act, 2013, if any.

3.7 The Practicing Company Secretary (PCS) / Firm of Company Secretaries must have previous experience in dealing with company Secretarial work including MCA filing works of any of the

State Govt. of Jharkhand PSU for last 5 (years) years . In support of the experience, the PCS/Firm must provide the list of PSUs undertaken duly countersigned by the Proprietor/Partner.

4. Terms & Conditions.

4.1 The Financial Bid of only those Firms shall be opened who qualifies in the Technical Bid. The Secretarial audit fee for the year 2014-15 & 2015-16 may be quoted by eligible PCS/firm and the work shall be awarded to the firm who quoted lowest fee. Fee Quote should be in separate sealed envelope and super-scribed with “Offer for Short Listing /Appointment of Secretarial Auditor-**Financial Bid**”.

4.2 The Secretarial Audit will be conducted for the Financial Year 2014-15 and 2015-16 of JBVNL, Engineering Building, HEC, Dhurwa, Ranchi.

4.3 The tenure of appointment shall be at the sole discretion of the company. The tenure may be renewed every year up to a maximum of 2 (two) years at the sole discretion of the company. However, it is expressly stated here that the said tenure is not to be construed as assured and the Company reserves the right not to reappoint at its sole discretion without assigning any reason thereof.

4.4 Overwriting/corrections/erase and/or use of white ink should be avoided in the proposal. However, if any overwriting /correction/erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant firm.

4.5 All the Bidders shall also attach documents pertaining to Income Tax, PAN No., and Service Tax No. with complete address of the firm and telephone /fax number along with the Technical Bid. The Bidder shall furnish a declaration in the Technical Bid as per the followings:-

DECLARATION/ACCEPTANCE

I _____ S/o Sh. _____ working as _____ in (name of the PCS/ firm/ firm address in full be mentioned), hereby solemnly affirm and declare that I have been authorized by the firm to sign the EOI proposal. I hereby declare and certify through the firm that I have accepted all the terms & conditions mentioned in this EOI and I shall abide by all the terms & conditions of EOI/work award letter in the event of acceptance of my/our EOI.

Signature of Authorized Person of the firm/
Proprietor etc. with seal & Stamp.

Place: Name _____

Dated: Designation: _____

Membership No. _____

4.6 The Bidder will not be allowed to withdraw his offer once the EOI is submitted.

4.7 All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal.

4.8 The EOI Proposal should be submitted strictly as per the terms & conditions laid down in the document. Proposal should not contain any conditions other than the prescribed ones. The proposal, which deviate from these terms and conditions, shall be liable to be rejected.

The Offer in the prescribed Format at **Annexure-I & Annexure-II** must be submitted in physical form to the address mentioned above. Offers submitted in any other form shall not be considered.

4.9 The last date for receipt of the EOI proposal is up toAt JBVNL, Engineering Building, HEC, Dhurwa, Ranchi. Proposals received after this date shall not be considered.

4.10 The successful Bidder shall provide their consent for acceptance within 7 days of communication from JBVNL.

4.11 In the event of failure by the successful bidder (L-1), JBVNL is at liberty and also reserves the right to get the Secretarial Audit conducted from the next lowest bidder (L-2) to ensure uninterrupted conduct of Audit.

(On letter head of Practicing Company Secretary/Firm of Company Secretaries)

PROFORMA FOR TECHNICAL BID

To
Finance Controller
Jharkhand Bijli Vitran Nigam Limited
Regd. Office: - Engineering Building,
HEC, Dhurwa, Ranchi-834004,

Technical Details:

Sl. No.	Particulars	Reply
1.	Name of the Bidder	
2.	Name of partners/Proprietors along with their Membership Number	
3.	Address of the Bidder (copy of proof to be enclosed)	
4.	Firm Registration No. (If any)	
5.	Phone No./Fax/e-mail ID	
6.	Whether Proprietary firm or partnership firm/ LLP or PCS	
7.	Previous experience in conducting Secretarial work of State Govt. of Jharkhand PSU(copy of proof to be enclosed)	
8.	Income Tax PAN No. Service Tax No. (If any) (copy to be enclosed)	
9.	Experience in Company Secretary practice (No. of years) (copy of proof to be enclosed)	
10.	Signed declaration/acceptance of EOI terms & conditions in attached format.	

Signature of Authorized Person of the firm/
Proprietor etc. with seal & Stamp.

Place:

Name_____

Dated:

Designation:_____

Membership No._____

Annexure-II

(On letter head of Practicing Company Secretary/Firm of Company Secretaries)

PROFORMA FOR FINANCIAL BID

(For conducting Secretarial Audit of JBVNL for FY 2014-15 and FY 2015-16)

To,

Finance Controller
Jharkhand Bijli Vitran Nigam Limited
Regd. Office: - Engineering Building,
HEC, Dhurwa, Ranchi-834004,

(Price Bid)

Description	Lump sum price (Rs.)
Fixed Amount (inclusive of all taxes including service tax, charges, out of pocket expenses etc.)	
Total Amount payable	
Amount in words	

Note:

- 1.The above quoted amount is inclusive of all taxes and duties and remains firm during the period of the contract.
- 2.In case of discrepancy between the prices quoted in words and figures, lowest of the two will be considered.

Signature of Authorized Person of the firm/
Proprietor etc. with seal & Stamp.

Place: Name_____

Dated: Designation:_____

Membership No._____