

**NOTICE**

**Notice inviting Tender/ Expression of Interest (EOI)/ RFP for Appointment of Practicing Company Secretary for work of preparing, certifying and filling of e-forms in XBRL & other format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20.**

Jharkhand Bijli Vitran Nigam Limited invites Expression of Interest (EOI) from Company Secretary in Practice or Firm/ LLP of Company Secretaries in practice for preparing, certifying and filling of e-forms in XBRL & other format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20.

Firms of Company Secretary may apply for appointment as Practicing Company Secretary of Jharkhand Bijli Vitran Nigam Limited (JBVNL). Nigam reserves the right to include/ exclude project as per future requirements. Interested Company Secretary/ Firms of Company Secretary/ LLP of Company Secretary are requested to provide applications as per EOI. EOI can be taken from the office of Company Secretary, JBVNL, Ranchi or can be downloaded from the websites [www.jbvnl.co.in](http://www.jbvnl.co.in). Interested Company Secretary/ Firms are requested to provide application with BOQ amount in physical mode which must be reach **on or before 14.07.2023 till 06:00 P.M.** in sealed envelope addressed to:-

Company Secretary  
**Jharkhand Bijli Vitran Nigam Limited**  
Registered office: Engineering Building,  
H.E.C., Dhurwa, Ranchi-834004.

Any further clarification can be sought from:-

Nimesh Anand  
Company Secretary  
JBVNL  
Mobile No.- 9934118745.

*Nimesh Anand*

*ge*



**REQUEST FOR PROPOSAL (RFP)/  
E.O.I.**

**FOR**

**PREPARING, CERTIFYING AND FILLING OF E-  
FORMS IN XBRL OTHERS & FORMAT**

**OF**

**JHARKHAND BIJLI VITRAN NIGAM LIMITED  
(JBVNL)**

**FOR THE F.Y. 2016-17, 2017-18, 2018-19 AND  
2019-20**

## 1. EOI/ RFP Schedule

NIT No.	Name of the work
75/PR/JBVNL/23-24	Inviting expression of interest (EOI)/ RFP / Quotations from Company Secretary in practice or Firm/LLP of Company Secretaries for preparing, certifying and filling of e-forms in XBRL & other format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20.
Address where E.O.I. and other documents available	Company Secretary, Jharkhand Bijli Vitran Nigam Ltd. Cell.
Date of Publication	22.07.2023.
Last date and time for submission of E.O.I. in physical form and original Demand Draft towards cost of BOQ	<b>on or before 14.07.2023 till 06:00 P.M.</b>
Date and time for opening of EOI Part-I (Technical Bid)	Will be communicated later on.
Date and time for opening of EOI Part-II (Financial Bid)	Will be communicated later on.
Tendering officer and address	Company Secretary, Jharkhand Bijli Vitran Nigam Ltd. Cell; Regd. Office: - Engineering Building, H.E.C., Dhurwa, Ranchi-834004, Jharkhand.

2.1 The RFP documents/ Quotations shall be submit physically/offline mode to the following address as per the date specified above:

**Company Secretary,**  
Jharkhand Bijli Vitran Nigam Limited,  
Regd. Office: - Engineering Building,  
HEC, Dhurwa, Ranchi-834004.

2.2 The sealed proposal containing Expression of interest (EOI)/ Quotation should be submitted separately as **Technical Bid (Annex-2)** and **Financial Bid (Annex-3)**.

The name and address of the Applicant Firm must also be mentioned on the body of both envelopes.

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

2.4 Before the last date for the receipt of EOI, JBVNL may amend any of the EOI/ RFP conditions as may be desired if such an amendment is necessary and the same shall be communicated.

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

**2.6** 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.

### **3. Scope of Work.**

**3.1** The PCS/ Firm/LLP of Company Secretaries, appointed shall be required preparing, certifying and filling of e-forms in XBRL and Other format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20 as per the detailed Scope of Work annexed as **Annexure-1**.

**3.2** JBVNL reserves the right to modify/ includes/ excludes any items in the Scope of Work anytime during the tenure of service at its sole discretion and as per applicable laws of the land as amended from time to time.

### **4. Eligibility criteria for submission of Technical Bid**

**4.1** The Practicing Company Secretary (PCS) or Partner of the Firm/ LLP of Company Secretaries shall be member of the Institute of Company Secretaries of India (ICSI) holding **valid certificate of practice from ICSI**.

**4.2** The Practicing Company Secretary (PCS) or Partner of the Firm/ LLP of Company Secretaries, should have minimum **Five (5) years of full-time practising experience**. Proof of Practice like Copy of Certificate of practice by the ICSI or otherwise must be provided. The cut-off date for ascertaining experience shall be 31<sup>st</sup> March, 2023.

**4.3** The **Head office/ Branch office** of the Practicing Company Secretary (PCS)/ firm/ LLP must be **located in Ranchi, Jharkhand**. The documentary proof issued by ICSI/ Govt. Authority or Rent agreement and must provide documentary proof in support of the same.

**4.4** PCS and/or Firm should have **5 years experience in** filing E-forms mentioned in annexure-1 in XBRL & other format of **Central PSU/ State PSU**. Certificate in this regard from is to be submitted.

**4.5** The PCS or Firm/ LLP of the Company Secretaries shall be free from any disqualification under the Companies Act, 2013/1956. **Self-declaration in this regard is to be submitted**.

**4.6** The Applicant should have not been banned/ black listed/ de-barred from business by any PSU/Govt. department/ Govt. Company. **Self-declaration in this regard is to be submitted**.

### **5. Terms & Conditions.**

**5.1 Financial Bid and Award of Work:** The Financial Bid of only those PCS/ LLP/ Firms of Practicing Company Secretaries shall be opened who qualifies in the Technical Bid. No documents should be enclosed with the financial bids and any such documents enclosed with the financial bid would not be considered for evaluation. The bidder shall be attached



all relevant documents wherever specified in this notice inviting EOI/ RFP with Technical bid format.

**5.2 Tie in L1 bid:** In case of tie in the L1 bid, the following sequence shall be adopted for selection:

- i) PCS/Firm/ LLP with longer experience will be preferred.
- ii) PCS/ Firm/ LLP having greater experience of filling E- forms ( XBRL & Others) in PSU/Government Company shall be preferred .
- iii) Firm with the higher number of Partner/ Employee(s)(Qualified Company Secretary with membership of ICSI) will be preferred .

**5.3 Tenure of appointment:** The PCS/ Firms/ LLP will be appointed for preparing, certifying and filling of e-forms in XBRL & other format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20.

Provided that, the tenure of appointment shall be 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.

**5.4 Payment Terms:** - Payment will be released after completion of work to the satisfaction of Jharkhand Bijli Vitran Nigam Ltd. (JBVNL). **No advance payment shall be made for conduct of work nor any advance for payment of ROC / MCA Challans Shall be given.**

**5.5 Completion of Work:** -The work shall be completed within 45 days from the issue of work order by Jharkhand Bijli Vitran Nigam Ltd.

**5.6 Withdrawal of EOI:** The Bidder will not be allowed to withdraw his offer once the EOI is submitted.

**5.7 Signature & Seal:** 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.

**5.8 Deviation from Conditions of EOI:** 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.

**5.9 Consent by Successful Bidder:** The successful Bidder shall provide their consent for acceptance within 7 days of communication from JBVNL.

**5.10 Firm Rate:** The rates at which the work is awarded to the lowest bidder, shall remain firm during the entire period of the Service/ Contract.

**5.11 Documents of Technical Bid:** The original and all copies of EOI, each consisting of the documents listed above, shall be typed or retained in indelible ink and shall be signed by the applicant or person (s) duly authorised to bind the applicant to the contract. All

pages of the EOI except for un-amended printed literature, shall be stamped and initialled by the person(s) signing the EOI.

**5.12 Signature of Bidder:** The term "PCS or Firm/ LLP" as used in the EOI shall mean the one who has signed the EOI documents forms. The Company Secretary/the person signing on behalf of the PCS or Firm/ LLP of Company Secretaries should be duly authorised representative of the PCS or Firm/ LLP of Company Secretaries for which a certificate of authority will be submitted. All certificate(s) and document(s) (including any clarification sought and any subsequent correspondences) received hereby, shall be furnished and signed by the authorised representative. The power of authorisation, or any other documents consisting of adequate proof of the ability of the signatory to bind the "PCS or Firm/ LLP" shall be annexed to the EOI.

**5.13 Dispute:** In case of any dispute arising during the execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of MD, JBVNL will be final and binding on the both the parties of contract.

**5.14 Jurisdiction:** Any action taken or proceeding imitated on any matter relating to any dispute or difference arising out of this work shall be subject to jurisdiction of Ranchi Court only.

**5.15 Secrecy:** The PCS/ LLP/ Firm of Company Secretaries shall treat all the information provided by the JBVNL as confidential and shall also ensure the security and confidentiality of information, documents, records, Software, Data, deliverables etc. handled during the Secretarial Work and subsequently. The above information shall not be shared without written approval.

**5.16 Termination of Contract:** JBVNL reserves the right to terminate the services of Secretarial Auditor anytime during the tenure of the contract at its sole discretion and without assigning any reasons, by giving one month notice to the Secretarial Auditor.

**5.17 Right of Management of Company:** The Management of JBVNL reserves the right:

- a. To reject all or any bids without assigning any reason(s), whatsoever.
- b. To include any other item under the Scope of work as per requirements of law as amended from time to time.
- c. To request additional submissions/ clarifications/ documents at any stage.
- d. To cancel the process entirely at any stage at its sole discretion without assigning any reason whatsoever.

## **6. Compliances/ Declaration/ Certificates by firm (s) on appointment.**

(i) The PCS/Firm/LLP of Company Secretaries will work in strict confidence and will ensure that any information in respect of the Company is dealt with in strict confidence and secrecy.

(ii) The PCS or firm/ LLP of Company Secretaries shall not sub-contract the Secretarial Audit.

**7. Debarring Provisions:** The PCS or Firm/ LLP of Company Secretaries will be debarred from further work at JBVNL) if: -

- (i) If the PCS or Firm/ LLP of Company Secretaries obtain the appointment on the basis of false information/misstatement.
- (ii) If the PCS or Firm/ LLP of Company Secretaries doesn't take up the Work.
- (iii) If the PCS or Firm/ LLP of Company Secretaries fails to maintain/ honour confidentiality and secrecy of the Company's information.
- (iv) If the PCS or Firm/ LLP of Company Secretaries fails to comply with any of the condition laid down in clause 5 above.
- (v) If the applicant/ PCS or Firm/ LLP of Company Secretaries have been banned/ black listed/ de-barred from the business by any PSU/ Govt. department/ Govt. Company.



**SCOPE OF WORK: PREPARING, CERTIFYING AND FILLING OF E-FORMS IN XBRL & OTHER FORMAT OF JHARKHAND BIJLI VITRAN NIGAM LIMITED (JBVNL) FOR THE F.Y. 2016-17, 2017-18, 2018-19 AND 2019-20.**

Scope of Work: Preparation, Certification and Filing of Following Ministry of Corporate Affairs (MCA) E- Forms:

Sl. No.	Name of E-form	Purpose of E-form	Due date of filing E-form	Due date	Estimated Fee in Rs.
1.	Form AOC-4 (CFS, 2016-17) in XBRL format.	Filing of Annual Accounts.	30 days from the conclusion of the Annual General Meeting (AGM)	27.04.2023	15,000/-
2.	Form AOC-4 (standalone, 2016-17) in XBRL format.	Filing of Annual Accounts.	30 days from the conclusion of the Annual General Meeting (AGM)	27.04.2023	7,000/-
3.	Form AOC-4 (CFS, 2017-18) in XBRL format.	Filing of Annual Accounts.	30 days from the conclusion of the Annual General Meeting (AGM)	27.04.2023	15,000/-
4.	Form AOC-4 (standalone, 2017-18) in XBRL format.	Filing of Annual Accounts.	30 days from the conclusion of the Annual General Meeting (AGM)	27.04.2023	7,000/-
5.	Form AOC-4 (CFS, 2018-19) in XBRL format.	Filing of Annual Accounts.	30 days from the conclusion of the Annual General Meeting (AGM)	27.04.2023	15,000/-
6.	Form AOC-4 (standalone, 2018-19) in XBRL format.	Filing of Annual Accounts.	30 days from the conclusion of the Annual General Meeting (AGM)	27.04.2023	7,000/-
7.	Form AOC-4 (CFS, 2019-20) in XBRL format.	Filing of Annual Accounts.	30 days from the conclusion of the Annual General	27.04.2023	15,000/-



Sl. No.	Name of E-form	Purpose of E-form	Due date of filing E-form	Due date	Estimated Fee in Rs.
			Meeting (AGM)		
8.	Form AOC-4 (standalone, 2019-20) in XBRL format.	Filing of Annual Accounts.	30 days from the conclusion of the Annual General Meeting (AGM)	27.04.2023	7,000/-
9.	Form MGT-7* 4 nos. (2016-17, 2017-18, 2018-19 and 2019-20)	Filing of Annual Returns.	60 days from the conclusion of the Annual General Meeting (AGM)	27.05.2023	4*5,000/- =20,000/-
10.	Company active compliant for	For active status of company in MCA website.	** After filing of AOC-4 and MGT-7	Already expired.	5,000/-
11.	DIR-12* 10 (Approx)	Cessation and appointment of directors and KMPs if any.	After filing of company active compliant form.	Already expired.	10*4,000/- =40,000/-
<b>Total</b>					<b>1,53,000/-</b>

Any other work which may deem necessary for preparing, certifying and filling of MCA e-forms in XBRL and other format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20..

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

### PROFORMA FOR TECHNICAL BID

(For preparing, certifying and filling of e-forms in XBRL & other format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20.)

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

#### Performa for Technical Bids:

SI. No.	Particulars	Reply
1.	Name of the Bidder i.e. Practicing Company Secretary (PCS)/Firm of Company Secretaries/ LLP: <ul style="list-style-type: none"> <li>• Whether individual/ proprietorship/ Partnership/ LLP</li> <li>• Name &amp; Contact details of individual in-charge/ Proprietor/ lead partner.</li> </ul>	
2.	A. Date of commencement of practice by PCS/Firm/LLP. B. Certificate of Practice Number/ Registration Number <b>Attach Documentary Proof:</b> i. Attested Copy of Certificate of Practice or Certificate from ICSI regarding date of commencement of Practice as CS; and/ or ii. Attested Copy of Approval letter from ICSI in respect of Firm's Name.	
3.	Address of Practicing Company Secretary (PCS)/Firm of Company Secretaries/LLP <b>(Copy of the proof enclosed)</b>	
4.	Firm registration no. & Date (if any) <b>(Copy of proof to be enclosed)</b>	
5.	Experience in Company Secretary in practice (No. of years) <b>(Copy of proof to be enclosed)</b>	
6.	Details of Experience in <b>Format-A</b> <b>(Attach Documentary Proof)</b>	
7.	Name and Membership Nos. of PCS/ Proprietor/ Active partners in full time practice and/ or full time employees, who are qualified Company Secretaries.  <b>Attach Documentary Proof:-</b> Attested ICSI Membership Certificates.	

8.	Complete address & Contact details of Headquarter(s) and Branch in Ranchi, Jharkhand: -  Address Telephone Nos. Fax No. Email <b>(Copy of proof to be enclosed)</b>	
9.	Complete address & Contact details of Headquarter(s) (In case when headquarter is not situated in Ranchi, Jharkhand): -  Address Telephone Nos. Fax No. Email <b>(Copy of proof to be enclosed)</b>	
10.		
11.	Self-declaration by the Applicant in <b>Format-B</b>	
12.	PAN No. GST No. <b>(Attach Documentary Proof)</b>	
13.	Authorization letter for the person filing this E.O.I. on behalf of the bidder	

**Declaration:**

I.....S/o Sh. ....working as ..... in (name of the PCS/Firm/LLP address in full be mentioned) do hereby solemnly declare and affirm that:-

1. All the information provided by me/us here is correct to the best of my/our knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure(s).
3. I/We have read all the terms & condition of notice inviting Expression of interest and theses are fully and unconditionally acceptable to me/us.
4. I have been authorized by the firm to sign the EOI proposal.
5. I shall abide by all the terms & conditions of EOI/Work award letter in the event of acceptance of my /our EOI.

For and on behalf of.....

Signature.....

Name & Designation of the Authorised signatory.....

Stamp of PCS/Firm/LLP.....

Membership No. (If any).....

Place:.....

Date:.....



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

**Format-A**

**Expression of Interest (EOI) for preparing, certifying and filling of e-forms in XBRL & other format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20.**

**Details of Experience**

Sl. No.	Name of the Company	Listed/ Unlisted	CPSU/State PSU/other	Type of assignment (Secretarial Audit)	Experience as per Point 4.4 of Para 4
<b>F.Y.....</b>					
1					
2					
<b>F.Y. ....</b>					
1					
2					
<b>F.Y. ....</b>					
1					
2					
<b>F.Y. ....</b>					
1					
2					
<b>F.Y. ....</b>					
1					
2					

For and on behalf of.....

Signature.....

Name & Designation of the Authorised Signatory.....

Stamp of PCS/Firm/LLP.....

Membership No. (If any) .....

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Expression of Interest (EOI) for preparing, certifying and filling of e-forms in XBRL & other format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20.**

**Format-B**

**FORM OF DECLARATION**

I/We \_\_\_\_\_ (Name of the Applicant) having registered office/Head office at \_\_\_\_\_ (hereinafter referred to as the Applicant) having Branch office at \_\_\_\_\_ having carefully studied and understood all the terms and conditions stipulated in the "**Notice Inviting Expression of Interest (EOI) from Company Secretary in Practice or Firm/LLP of Company Secretaries in Practice for preparing, certifying and filling of e-forms in XBRL & othr format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20.**" towards NIT No. \_\_\_/PR/JBVNL/\_\_\_.

Having undertaken to execute the said works, I/We do hereby accord my/our unconditional acceptance to the terms and conditions contained in above mentioned Notice inviting E.O.I. and do hereby solemnly declare and affirm that: -

1. I/We are familiar with all the requirements of the E.O.I.
2. I/We have not been influenced by any statement or promise of any person of the Client but only the EOI documents.
3. I/We are financially solvent.
4. I/We are experienced and competent top perform the contract to the satisfaction of the Client.
5. I/We are familiar with the Companies Act, 1956/2013 and other Laws, regulations, Guidelines, bye-laws, standards etc. mentioned in scope of the work of Secretarial Audit of EOI that may affect the work, its performance or personnel employed therein.
6. I/We have not been banned/black listed/ de-barred from the business by any PSU/ Govt. Department/ Govt. Company.
7. I/We have not been disqualified under the Companies Act, 2013/1956.
8. I/We hereby authorise the Employer to seek reference from the bankers of our form for its financial position.
9. I/We undertake to abide by all labour welfare legislations.
10. All the statement submitted by us is true and correct.

For and on behalf of.....

Signature.....

Name & Designation of the Authorised Signatory.....

Stamp of PCS/Firm/LLP.....

Membership No. (If any) .....

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Expression of Interest (EOI) for preparing, certifying and filling of e-forms in XBRL & other format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20.**

**Performa for Financial Bid**

**(For preparing, certifying and filling of e-forms in XBRL & other format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20.)**

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

**Subject: JBVNL- Appointment of Practicing Company Secretary/ LLP/ Firm of Company Secretaries-Financial Bid**

Dear Sir,

I/We ..... Practicing Company Secretary or Firm/LLP of Company Secretaries are pleased to submit our Financial/Commercial Bid for the assignment/scope of work as mentioned in the EOI as under: -

**(Price Bid)**

Particulars	Total Fee for F.Y. 2016-17, 2017-18, 2018-19 and 2019-20	
	(In Rs.)	(In Words)
Professional Fee for preparing, certifying and filling of e-forms in XBRL & other format of Jharkhand Bijli Vitran Nigam Limited (JBVNL) for the F.Y. 2016-17, 2017-18, 2018-19 and 2019-20. (Fixed amount inclusive of all taxes including Goods & Service tax, charges, out of pocket expenses etc.)		

**\*Notes: -**

- 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.**
- 3. L1 bidder shall be decided who quoted lowest fee for F.Y. 2016-17, 2017-18, 2018-19 and 2019-20.**

For and on behalf of.....  
Signature.....  
Name & Designation of the Authorised Signatory.....  
Stamp of PCS/Firm/LLP.....  
Membership No.(If any) .....

Place: \_\_\_\_\_  
Date: \_\_\_\_\_