

Chapter- II

1. SCOPE OF WORK

Engagement of Practicing Company Secretary for the purpose of Company Law matters of the Company i.e. to conduct Board Meeting, General Meeting, E-filing and Certification of Forms related to Company Law matter and any other matters related to the company.

2. PERIOD OF CONTRACT

The period of engagement will be till further order.

3. DATE OF COMMENCEMENT OF WORK

It may be mentioned in the letter of Intend/Work order/Agreement.

4. ELIGIBILITY CONDITION

In order to qualify in the technical bid of the tender, the tenderer must produce documentary evidence with the techno-commercial bid:

- i. The Company Secretaries firm/Partner must have experience for at least five(5) years in secretarial compliance & MCA portal related work as on 31.03.2021
- ii. Certificate of Practice to be attached.
- iii. The firm/Professional must have an office at Raipur.
- iv. Detail of the office Infrastructure.
- v. Photocopy of the PAN Card.
- vi. GST, if any

5. EVALUATION

Part – I, i.e. Technical Bid shall be opened at time and date as given in Chapter – I.

Part – II, i.e. Price Bid of the Bidders whose Techno-Commercial Bids are technically qualified will be opened afterwards. Tenders containing overwriting, correction or erasing, without authentication with full signature on the page(s) of “Price Bid” and amount / quantity not shown in figures and words will be liable for rejection. Submission of the price-bid in a format other than the requisite format may be liable for rejection by the Tender Committee. In case there is any discrepancy between figures and words, then the amount quoted in words will be considered for evaluation.

Bidder will be selected on the basis of L-1.

6. AWARD OF CONTRACT

- (a) The KCL reserve the right to accept or reject any or all tenders without assigning any reason thereof.
- (b) Award of contract shall be made at the absolute discretion of KCL. The KCL reserves the right to reject any part or whole of the tender without assigning any reason whatsoever. For such cancellation the tenderers shall not be entitled to claim any cost, charges, expenses incidental to or incurred by him through or in connection with the preparation and submission without assigning any reason whatsoever.

7. PAYMENT TERMS:

Consolidated monthly payment on which the bidder have quoted and accepted by KCL.

8. TAX DEDUCTED AT SOURCES

Income Tax, Education Cess and other taxes as applicable shall be deducted at source at the rate prescribed in the Income tax Act and / or any other relevant Act from the gross value of each bill.

SIGNATURE OF THE TENDERER/AUTHORISED SIGNATORY

CHAPTER-III

General Terms & Conditions

1. DEFINITIONS:

- a) **Tenderer/Bidder:** Tenderer/Bidder means an Individual, Society, Partnership Firm, LLP, Consortium or Company willing to participate by accepting terms and conditions given in the tender documents.
- b) **Tender:** Tender means the work to be perform according to the tender documents (both techno-commercial and price bid) submitted by the bidder for consideration of KCL.
- c) **Name of the Tender:** Name of the Tender means the work to be performed by the bidder/tenderer.
- d) **Techno-Commercial Bid:** Techno-commercial Bid means documents regarding eligibility condition as stipulated in the tender documents for qualifying the bidder for consideration of the Price Bid.
- e) **Price Bid:** Price Bid means the document containing the scheduled rate to be considered for the purpose of evaluation and award of contract.
- f) **KCL:** KCL means “KERWA COAL Limited”. A company incorporated in India and having its registered office at 3rd Floor, Office Campus, Sector – 24, Block 7 – A, Nava Raipur Atal Nagar, CG 492015.

2. TENDER SUBMISSION:

The bidder shall submit the Tender in 2 (two) parts consisting of Part-I (Techno- Commercial) and Part-II (Price Bid) each in separate envelopes duly sealed and super scribed with the Tender Notice Number.

All the 2(two) envelopes containing Part - I, Part – II, shall be put in a 3rd (third) envelope duly sealed, super scribed with Tender Notice No., Name of the job, date of opening of Technical Bid and addressed to Managing Director, KCL, 3rd Floor, Office Campus, Sector – 24, Block 7 – A, Nava Raipur Atal Nagar, CG 492015.

Tenders can be submitted either by post or courier service only.

SIGNATURE OF THE TENDERER / AUTHORIZED SIGNATORY

“Annexure-A”

(TECHNO-COMMERCIAL BID-CHECK LIST)

- A. Name of the Company for which the Technical Bid is submitted :
- B. 1. FIRMS DETAILS
- a. Name of the Firm :
- b. Address of the Firm:
- c. Telephone No. :
Mobile:
- d. PAN Number :
- e. GST, if any :
- f. Contact Person with Telephone No :
2. Whether the firm has got experience for at least five (5) years i.e. Eligibility Criteria for submission of Tender
(Copy is to be enclosed) : Yes/No
3. The Office Address of the Firm at Raipur :
4. Office Infrastructure Details (Details to be enclosed) :
5. Has the firm ever been debarred/black listed by Institute of Company Secretaries of India : Yes/No
If Yes, reason thereof
6. Has any disciplinary/penal action have been initiated /contemplated/pending which have/may lead to suspension of Business/Practice of the firm/ Professional by The Institute of Company Secretaries of India (ICSI), or any other Regulatory Authorities. Yes/No

7. Is any investigation/proceedings / adjudications are pending against the firm/Professional and/or any of its Promoters/ Directors/CEO. Yes/No
8. Details of Award/ Certificate of Merit etc. received from any Organization :
Yes/No
If Yes (Copy to be attached).
9. List of major Clients. (Details to be enclosed)

DECLARATION

All information provided above are true to the best of my/our knowledge.

Signature of the Tenderer / Authorized Signatory Name of the
Tenderer

Address of the Tenderer.....

Seal of the Firm

Mobile No

PRICE BID

TENDER NOTICE NO :

Job Description	KCL
	Consolidated Rate per month (In Rs) (In Figure)
Company Law matters of the Company i.e. to conduct Board Meeting, General Meeting, E-filing and Certification of Forms related to Company Law matter and any other matters related to the company.	
TOTAL	

Note:

- The rates, quoted to be exclusive of GST.
- The L-1 bidder will be evaluated on the basis of lowest quoted total rate in the price bid for the KCL.