

# National Backward Classes Finance and Development Corporation

Tender No. : NBCFDC/CS-Admn/Empanelment of CS/2016-17

Date: 30.05.2016

**TENDER DOCUMENTS FOR EMPANELMENT OF PRACTICING FIRMS OF COMPANY SECRETARIES TO FILE APPLICATIONS/FORMS/ RETURNS ETC. OF NBCFDC.**

## INSTRUCTIONS TO TENDERS

“Sealed Tenders in the prescribed Format are invited by the Company Secretary, National Backward Classes Finance and Development Corporation (NBCFDC), 5th Floor, NCUI Building, August Kranti Marg, New Delhi-110016, from practicing firms of Company Secretaries registered with the Institute of Company Secretaries of India having Registered at Delhi/New Delhi with relevant experiences to perform the following Company Secretarial jobs on behalf of the Corporation:

### **SCHEDULE OF WORK (TENTATIVE)**

Item No.	Nature of Work	Annual estimated quantity
1	DIN No. Application	03
2	Certification/Verification and Filing of form like MGT-14, PAS-3, DIR-12, MGT-7, DIR-3, AOC-4, SH-7etc.,	12
3	Conversion & verification of Annual Accounts into XBRL	01
4	Certification of MGT-8	01
5	Maintenance/updatation of register of Members in Form MGT-1 and register of Directors and other Registers from 1st April 2014 as required under Companies Act 2013	01
6	Corporate Governance Certificate as per Guidelines issued by DPE	01
7	Providing Digital signature	03
8	Any Other Forms as applicable under the Companies Act 2013	

In order to **establish their eligibility, Tenderer must submit following details** in a separate neatly typed plain paper, with documentary evidences in support of the details submitted:

1. Name of the Firm
2. Registered Office Address with Pin Code
3. Office Address at Delhi/New Delhi with Pin Code
4. Contact details (Telephone no., mobile no, email-id etc.)
5. PAN No.
6. Service Tax Registration No. & Date
7. Details of Bank Account including IFSC code
8. Firm Registration No. & Date of Registration with the Institute of CS as a Practicing Firm
9. Details of Partners / Proprietor of the Firm as on date of Tender (Name, Membership No., Date of joining the Firm etc.)
10. Details of Qualified Assistant (Final passed) of the Firm as on date of Tender (Name, Details of passing the Final Exam, and Date of joining the Firm etc.)
11. Working Experience with CPSE:  
(Name of the Organization, Period of Appointment, and Job assigned etc.)

The documents attached to the offer must be serially numbered and duly signed by the Partner with Official seal.

**Tenderer has to submit Price Bid also on a separate neatly typed in a plain paper in the following Format:**

<b>Item No.</b>	<b>Nature of Work</b>	<b>Rates</b>
1	DIN No. Application	
2	Certification/Verification and Filing of form(s)	
3	Conversion of Annual Accounts into XBRL mode and Verification and filing of return in form Nos. 23 AC & 23 ACA	
4	Certification of MGT-8	
5	Maintenance/updatation of register of Members in Form MGT-1 and register of Directors and other Registers from 1st April 2014 as required under Companies Act 2013	
6	Certificate under guidelines on Corporate Governance issued by DPE	
7	Digital signature	

Service Tax as applicable will be paid extra. In addition to this, any statutory payment deposited by the Firm through challan in respect of the above jobs will be reimbursed on actual basis.

**Other terms and conditions are as follows:**

- i) **Period of assignment:** Three years renewable each year on satisfactory performance.
- ii) **Date, time and place of submission of Tender:** In case your firm is interested and capable of giving the above services, you are requested to submit your sealed quotations latest by 14.06.2016 (**1730 hrs**), mentioning Phone No./Cell Phone No./Fax No. The quotation may please be dropped in the Tender Box at NBCFDC **5th Floor, NCUI Building, August Kranti Marg, New Delhi-110016**, or may be sent by **Registered Post** to the **AGM (Admn) & CS, NBCFDC 5th Floor, NCUI Building, August Kranti Marg, New Delhi-110016** superscribing the “**Tender for Empanelment of Practicing Firms of Company Secretaries**” and sender’s name and address in full on the envelope.
- iii) The Technical Bid (Part-I) will be opened on 15.06.2016 at 11.30 hrs. in the presence of representatives of firms, who are interested to be present during opening of Tender.
- iv) Only neatly typed Tender on plain paper duly filled in and signed by the Tenderer or his authorized representative in each page with official seal with supporting documents serially numbered and duly signed by the Partner with Official seal shall be considered.
- v) Incomplete Tenders are liable to be rejected.

- (vi) Tenders must be submitted in two parts i.e. Part-I and Part-II, each in separate sealed covers super scribing the name of the work. Part-I shall contain documents fulfilling the eligibility criteria of NIT and Part-II shall contain price bid only. All the sealed covers of Part-I and Part-II should be placed in another envelope duly sealed and indicating on the top of the envelope, the tender notice and a certification that this sealed covers contains Part-I, Part-II, for the particular job. Bidder shall be solely responsible for the correctness of the tender documents. Submission of incomplete tender document will be rejected.
- (vii) Price bid (Part-II) will be opened of those bidders only who are found eligible in Part-I with due intimation.
- (viii) **Evaluation**
  - a) The Price bids of the Technical qualified bidders will be evaluated on basis of the total value of quote arrived at considering the annual estimated quantity as mentioned in the schedule of work (tentative) as available in instructions to Tenders.
  - b) NBCFDC reserves the right to accept or reject partly or fully all the tenders without assigning any reason thereof.
- (ix) Validity: 90 days.
- (x) The Firm should submit their bill to the O/o Company Secretary for authentication of job done / payment made.
- (xi) The provisions of Companies Act, 2013 or any other applicable acts shall be the criteria for selection of the firm.
- (xii) A certificate will be submitted by the Firm along with the Tender confirming that all the information / documents submitted are absolutely correct and genuine and accepting the Terms & Conditions of NIT without any conditions.
- (xiii) The empanelment does not amount the firm to right to receive any work from company.
- (xiv) In case the successful bidder fails to execute the jobs, the firm will be debarred from taking up jobs of any kind in NBCFDC in future for a period of three years with intimation to the concerned institute/authority. The corporation may take recourse to complete the job by any suitable means at the cost of the defaulting firm.

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