



INVITATION
OF
EXPRESSION OF INTEREST (EOI)
FOR
SECRETARIAL AUDIT
OF
JHARKHAND URJA VIKAS NIGAM LIMITED
(JUVNL)
FOR THE FOUR YEARS FROM F.Y. 2014-15
ONWARDS

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NOTICE**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FROM COMPANY SECRETARY IN PRACTICE OR FIRM/LLP OF COMPANY SECRETARIES IN PRACTICE TO CONDUCT SECRETARIAL AUDIT OF JHARKHAND URJA VIKAS NIGAM LIMITED (JUVNL) FOR FOUR YEARS FROM FY 2014-15 ONWARDS.**

Jharkhand Urja Vikas Nigam Limited (JUVNL) invites expression of interest (EOI) from Company Secretary in practice or Firm/LLP of Company Secretaries to conduct Secretarial Audit of Jharkhand Urja Vikas Nigam Limited (JUVNL) for four years from F.Y.2014-15 onwards.

Company Secretary in practice or Firm/LLP of Company Secretaries may apply for appointment as Secretarial Auditor, for JUVNL Headquarter. JUVNL reserves the right to include/ exclude projects as per future requirements.

Interested Firms are requested to provide applications which must reach on or before 26.07.2017 till 01:00 P.M. in a sealed envelope addressed to:--

GM (P&GA)
Jharkhand Urja Vikas Nigam Limited
Regd. Office: - Engineering Building,
HEC, Dhurwa, Ranchi-834004

Company Secretary in practice or Firm/LLP of Company Secretaries may carefully read the details of Conduct, Frequency, Reporting Format and Scope given in enclosure **Annexure A**.

Any further clarifications can be sought from:--

(Amit Kumar Mishra)
Company Secretary, JUVNL
Contact No-8294408724



Annexure-A**1. EOI Schedule**

Sl. No.	Particulars	Date/Time
1	Date of publication	05/07/2017
2	Last date of submission of EOI in physical form	26/07/2017 till 01:00 P.M.
3	Date of opening of Technical Bid	26/07/2017 at 3:00 P.M.

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 remain present. The undersigned reserves the right to accept or reject any or all EOIs in part or whole without assigning any reason, whatsoever.

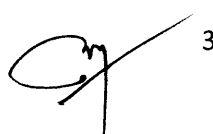
1.2 Before the last date for the receipt of EOI, JUVNL may amend any of the EOI conditions as may be desired if such an amendment is necessary and the same shall be furnished via website.

1.3 The sealed proposal containing Expression of Interest (EOI) should be submitted separately **Technical & Commercial Bid (Annexure-II)** and **Financial Bid (Annexure-III)**. 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 with "EOI for Secretarial Audit of JUVNL for the Four Years from F.Y. 2014-15 onwards" and be sent to before due date to the following address:

GM (P&GA)
Jharkhand Urja Vikas Nigam Limited
Regd. Office: - Engineering Building,
HEC, Dhurwa, Ranchi-834004

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 JUVNL 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.

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2. Scope of Secretarial Audit.

2.1 The PCS/ Firm/LLP of Company Secretaries, appointed as Secretarial Auditor shall be required to conduct the Secretarial Audit of Jharkhand Urja Vikas Nigam Ltd. (JUVNL) as per the detailed Scope of Work annexed as **Annexure-I.**

2.2 JUVNL 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.

3. Eligibility/Selection Criteria for submission of Bid.

3.1 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.

3.2 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 by the ICSI like Copy of Certificate of practice or otherwise must be provided. The cut-off date for ascertaining experience shall be 31st March, 2017.

3.3 The Head office/ Branch office of the Practicing Company Secretary (PCS)/firm/ LLP must be located in Jharkhand preferably in Ranchi. The documentary proof issued by Govt. Authority or Rent agreement or must provide documentary proof in support of the same downloading the proof from the Official web site of the Institute of Company Secretaries of India.

3.4 PCS and/or Firm should have infrastructure to carry out secretarial audit **Self- declaration in this regard is to be submitted.**

3.5 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.**

3.6 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.**

3.7 The following will be the basis of Points for the technical qualification and qualification will be made on the basis of attainment of Points:

Sl. No.	Selection Criteria	Basis of points	Maximum points
1.	Experience in practice (no. of years) as Proprietor or Partner or individual or Firm/ LLP of Company Secretaries.	1point for each completed year of holding of certificate of Practice in continuation.	10

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Sl. No.	Selection Criteria	Basis of points	Maximum points
2.	Experience in Secretarial Audit in PSU/Government Company.	1 Point for each completed Secretarial Audit of PSU/Govt. Company.	05
3.	Experience Providing advisory to Govt. Companies or PSU/Attestation services to Govt. Companies or PSU/Certification services to Government Companies or PSU on ministry of Corporate affairs (must provide the list of PSUs undertaken duly countersigned by the Proprietor/Partner)	1 point for services to each company.	05
4.	Proprietor/ No. of Partners active partners/full time employee (Member of ICSI)	3 Points for each FCS/Company Secretary having Five year or more experience and 2 points for ACS.	05
5.	Average Annual Turnover from practice, in last three Financial Years	0.5 Points for turnover of Rs. 1 lakh and multiples thereof.	05
Total			30

Note:

- a) Clear and complete details in separate sheets, for determination of Points in support of information against Item Sl. No. 1 to 5 above are to be furnished.
- b) The PCS or Firm/LLP of Company Secretaries securing at least 40% marks based on above system shall be considered as qualified.
- c) Documentary evidence(s) in support of Criteria (1) to (5) mentioned in table to **para 3.7** above is required to be submitted as mentioned/enclosed in **Annexures/Enclosures** etc. Proposals without the required documentary evidence(s) shall be ignored for evaluation and hence, shall be rejected.

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3.8 Financial Bid: The Financial Bid of only those PCS/Firms/LLP of Company Secretaries shall be opened who qualifies in the Technical Bid. Financial bid shall be submitted by the bidder(s) as per **Annexure-III**. The lump-sum amount of Secretarial audit fee of each year for four years from F.Y. 2014-15 onwards shall be quoted by eligible PCS/firm/LLP of Company Secretaries. Fee Quote should be in separate sealed envelope and super-scribed with "Offer for Short Listing /Appointment of Secretarial Auditor-**Financial Bid**".

3.9 Award of Work: - The work would be awarded to the Technical qualified/ eligible bidder quoting the lowest rates/fee for the work.

3.10 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 experience in Completed Secretarial Audit in PSU/Government Company.
- iii) Firm with the higher number of Partner/Employee(s) (Qualified Company Secretary with membership of ICSI) will be considered.

3.11 Tenure of appointment: The Secretarial Auditor will be initially appointed for one (1) year and after satisfactory performance and review in each year may be extended for next year (s) upto F.Y. 2017-18.

4. Terms & Conditions.

4.1 Payment Terms: - Payment will be released after issuance of Secretarial Audit Report to the satisfaction of Jharkhand Urja Vikas Nigam Ltd. (JUVNL). **No advance payment shall be made for conduct of Secretarial Audit.**

4.2 Completion of Audit: - The Secretarial Audit shall be completed within 60 days from the invitation to conduct secretarial audit of Jharkhand Urja Vikas Nigam Ltd. of that financial year(s).

4.3 Limit of Audit: The appointee PCS or firm/LLP of Company Secretaries before appointment shall certify that if appointed as Secretarial Auditor, it will not exceed the limits specified under the companies Act, 2013, if any.

4.4 Place of Audit: The Secretarial Audit work has to be conducted at the Registered/ Head office of the Company at Engineering building, H.E.C. Corporate office of the JUVNL at Engineering Building, H.E.C. Dhurwa, Ranchi-834004.

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4.5 Correction in Proposal: 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.

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

4.7 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.

4.8 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.

4.9 Enclosures/ Annexure: The Offer in the prescribed Format at **Annexure-II with all Enclosure/format, Annexure-III** must be submitted in physical form to the address mentioned above. Offers submitted in any other form shall not be considered.

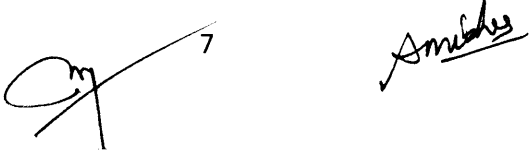
4.10 Consent by Successful Bidder: The successful Bidder shall provide their consent for acceptance within 7 days of communication from JUVNL.

4.11 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.

4.12 Documents of Technical Bid: The bidder shall enclose copies of all documents wherever specified in this notice inviting EOI or Technical bid format in the envelope containing the "Offer for Short listing /Appointment of Secretarial Auditor-**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 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.

4.13 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

Handwritten signature and initials at the bottom of the page. On the left, there is a signature that appears to be 'Om' with a long horizontal stroke extending to the right. On the right, there is another signature that appears to be 'Amish' with a horizontal line underneath it.

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.

4.14 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 CMD, JUVNL will be final and binding on the both the parties of contract.

4.15 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.

4.16 Secrecy: The PCS/LLP/Firm of Company Secretaries shall treat all the information provided by the JUVNL 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.

4.17 Termination of Contract: JUVNL 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.

4.18 Right of Management of Company: The Management of JUVNL 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.

5 Compliances/ Declaration/ Certificates by firm (s) on appointment.

(i) The PCS or Firm/LLP of Company Secretaries shall have to comply with and furnish declarations and certificates as required under Statutory/ Company rules, upon appointment as Secretarial Auditor (s).

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(ii) 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.

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

(iv) The PCS or firm/LLP of Company Secretaries shall certify that neither the firm nor any of its partners or associates have any interest in the business of the company (JUVNL).

(v) The Secretarial Auditor (s) will be required to issue & submit Certificate of Independence and arm's length relationship.

(vi) PCS or Firm/ LLP of Company Secretaries shall have prime responsibility to ensure that maximum number of audit limit specified under Companies Act, 2013 are not violated.

6 Debarring Provisions: The PCS or Firm/ LLP of Company Secretaries will be debarred from being appointed as Secretarial Audit of Jharkhand Urja Vikas Nigam Limited (JUVNL) 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 audit in the terms of appointment letter.
- (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.



Expression of Interest (EOI) for conducting Secretarial Audit of JUVNL

Annexure-I

SCOPE OF WORK-SECRETARIAL AUDIT

1. Compliance to the Companies Act, 1956 and the rules made thereunder or the Companies Act, 2013 & the rules made thereunder, as the case may be;
2. Compliance to Secretarial Standards issued by the Institute of Company Secretaries of India; (Where applicable);
3. Compliance to any other Law specifically applicable to the Company; including but not limited to the following laws:-
 - Compliance to the Electricity Act, 2003 and the rules/regulations made thereunder;
 - Other Corporate Laws as may be applicable to JUVNL
4. Any other work as mentioned in the Companies Act, 1956/2013 and by Institute of Company Secretaries of India (ICSI) for Secretarial Audit.
5. Any other work which may deem necessary for the Secretarial Audit.

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Annexure-II


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

PROFORMA FOR TECHNICAL BID

To
 GM (P&GA)
 Jharkhand Urja Vikas Nigam Limited
 Regd. Office: - Engineering Building,
 HEC, Dhurwa, Ranchi-834004,

Proforma for Technical Bids:

Sl. 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"> • Whether individual/proprietorship/ Partnership/LLP • Name & Contact details of individual in-charge/ Proprietor/ lead partner. 	
2.	A. Date of commencement of practice by PCS/Firm/LLP. B. Certificate of Practice Number/ Registration Number Attach Documentary Proof: <ul style="list-style-type: none"> i. Copy of Certificate of Practice or Certificate from ICSI regarding date of commencement of Practice as CS; and/ or ii. Copy of Approval letter from ICSI in respect of Firm's Name. 	
3.	Address of Practicing Company Secretary (PCS)/Firm of Company Secretaries/LLP (Copy of the proof enclosed)	
4.	Firm registration no. (if any) (Copy of proof to be enclosed)	
5.	Experience in Company Secretary in practice (No. of years) (Copy of proof to be enclosed)	
6.	Details of Experience in Format-A (Attach Documentary Proof)	

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10.	Average annual turnover practice in last three Financial year's i.e. F.Y. 2013-14, 2014-15 and 2015-16 (Attach documentary evidence/ Proof)	
11.	Self-declaration by the Applicant in Format-B	
12.	PAN No. Service Tax No. (Attach Documentary Proof)	

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:.....

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

Format-A

Expression of Interest (EOI) for conducting Secretarial Audit of JUVNL

Details of Experience

Sl. No.	Name of the Company	Listed/ Unlisted	CPSU/State PSU/other	Type of assignment (Secretarial Audit)	Experience as per Point 3 of Para 3.7
F.Y.....					
1					
2					
F.Y.					
1					
2					
F.Y.					
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:_____

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

Expression of Interest (EOI) for conducting Secretarial Audit of JUVNL

Format-B

FORM OF DECLARATION

I/We _____ **(Name of the Applicant)** having _____ registered office/Headquarter 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 to Conduct Secretarial Audit of JUVNL for Four Years from FY 2014-15 onwards.”**

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 EOI and do hereby solemnly declare and affirm that:-

1. I/We are familiar with all the requirements of the EOI.
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 firm 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: _____

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Annexure-III

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

**Expression of Interest (EoI) for conducting Secretarial Audit of JUVNL
Proforma for Financial Bids**

(For conducting Secretarial Audit of JUVNL for four years from F.Y. 2014-15 onwards)

To,
GM (P&GA)
Jharkhand Urja Vikas Nigam Limited
Regd. Office: - Engineering Building,
HEC, Dhurwa, Ranchi-834004, Jharkhand

Subject: JUVNL- Appointment of Secretarial Auditor-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	Lump-sum Amount of each year for four (4) years from F.Y. 2014-15*			
	Financial Years (F.Y.)	(In Rs.)	Financial Years (F.Y.)	(In Words)
Professional Fee for Secretarial Audit (Fixed amount inclusive of all taxes including Service tax, charges, out of pocket expenses etc.)	2014-15		2014-15	
	2015-16		2015-16	
	2016-17		2016-17	
	2017-18		2017-18	

***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.**

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

Place: _____

Date: _____

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