



झारखण्ड बिजली वितरण निगम लिमिटेड

JHARKHAND BIJLI VITRAN NIGAM LIMITED

(CIN: U40108JH2013SGC001702)

Regd. Office: - Engineering Building, H.E.C., Dhurwa, Ranchi - 834004.

Telephone: - 0651-2400760 & Fax: 0651-2446055

Buff-Sheet

(यह न तो कार्यालय से बाहर जायगा और न मुद्रित होगा।)

File No.-JBVNL/Corp&Sec/20/2016 (Part-II)

U.O.I. No.-.76/CS(B.V)/2026

Dated-.....03.06.2026

GM (IT), JBVNL

Kindly upload the details of Terms & Conditions, Technical and Financial Part with notice of "Notice Inviting RFP/ Expression of Interest (EOI) for empanelment of Practicing Firm of Company Secretary (ies) to provide their services to undertake compliance related work as described under the scope of work as per Companies Act, 1956/ 2013 of Ministry of Corporate Affairs (MCA) and any other applicable acts/ laws of regulating agencies of Central and State Govt. for Jharkhand Bijli Vitran Nigam Limited." at the website of Jharkhand Bijli Vitran Nigam Ltd. i.e. www.jbvn.co.in.

The soft copy of details of Terms & Conditions, Technical and Financial Part with notice of E.O.I./RFP along with forwarding buff-sheet is mailed on itcelljbvn@gmail.com for your further needful action in this connection.

This has got the approval of competent authority.

Encl.:-As above.

Nimesh Anand

(Nimesh Anand)
Company Secretary,
JBVNL.



TENDER NOTICE

Notice Inviting RFP/ Expression of Interest (EOI) for empanelment of Practicing Firm of Company Secretary (ies) to provide their services to undertake compliance related work as described under the scope of work as per Companies Act, 1956/ 2013 of Ministry of Corporate Affairs (MCA) and any other applicable acts/ laws of regulating agencies of Central and State Govt. for Jharkhand Bijli Vitran Nigam Limited.

Jharkhand Bijli Vitran Nigam Limited (JBVNL) invites RFP/ Expression of Interest (EOI) for empanelment of Practicing Firm of Company Secretary (ies) to provide their services to undertake compliance related work as described under the scope of work as per Companies Act, 1956/ 2013 of Ministry of Corporate Affairs (MCA) and any other applicable acts/ laws of regulating agencies of Central and State Govt. for Jharkhand Bijli Vitran Nigam Limited. The RFP/ EoI documents embodying details related to eligibility criteria, scope of works and other instructions can be downloaded from the website www.jbvnl.com of the company.

JBVNL reserves the right to include/ exclude projects as per future requirements. The lump sum fee for is quoted as Annexure-A of RFP inclusive of all taxes including Pocket expenses and any other expenditure and if re-appointed for another term then an increment of 5% from base year fee will be given for subsequent work.

Interested Firm of Company Secretaries [including Limited Liability Partnerships (LLPs)] are requested to submit applications which must reach on or before **01.07.2026 (Wednesday) by 06:00 PM**, In a sealed envelope addressed to:--

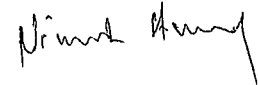
Company Secretary
Jharkhand Bijli Vitran Nigam Limited
Regd. Office: - Engineering Building,
HEC, Dhurwa, Ranchi-834004

Note: The EOI is also uploaded in our website: www.jbvnl.co.in

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 of work given in enclosure **Annexure A**. More details may be obtained from our website www.jbvnl.co.in.

Any further clarifications can be sought from:--



(Nimesh Anand)
Company Secretary
Mobile No. 9934118745
Email: csjbvnl@gmail.com



NOTICE INVITING RFP/ EOI FOR EMPANELMENT OF PRACTICING FIRM OF COMPANY SECRETARY (IES) TO PROVIDE THEIR SERVICES TO UNDERTAKE COMPLIANCE RELATED WORK AS DESCRIBED UNDER SCOPE OF WORK AS PER COMPANIES ACT, 1956/2013 OF MINISTRY OF CORPORATE AFFAIRS AND ANY OTHER APPLICABLE ACTS/LAWS OF REGULATING AGENCIES OF CENTRAL AND STATE GOVTS. FOR M/S JHARKHAND BIJLI VITRAN NIGAM LIMITED.

“Sealed RFP/ EoI in the prescribed Format is invited by the Company Secretary, JBVNL Engineering Building, HEC, Dhurwa, Ranchi -834004 Jharkhand, from practicing firms of Company Secretary(ies) registered with the Institute of Company Secretaries of India having Registered / Branch Office at Ranchi with relevant experiences of **five (05) years** of practice to create a panel of PCS (e-filing/ certification etc) to perform the Company Secretarial jobs as per **Annexure-A (Scope of Work)** of this RFP/ EoI documents on behalf of the Company and not engaged / functioning as Auditor in JBVNL on the date of RFP/ EoI.

Interpretation: the terms RFP, Bid and EoI has been used interchangeably and it shall be treated as one and the same for the purpose of this bidding document. All clarifications, amendments, modifications, supplemental RFP that may be issued in relation to this RFP shall be treated as part and parcel of the RFP and shall together constitute the RFP document.

1. Eligibility criteria for submission of Technical Bid

1.1 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.**

1.2 The Practicing Company Secretary (PCS) or Partner of the Firm/ LLP of Company Secretaries should have minimum **Ten (10) 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 31st March, 2026.

1.3 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.

1.4 PCS and/or Firm should have **03 (three) years experience** in filing E-forms mentioned in annexure-1 in XBRL & other format of **Central PSU/ State PSU/ Public Limited Company.** Certificate in this regard need to be submitted.



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

1.6 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.**

In order to **establish eligibility (Technical Part)**, Bidder must submit **following details** in a separate neatly typed plain paper, with documentary evidences in support of the details submitted:

- i) Name of the Firm/ Practicing Company Secretary-
- ii) Registered Office (RO) Address with Pin Code-
- iii) Branch Office Address at Ranchi with Pin Code (applicable if RO is not in Ranchi)-
- iv) Contact details (Telephone no., mobile no, email-id etc. each one is **mandatory**)
- v) PAN No.-
- vi) GST Registration No. & Date-
- vii) Details of Bank Account including IFSC code-
- viii) Firm Registration No. & Date of Registration with the Institute of Company Secretary of India as a Practicing Firm with proof-
- ix) Details of Partners / Proprietor of the Firm as on date of RFP/ EoI (Name, Membership No., Date of joining the Firm etc.) with proof-
- x) Summary of Work Experience (Annex Experience letter/ work orders/ work completion certificate if any)-
- xi) Experience of the Firm/ PCS in the relevant Field with proof- (Name of the Organization, Period of Appointment, and Job assigned etc.)-
- xii) Whether engaged / functioning in JBVNL as Auditor on the date of RFP/ EoI with affidavit-
- xiii) Proof of Experience of five (05) years or more by the Company Secretary (ies) firm/ Practicing Company Secretary (ies)-
- xiv) An undertaking in prescribed format on Rs. 100/- (One Hundred Rupee) non-judicial stamp paper that participants/ bidders if happens to be L₂/ L₃ shall be ready to do the work at the rate quoted by L₁ bidder as per the Annexure-B.

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

Sealed RFP/ EoI in two bid system (Financial & Technical) shall be deposited at the office of undersigned within 14 days of issue of this NIT.



Note: This RFP/ EoI is only for bidding of Professional fees as per attached work as Annexure-A (Scope of Work).

2. Terms and Conditions are as follows:

i) The head office of the firm should be at Ranchi if not then Branch Office must be maintained at Ranchi in accordance with ICSI regulations.

Further, the Branch office situated at Ranchi must be fully functional for correspondence, troubleshooting meeting and any other work in the interest of the Company as and when required and the bill for the work performed must be raised from Ranchi office only.

ii) Any Statutory fee/ charges/ Challan to RoC, Jharkhand, NCLT, MCA etc shall be initially borne by the appointed firm/ PCS and thereupon submission of the said statutory fee/ charges/ challan bill, the same will be paid on actual basis by the Company (JBVNL).

iii) Firms of Practicing Company Secretary (ies) already engaged in JBVNL for Secretarial Audit as well as Firms not having registered / Branch Office at Ranchi are not entitled to apply for the current assignment.

iv) *Empanelled Firm must have submit a security deposit in the form of Bank Guarantee (BG) of Rs. 15,000/- (Fifteen Thousand Rupee) in the name of JBVNL refundable after satisfactory work completion/ term completion.*

v) *If the work will not be completed within the standard time frame i.e. as agreed by both parties depending upon the nature and urgency of the individual work, a penalty of 20% of professional fee will be deducted from the quoted amount.*

vi) **Period of assignment:** Rate of fixation for empanelment is initially for three (03) years after three (03) years renewable for another 02 (two) years on satisfactory performance with an increment of 05% from the last fee paid for the remaining 02 (two) years.

vii) **Date, time and place of submission of RFP/ EoI:** Upto 01.07.2026 (Wednesday), between 10.00 AM to 06.00 PM at the office of Company Secretary, JBVNL Engineering Building, HEC, Dhurwa, Ranchi -834004 Jharkhand by hand or by post. If the office happens to be closed on the date of submission of RFP/ EoI, the RFP/ EoI will be submitted on the next working day at the same time and venue.

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viii) **Date, time and place of opening of RFP/ EoI:** On Communicated later on for Technical Part and Price Part. If the office happens to be closed on the date of opening of RFP/ EoI, the RFP/ EoI will be opened on the next working day at the same time and venue.

ix) Only neatly typed RFP/ EoI / Bid on plain paper duly filled in and signed by the Bidder or his authorized representative in each page with official seal/ Stamp with supporting documents serially numbered and duly signed by the Partner with Official seal/ Stamp shall be considered.

x) Incomplete Bids are liable to be rejected.

xi) **Bid/ RFP/ EoI documents must be submitted in two parts i.e. Technical and Price Part, each in separate sealed cover super scribing the name of the work. Technical shall contain documents fulfilling the eligibility criteria of NIT and Price Part shall contain price bid of each item as per Annexure-A of the RFP/ EoI only.** All the sealed covers of Technical and Price Part should be placed in another envelope duly sealed and indicating on the top of the envelope, the RFP/ EoI notice and a certification that this sealed covers contains Technical, Price Part, for the particular job. Bidder shall be solely responsible for the correctness of the RFP/ EoI documents. Submission of incomplete RFP/ EoI documents will be rejected.

xii) Price Part will be opened of those bidders only who are found eligible in Technical Bid with due intimation.

xiii) **In case of a tie between two or more Firms, Firm having more experience will be selected.**

xiv) JBVNL reserves the right to accept or reject partly or fully all the RFP/ EoI without assigning any reason thereof.

xv) Paying Authority: Sr. Manager/ Manager (F&A), Sectt, JBVNL, **Engineering Building, HEC, Dhurwa, Ranchi -834004 Jharkhand** within 21 days after receipt of original Bill/Challan in triplicate. The Firm should submit their bill in original to the O/o Company Secretary for authentication of job done / payment made.

xvi) *A panel consisting of 3 (three) practicing firms of Company Secretary(ies) who are L₁,L₂,L₃ bidders will be made on the basis of the rate quoted by firm L₁. Where the L₁ firm is not able to complete the work in due time/ unsatisfactory performance/ dispute or any other valid reasons including urgency of the work to be decided by the company, jobs awarded to L₁ will be given in SERIATIM to the another empanelled firms i.e. L₂/L₃ at the rate quoted by L₁. For this all the participating firms are to give a declaration/ undertaking that they are ready to take up the jobs in event of such eventualities. In case the L₁*

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firm fails to execute the job, the firm will be debarred from taking up jobs of any kind in JBVNL in future for a period of three years with intimation to the concerned institute/authority.

xvii) The empanelment does not amount the firm to right to receive any work from company.

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

xix) 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.

xx) 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.

xxi) Consent and agreement signing by Successful Bidder: The successful Bidder shall provide their consent for acceptance within 7 days of communication from JBVNL and shall have to sign a formal agreement with JBVNL within 15 days of the issuance of work order attached as Annexure-D.

xxii) 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.

xxiii) 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.

xxiv) 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.

xxv) Termination of Contract: JBVNL reserves the right to terminate the services of PCS/ Firm anytime during the tenure of the

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contract at its sole discretion and without assigning any reasons, by giving one month notice to the PCS/ Firm.

xxvi) 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.

xxvii) Compliances/ Declaration/ Certificates by firm (s) on appointment as per Annexure- C.

(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 work mentioned in Annexure A of NIT.

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

(a) If the PCS or Firm/ LLP of Company Secretary (ies) obtain the appointment on the basis of false information/misstatement.

(b) If the PCS or Firm/ LLP of Company Secretary (ies) doesn't take up the Work.

(c) If the PCS or Firm/ LLP of Company Secretary (ies) fails to maintain/ honour confidentiality and secrecy of the Company's information.

(d) If the PCS or Firm/ LLP of Company Secretary (ies) fails to comply with any of the condition laid down in clause 5 above.

(e) If the applicant/ PCS or Firm/ LLP of Company Secretary (ies) have been banned/ black listed/ de-barred from the business by any PSU/ Govt. department/ Govt. Company.



(Company Secretary),
JBVNL

Annexure-A

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

Scope Of Work

Sr. No.	Particulars/ Nature of Work	Estimated Professional fees in Rs.	Professional fees Quoted by Bidders in Rs.
A. Incorporation & Change services related forms			
1.	MR-1 - Appointment of MD/WTD/Manager	3500/-	
2.	INC-22 - Notice of situation of registered office		
3.	INC-27- Conversion of company		
4.	SH-7 - Alteration of share capital		
B. DIN related forms			
1.	DIR-3-Application for allotment of DIN	3500/-	
2.	DIR-3C-Intimation of DIN by the company		
3.	DIR-6-Change in particulars of Director		
4.	DIR-12- Appointment of Directors and KMP		
5.	DIR-3-KYC - KYC of directors		
6.	DIR-3-KYC Web - Verify Director's KYC Details		
7.	DIR-11 - Resignation of a Director		
8.	DIR-10-Removal of disqualification of directors		
9.	DIR-9-Disqualification of Directors		
C. Charge Management related forms			
1.	Form CHG-1- Intimation of creation/modification of charge (other than those related to debentures)	4000/-	
2.	Form CHG-4 - Intimation of satisfaction of charge		
3.	Form CHG-6-Intimation of appointment/cessation of receiver / manager		
4.	Form CHG-8 - RD approval for delay in creation / modification /rectification of charge		
5.	Form CHG-9-Intimation for registration of creation or modification of charge for debentures or rectification of particulars		
D. Informational and Investor services related forms			
1.	INC-28-Notice of Order of the Court/Competent authority	3500/-	
2.	CRL-1 - Return regarding number of layers		
3.	GNL-4-Addendum to form		
4.	PAS-2 - Information Memorandum		
5.	Refund –Refund form		
E. Compliance Services Related Forms			

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1.	ADT-1- Appointment of auditor	3500/-	
2.	BEN-2- Return to the Registrar in respect of declaration under section 90		
3.	CSR-1 - Registration for undertaking CSR Activities		
4.	INC-22A - Active Company Tagging Identities and Verification		
5.	MGT-14-Resolutions and agreements u/s 117		
6.	MSC-3-Return of dormant companies		
7.	MSME - Half yearly return of Micro or Small Enterprise		
8.	PAS-3-Return of Allotment		
9.	PAS-6-Reconciliation of Share Capital Audit Report		
10.	SH-11-Buy-back of securities		
11.	GNL-2-submission of documents with the Registrar		
12.	MGT-6-Declaration under section 89		
13.	SH-8-Letter of Offer		
14.	SH-9-Declaration of Solvency		
15.	PAS-7		
F.	Approval Services (ROC/RD/HQ) related Forms		
1.	INC-23Application to shift Registered Office	3500/-	
2.	ADT-2 - Removal of auditor(s)		
3.	RD-1-Filing application to Regional Director		
4.	ADJ - Memorandum of Appeal		
5.	INC-24 - Application for change of name		
6.	MSC-1- Application for obtaining status of dormant company		
7.	STK-2-Removal of name from Register of Companies		
8.	GNL-1 - Application with Registrar of Companies		
9.	MR-2-CG Approval for Appointment/Reappointment of directors		
10.	ADT-4-Form ADT-4 to the Central Government		
11.	CRA-2- Appointment of cost auditor		
12.	CG-1- Application to HQ - Others		
13.	Change Request Form		
G.	Annual Filing Related Forms		
1.	CRA-4-Cost audit report (XBRL)	6000/-	
2.	AOC-4 Financial statement and other documents	4500/-	
3.	AOC-4-Financial statement and other documents OFFLINE		
4.	CSR-2- Reporting on CSR		
5.	AOC-4 CFS - Consolidated financial statements		
6.	AOC-4 CFS - Consolidated financial statements - OFFLINE		

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7.	AOC-4 (XBRL) - Form for filing XBRL document in respect of financial statement and other documents with the Registrar		
8.	AOC-4 (XBRL) (CFS)- Form for filing XBRL document in respect of financial statement and other documents with the Registrar	14,500/-	
9.	AOC-5-Notice of address at which books of account are maintained	4500/-	
10.	MGT-7- Annual Return other than OPCs and Small Companies with MGT-8 certification	5000/-	
11.	MGT-7- Annual Return other than OPCs and Small Companies -OFFLINE MGT-8 certification	5000/-	
H.	Companies Act, 1956 Forms related Forms		
1.	Form 20B - Filing annual return by a company having a share capital with the Registrar	5000/-	
2.	23AC - Filing balance sheet	4500/-	
3.	23ACA - Filing Profit and Loss account	4500/-	
4.	Form 23B - Information by auditor to Registrar	3500/-	
5.	Form 23C - Application for appointment of cost auditor	6000/-	
6.	Form 23D - Information by cost auditor to Central Government	6000/-	
7.	Form A-XBRL - Filing XBRL document in respect of compliance report and other documents with the Central Government	4500/-	
8.	Form 66 - Submission of compliance certificate with the Registrar	4500/-	
9.	Form I-XBRL - Filing XBRL document in respect of cost audit report and other documents with the Central Government	6000/-	
I.	Making of DSC and registration in MCA portal.	3500/-	
J.	Any other E-forms which are applicable for the Company (JBVNL) under the Companies Act, 1956/ 2013 from time to time.	3500/-	
K.	Submission of search reports by conducting public inspection (PI)	5000/-	
L.	Any other work including certification/ representation on behalf of the Company to various regulating agencies including i.e. RoC, Jharkhand, NCLT, MCA etc.	5000/-	

Note:- 1. Applicable taxes will be paid extra.

2. In addition to this, any statutory payment made by the Firm through challan in respect of the above jobs will be reimbursed on actual basis.

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Annexure-B

To be printed on Rs. 100/- (One Hundred Rupee) non-judicial stamp paper

RFP/ Expression of Interest (EOI) for empanelment of Practicing Firm of Company Secretary (ies) to provide their services to undertake compliance related work as described under the scope of work as per Companies Act, 1956/ 2013 of Ministry of Corporate Affairs (MCA) and any other applicable acts/ laws of regulating agencies of Central and State Govt. for Jharkhand Bijli Vitran Nigam Limited.

(To whom it may concern)

I.....S/D/o Sh.resident ofbeing proprietor/ partner of M/s (name of the PCS/Firm/LLP address in full be mentioned) do hereby solemnly undertake and affirm that on being empanelled to perform company secretarial work at JBVNL in reference to NIT No. dated:-.....will do the work assigned to us on the rate of L₁ bidder fixed by the JBVNL.

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

Place:.....

Date:.....

Handwritten mark

Annexure- C

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

RFP/ Expression of Interest (EOI) for empanelment of Practicing Firm of Company Secretary (ies) to provide their services to undertake compliance related work as described under the scope of work as per Companies Act, 1956/ 2013 of Ministry of Corporate Affairs (MCA) and any other applicable acts/ laws of regulating agencies of Central and State Govt. for Jharkhand Bijli Vitran Nigam Limited.

Declaration:

I.....S/ D/o Sh./Smt.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:.....



Annexure- D

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

RFP/ Expression of Interest (EOI) for empanelment of Practicing Firm of Company Secretary (ies) to provide their services to undertake compliance related work as described under the scope of work as per Companies Act, 1956/ 2013 of Ministry of Corporate Affairs (MCA) and any other applicable acts/ laws of regulating agencies of Central and State Govt. for Jharkhand Bijli Vitran Nigam Limited.

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 RFP/ Expression of Interest (EOI) for empanelment of Practicing Firm of Company Secretary (ies) to provide their services to undertake compliance related work as described under the scope of work as per Companies Act, 1956/ 2013 of Ministry of Corporate Affairs (MCA) and any other applicable acts/ laws of regulating agencies of Central and State Govt. for Jharkhand Bijli Vitran Nigam Limited.”**

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 to 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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To be printed on non-judicial stamp paper of Rs. 100/- (Rupees one hundred) only

WORK AGREEMENT

This work agreement made in Ranchi on this

Between

M/s Jharkhand Bijli Vitran Nigam Ltd. a Company registered under Companies Act, 2013 having CIN: U40108JH2013SGC001702 and Registered office at Engineering Building, H.E.C., Dhurwa, Ranchi – 834004 herein after referred to as the “FIRST PARTY” of the one part represented by GM (HR)/ Company Secretary of the Company.

And

M/s, a firm having Proprietor/ Partner/ Managing Partner:, PCS No., Branch Office:, Ranchi-834001, Ph. No.-, E-mail:and Head Office:, Ph. No.- herein after referred to as the “SECOND PARTY” of the other part.

The terms and expression “FIRST PARTY” and “SECOND PARTY” shall unless repugnant to the context or excluded by these presents, mean and include their respective heirs, legal representatives, executors, administrators, successors and assigns.

WHEREAS the FIRST PARTY has issued a tender having NIT No. datedempanelment of Practicing Firm of Company Secretary (ies) to provide their services to undertake compliance related work as described under the scope of work as per Companies Act, 1956/ 2013 of Ministry of Corporate Affairs (MCA) and any other applicable acts/ laws of regulating agencies of Central and State Govt. for Jharkhand Bijli Vitran Nigam Limited, against which SECOND PARTY namely M/s has qualified as L₁ for completion of above said works in TEC meeting held on dated

NOW THIS AGREEMENT WITNESS AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERE TO AS BELOW TERMS AND CONDITIONS:

- i. The SECOND PARTY has been assign to provide their services to undertake compliance related work as described under the scope of work as per Companies Act, 1956/ 2013 of Ministry of Corporate Affairs (MCA) and any other applicable acts/ laws of regulating agencies of Central and State Govt. for Jharkhand Bijli Vitran Nigam Limited in this regard.

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- ii. The FIRST PARTY 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.
- iii. The SECOND PARTY agrees to complete the work assigned as per the standard time.
- iv. The FIRST PARTY agrees to pay Quoted amount as par the qualified Tender documents which is mentioned in schedule-I of this agreement which is a Fixed Amount inclusive of all taxes including GST charges, out of pocket expenses etc.) to the SECOND PARTY for the completion of works and the payment terms are as follows:-
- a. Payment will be released after completion of work up 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.
- b. If the work will not be completed within the standard time frame i.e. as agreed by both parties, as penalty 20% of professional fee will be deducted from the quoted amount.
- Note: Time extension will be granted only if any technical glitches in MCA website or required documents submission delay.
- v. The SECOND PARTY shall have to work with utmost integrity in terms of this engagement letter adhering to the highest level of ethics and standards. The work shall be done in accordance of the requirements of the Acts/ regulations etc.
- vi. The FIRST PARTY acknowledges its responsibility for maintenance of Records and compliance under the applicable laws, acts rules and regulations and to provide the SECOND PARTY access to records and documents, reports of third party and information as may be sought by The SECOND PARTY The FIRST PARTY shall be responsible for the correctness and appropriateness of the Records, Documents and information.
- vii. The SECOND PARTY shall not disclose the information obtained during the course of work without proper and specific circumstances with prior consent of competent authority or unless there is a legal obligation or duty to disclose.
- viii. During and after the term of this engagement, both parties agree to protect, indemnify defend and hold harmless other party and to extent required form time to time non defaulting party, its officers, agents and employees from and against any and all expenses, damages, claim, suits, losses, action, judgments, liabilities and costs whatsoever (including legal fees on a full indemnity basis) arising out of connected with or resulting from, defaulting party's negligence, misrepresentation or the reach of any obligations to be performed by the other party and/ or its representatives under this engagement. In no event will either

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party's liability towards other party arising from the terms of this engagement exceed the total sum of fees paid under this engagement.

- ix. All correspondence regarding this work order as well as bill payment may be made with Company Secretary, JBVNL.
- x. Any action taken or proceeding initiated on any matter relating to any dispute or difference arising out of this work shall be subject to jurisdiction of competent court of law of Ranchi only.
- xi. The FIRST PARTY reserves the right to terminate the services of The SECOND PARTY 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.
- xii. All other terms & conditions shall be as per provisions stipulate in RFP/NIT No. dated All the matters which are not mentioned therein shall be covered by the RFP document.
- xiii. STATUTORY DEDUCTION:- It will be applicable as per Rule/ law. In case of dispute benefit of doubt will go to the purchaser.
- xiv. The SECOND PARTY will be blacklisted/ debarred, if the work will not be completed on time.

Signature of FIRST PARTY

Signature of SECOND PARTY

To be printed on non-judicial stamp paper of Rs. 100/- (Rupee one hundred only)

Scheduled-I

Sr. No.	Particulars/ Nature of Work	Estimated Professional fees in Rs.	Professional fees Quoted by Bidders in Rs.
A.	Incorporation & Change services related forms		
1.	MR-1 - Appointment of MD/WTD/Manager	3500/-	
2.	INC-22 - Notice of situation of registered office		
3.	INC-27- Conversion of company		
4.	SH-7 - Alteration of share capital		
B.	DIN related forms		
1.	DIR-3-Application for allotment of DIN	3500/-	
2.	DIR-3C-Intimation of DIN by the company		
3.	DIR-6-Change in particulars of Director		
4.	DIR-12- Appointment of Directors and KMP		
5.	DIR-3-KYC - KYC of directors		
6.	DIR-3-KYC Web - Verify Director's KYC Details		
7.	DIR-11 - Resignation of a Director		
8.	DIR-10-Removal of disqualification of directors		
9.	DIR-9-Disqualification of Directors		
C.	Charge Management related forms		
1.	Form CHG-1- Intimation of creation/modification of charge (other than those related to debentures)	4000/-	
2.	Form CHG-4 - Intimation of satisfaction of charge		
3.	Form CHG-6-Intimation of appointment/cessation of receiver / manager		
4.	Form CHG-8 - RD approval for delay in creation / modification /rectification of charge		
5.	Form CHG-9-Intimation for registration of creation or modification of charge for debentures or rectification of particulars		

D.	Informational and Investor services related forms		
1.	INC-28-Notice of Order of the Court/Competent authority	3500/-	
2.	CRL-1 - Return regarding number of layers		
3.	GNL-4-Addendum to form		
4.	PAS-2 - Information Memorandum		
5.	Refund –Refund form		
E.	Compliance Services Related Forms		
1.	ADT-1- Appointment of auditor	3500/-	
2.	BEN-2- Return to the Registrar in respect of declaration under section 90		
3.	CSR-1 - Registration for undertaking CSR Activities		
4.	INC-22A - Active Company Tagging Identities and Verification		
5.	MGT-14-Resolutions and agreements u/s 117		
6.	MSC-3-Return of dormant companies		
7.	MSME - Half yearly return of Micro or Small Enterprise		
8.	PAS-3-Return of Allotment		
9.	PAS-6-Reconciliation of Share Capital Audit Report		
10.	SH-11-Buy-back of securities		
11.	GNL-2-submission of documents with the Registrar		
12.	MGT-6-Declaration under section 89		
13.	SH-8-Letter of Offer		
14.	SH-9-Declaration of Solvency		
15.	PAS-7		
F.	Approval Services (ROC/RD/HQ) related Forms		
1.	INC-23Application to shift Registered Office	3500/-	
2.	ADT-2 - Removal of auditor(s)		
3.	RD-1-Filing application to Regional Director		
4.	ADJ - Memorandum of Appeal		

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5.	INC-24 - Application for change of name		
6.	MSC-1- Application for obtaining status of dormant company		
7.	STK-2-Removal of name from Register of Companies		
8.	GNL-1 - Application with Registrar of Companies		
9.	MR-2-CG Approval for Appointment/Reappointment of directors		
10.	ADT-4-Form ADT-4 to the Central Government		
11.	CRA-2- Appointment of cost auditor		
12.	CG-1- Application to HQ - Others		
13.	Change Request Form		
G.	Annual Filing Related Forms		
1.	CRA-4-Cost audit report (XBRL)	6000/-	
2.	AOC-4 Financial statement and other documents		
3.	AOC-4-Financial statement and other documents OFFLINE		
4.	CSR-2- Reporting on CSR		
5.	AOC-4 CFS - Consolidated financial statements	4500/-	
6.	AOC-4 CFS - Consolidated financial statements - OFFLINE		
7.	AOC-4 (XBRL) - Form for filing XBRL document in respect of financial statement and other documents with the Registrar		
8.	AOC-4 (XBRL) (CFS)- Form for filing XBRL document in respect of financial statement and other documents with the Registrar	14,500/-	
9.	AOC-5-Notice of address at which books of account are maintained	4500/-	
10.	MGT-7- Annual Return other than OPCs and Small Companies with MGT-8 certification	5000/-	
11.	MGT-7- Annual Return other than OPCs and Small Companies -OFFLINE MGT-8 certification	5000/-	
H.	Companies Act, 1956 Forms related Forms		
1.	Form 20B - Filing annual return by a company having a share capital with the Registrar	5000/-	

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2.	23AC - Filing balance sheet	4500/-	
3.	23ACA - Filing Profit and Loss account	4500/-	
4.	Form 23B - Information by auditor to Registrar	3500/-	
5.	Form 23C - Application for appointment of cost auditor	6000/-	
6.	Form 23D - Information by cost auditor to Central Government	6000/-	
7.	Form A-XBRL - Filing XBRL document in respect of compliance report and other documents with the Central Government	4500/-	
8.	Form 66 - Submission of compliance certificate with the Registrar	4500/-	
9.	Form I-XBRL - Filing XBRL document in respect of cost audit report and other documents with the Central Government	6000/-	
I.	Making of DSC and registration in MCA portal.	3500/-	
J.	Any other E-forms which are applicable for the Company (JBVNL) under the Companies Act, 1956/ 2013 from time to time.	3500/-	
K.	Submission of search reports by conducting public inspection (PI)	5000/-	
L.	Any other work including certification/ representation on behalf of the Company to various regulating agencies including i.e. RoC, Jharkhand, NCLT, MCA etc.	5000/-	

Note:- 1. Applicable taxes will be paid extra.

2. In addition to this, any statutory payment made by the Firm through challan in respect of the above jobs will be reimbursed on actual basis.

Handwritten signature

