



## RASHTRIYA ISPAT NIGAM LIMITED

VISAKHAPATNAM STEEL PLANT

(A Govt. of India Enterprise)

CIN: U27109AP1982GOI003404

Regd. Office: Administrative Building, Rashtriya Ispat Nigam Limited (RINL),  
Visakhapatnam Steel Plant (VSP), Visakhapatnam -530 031, Andhra Pradesh, India.

Telephone & Fax: +91 891 2518249;

Email: [jagadeeshm@vizagsteel.com](mailto:jagadeeshm@vizagsteel.com); Website: [www.vizagsteel.com](http://www.vizagsteel.com)

### Company Affairs Department

Tender Ref. No. & Date	RINL/VSP-CA/Empanel/PCS(2019-20)/2018/002
Subject	Inviting bids for Empanelment of Practicing Company Secretary (PCS) / Firm of Company Secretaries (Firm) for carrying out professional services (Empanelment for three financial years).
Date of Release of Tender	15 <sup>th</sup> December, 2018
Last Date for Submission of Technical & Price Bids [Clause 3.3 of Tender]	15.30hrs 31 <sup>st</sup> January, 2019
Date of opening of Technical Bid	17.00hrs 31 <sup>st</sup> January, 2019
Date of opening of Price Bid	To be notified in web portal after completion of technical evaluation.
Location of Bid submission/ Opening	Company Affairs Department, 2 <sup>nd</sup> Floor, "D" Block, Room No.D-12 Administrative Building, Rashtriya Ispat Nigam Limited (RINL), Visakhapatnam Steel Plant (VSP), Visakhapatnam - 530031
Clarifications, if any, required:	<b>Shri CS M. Jagadeeshwara Rao</b> <b>Company Secretary</b> Tel: 0891-2759482; 2518249 Email: <a href="mailto:jagadeeshm@vizagsteel.com">jagadeeshm@vizagsteel.com</a>



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### Company Affairs Department

Tender No. RINL/VSP-CA/Empanel/PCS(2019-20)/2018/002

Date: 15<sup>th</sup> December, 2018

**Sub: - Inviting bids for Empanelment of Practicing Company Secretary (PCS) / Firm of Company Secretaries (Firm) for carrying out professional services**

**Notice inviting bids for Engaging Practicing Company Secretary (PCS) / Firm of Company Secretaries (Firm) for carrying out professional services (Empanelment).**

Rashtriya Ispat Nigam Limited (RINL) popularly known as Visakhapatnam Steel Plant (VSP), a Central Public Sector Enterprise (CPSE) was incorporated initially as a private limited company under the Companies Act, 1956 with the Registrar of Companies, Andhra Pradesh ("RoC") on February 18, 1982 in Visakhapatnam. Subsequently, RINL was converted into a public limited company and a fresh certificate of incorporation was issued by the RoC on May 10, 2012. RINL is a Schedule-'A' **Navratna** company in Steel Sector, under the administrative control of Ministry of Steel (MoS), Govt. of India (GoI) with 100% shareholding by the President of India. The Registered office of the company is situated at Administration Building, Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, Visakhapatnam –530 031, Andhra Pradesh, India.

The main activities of RINL include production of steel products in the long product category / basic grade pig iron from its operating unit in Visakhapatnam, Andhra Pradesh and marketing them through a network of 5 Regional Offices, 24 Branch offices, 21 stockyards and 5 CSAs cater to the delivery requirements across the country.

The principal products of RINL include Bars, Wire rods, Rounds, TMT Rebars, Special Steel, Structural, Billets and Pig iron and the company also markets the resulting By-products like Coal chemicals (BF Slag, Ammonium Sulphate, Benzol products etc.)





The company has one Subsidiary viz. Eastern Investment Limited (EIL) with 51% shareholding and 2 step-down subsidiaries namely 'The Orissa Minerals Development Company Limited' (OMDC) and 'The Bisra Stone Lime Company Limited (BSLC) through EIL. The Company is also partner in three Joint Ventures viz. RINMOIL Ferro Alloys Private Limited, International Coal Ventures Private Limited and RINL POWERGRID TLT Private Limited.

To know more about the Company, please visit our company website [www.vizagsteel.com](http://www.vizagsteel.com).

**RINL intends to empanel Practicing Company Secretary (PCS) / Firm of Company Secretaries (Firm) to carry out professional services of RINL (Empanelment). After confirmation of empanelment, Price bids will be invited from empanelled PCS/ Firm for each financial year for carrying out professional services of RINL as listed out in the scope of work. However, no PCS/Firm shall be appointed for more than two consecutive financial years.**

#### **1.0. SCOPE OF WORK (Professional Services)**

- 1.1 e-Forms:- verification, certification, uploading and Filing of e-forms DIR-3, DIR-4, DIR-6, DIR-7, DIR-12, MR-1, CRA-2&4, CHG-1,2,3,4,5&8, ADT-1, MGT-7, MGT-14, and any other Forms applicable from time to time as per the Companies Act, 2013 and rules made thereunder & amendments thereon and redressal of queries, if any. Average forms to be filed in a financial year will be approximately 25 (Twenty Five).
- 1.2 Annual Return:-Certification of Annual Return (MGT-8) as per Companies Act, 2013 and rules made thereunder & amendments thereon and other applicable law.
- 1.3 Corporate Governance Certificate:-Certification on Compliance of Guidelines on Corporate Governance issued by Department of Public Enterprises (DPE), Ministry of Heavy Industries and Public Enterprises, Govt.of India.
- 1.4 Obtaining / Renewal of Digital Signature(s) for Directors, Company Secretary & others as and when required.

Scope of work is in accordance with the Companies Act, 2013 and rules made thereunder & amendments thereon and DPE Guidelines.

The above specified scope of work is indicative and not exhaustive and the bidder is deemed and obliged to provide all necessary professional services within the quoted cost for successful completion of the work.

#### **2.0. ELIGIBILITY CRITERIA FOR SUBMISSION OF TECHNICAL BID:-**

- 2.1 The Practicing Company Secretary (PCS)/ Firm of Practicing Company Secretaries (Firm) must have registered / branch office at Visakhapatnam, Andhra Pradesh.
- 2.2 The Lead Partner/Proprietor/Individual, under whose supervision the professional services of RINL will be carried out, must have experience of 5 (Five) years or more as a whole-time practicing company secretary. The cut-off date is the last



day of the previous month of tender date for ascertaining the experience in whole-time practice;

- 2.3 The PCS/ Firm must have experience in providing professional services, as required under the Companies Act, 2013 and rules made thereunder & amendments thereon, to atleast one Public Company;
- 2.4 The PCS/ Firm must have atleast 1(One) active partner in full time practice and atleast 1(One) full time employee, who is preferably a Qualified Company Secretary with ICSI membership;
- 2.5 The PCS/Firm Branch office located in Visakhapatnam (if main office not located in Visakhapatnam) must have at least 1(one) active partner in full time practice and 1(one) full time employee, who is preferably qualified Company Secretary with ICSI membership;
- 2.6 The PCS/ Firm must have an average annual turnover of ₹5Lakhs (Rupees Five Lakhs only) or more per annum from practice, in last three Financial years i.e. F.Y.2015-16; 2016-17; 2017-18;
- 2.7 The PCS/ Firm must have all necessary infrastructures & software as per MCA-21 norms along with appropriate manpower at registered office and branch office located at Visakhapatnam;

Note:

- (a) *The bidder must fulfill the above eligibility criteria conditions. Bids of bidders not fulfilling the eligibility criteria conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.*
- (b) *RINL/VSP reserves the right to verify/confirm all original documentary evidence including references and clients as submitted by bidders in support of above mentioned clauses of eligibility criteria.*
- (c) *Proof of documents to eligibility criteria must be attached to Technical bid.*

The PCS/ Firm satisfying/ fulfilling the above criteria may download the Tender Document from [www.vizagsteel.com](http://www.vizagsteel.com) or collect the same from RINL at Company Secretary's Office at 2<sup>nd</sup> Floor, "D" Block, Room No.D-12, Company Affairs Department, Administration Building, Visakhapatnam Steel Plant, Visakhapatnam, Andhra Pradesh on any working day (Monday to Saturday) between 10:00 AM and 5:00 PM except on public & national holidays.

### 3.0. TWO PART BID SYSTEM:

Tenderers are to submit their bids in two parts i.e **Technical bid** and **Price bid**.

#### 3.1 Technical Bid:

- 3.1.1 The Technical Bid is to be submitted in the format given at **Annexure – 1**.
- 3.1.2 Technical bid is to be signed & stamped on each page by an authorized signatory.



- 3.1.3 The duly filled in Technical Bid is to be kept in a sealed cover duly super-scribing as "Technical Bid for empanelment of PCS/ Firm of PCS to carry out professional Services of RINL/VSP".
- 3.1.4 The Technical bid must not include any pricing information.
- 3.1.5 Technical Bids will be opened in the presence of tenderers or their representatives, if any, present immediately after the last date and time for submission of tender as indicated.
- 3.2 **Price Bid:**
- 3.2.1 The tenderer shall quote firm price for the professional services for the financial year 2019-20 in the Price bid format given at **Annexure-2** and the Price bid is to be duly signed & stamped by the authorized signatory.
- 3.2.2 The firm price quoted shall be **inclusive** of travelling, other incidental expenses and excluding applicable taxes and duties.
- 3.2.3 No T.A./D.A or local conveyance will be paid and no accommodation will be provided by RINL/VSP.
- 3.2.4 The rates for services must be firm and shall be quoted for all professional services mentioned in the price bid format and no variation in the same shall be permitted on any account except on account of payment of fees and charges to Government in respect of document concerned.
- 3.2.5 Any correction/overwriting in price bid shall be duly counter signed by the authorized signatory. The price is to be quoted both in figures and words. In case any discrepancy between these two, the price quoted in words will be considered as final.
- 3.2.6 The duly filled in Price Bid is to be kept in a sealed cover duly super-scribing **"Price Bid for professional services of RINL for the financial year 2019-20"**.
- 3.2.7 The Price bid of the tenderers who are qualified under Technical bid will only be considered for opening of price bid. The interested technically qualified tenderers or their representatives can attend and witness Price bid opening.
- 3.2.8 The total amount which will be quoted in the price bid format excluding GST and applicable taxes will be considered for arriving at relative position of Bidder and only lowest Bidder shall be considered for award of work.
- 3.2.9 With reference to point no.1.1, if the forms to be filed exceeds 25 (Twenty Five) then the amount quoted in sl.no (i) of the price bid format divided by 25 (Twenty Five) will be paid for each form filed exceeding 25 forms.
- 3.3 **Last date for submission of Technical bid & Price bid:** The Technical bid & Price bid should be submitted in separate sealed envelopes and are to be kept both in another sealed cover duly super-scribed as "Tender for empanelment of PCS / Firm of PCS to carry out Professional Services of RINL" and shall reach RINL's Company Affairs Department **on or before Thursday, 31<sup>st</sup> January, 2019 latest by 15.30 Hrs** at the following address:-

Company Secretary,  
Company Affairs Department,  
**2<sup>nd</sup> Floor, "D" Block, Room No.D-12**  
**Administrative Building,**  
Rashtriya Ispat Nigam Limited (RINL),



Visakhapatnam Steel Plant (VSP),  
Visakhapatnam – 530031

**3.4 Opening of Technical Bid: Thursday, 31<sup>st</sup> January, 2019 17:00 Hrs**  
**Price Bids:** Please refer clause 4.19.2

**3.5 Submission of Bids:**

- 3.5.1 If any tender is submitted without following the above procedure of submission of two separate sealed covers "Technical Bid" & "Price Bid" duly keeping these covers in another sealed cover super-scribing tender reference will be summarily rejected.
- 3.5.2 Tenders shall be submitted in the prescribed form issued by RINL. Tender documents issued are not transferable. Tender documents issued shall be submitted wholly without detaching any part.
- 3.5.3 The tender document, technical bid, price bid and its enclosures are to be signed & stamped by a person who is authorized to sign on behalf of PCS / Firm as authorized signatory.
- 3.5.4 The bidder is deemed to have examined all instructions, annexures, forms, terms and specifications in the bidding documents. Failure to furnish all and/or any information required and/or ambiguous/ false/ incorrect information and/or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
- 3.5.5 Bidders are advised to submit bids strictly based on the terms & conditions and specifications contained in the Tender Document and not to stipulate any deviations.
- 3.5.6 Tender shall be for the entire scope of work mentioned in the tender documents.
- 3.5.7 The Technical and Price Bid must be prepared in indelible ink. All the pages of the Technical and Price Bid must be numbered and initialed by the authorized signatory.
- 3.5.8 The Bids must contain no overwriting except as necessary to correct errors made by the Tenderers themselves, in which cases such corrections must be initialed by the authorized signatory signing the Bid.
- 3.5.9 Conditional tenders are liable for rejection.
- 3.5.10 Mere submission of application and fulfilling eligibility criteria does not entitle the PCS/Firm to any right to receive any work from RINL/VSP.
- 3.5.11 It is the responsibility of the tenderer to ensure timely submission of tender at above address within the stipulated date and time, RINL/VSP shall not be responsible for late receipt/ non-receipt of tender(s).
- 3.5.12 Each bidder shall submit only one bid, failure to comply will result in summarily rejection of all the bids of the bidder.

**4.0. TERMS AND CONDITIONS:-**

- 4.1 **Validity of Empanelment:** The validity of empanelment will be for a period of three financial years starting from 2019-20 for carrying out professional services of RINL. The Company at its sole discretion may revise the scope of work on year to



year basis and extend the validity of empanelment with the approval of Competent Authority of RINL, for another one year.

- 4.2 **Price Bids:** Price Bids for carrying out professional services of RINL for the financial year 2019-20 will be accepted simultaneously along with Technical Bids from all the Tenderers but price bids of successful technical bidders only be opened. Thereafter Price bids will be invited from empanelled PCS/ Firm for each financial year (i.e.2020-21 onwards) for carrying out Professional Services of RINL for that financial year. All empanelled PCS/Firms will be under obligation to submit their Price Bids as & when called. Any non-submission of Price Bids will be breach of contractual obligation and may lead to penal action as per law/ professional ethics etc. However, no assurance of assignment is made herein except to the PCS/Firm as may be selected by RINL/VSP at price so discovered.
- 4.3 **Completion of Works:** The Professional Services of RINL has to commence immediately from the date of award of the work/contract. Time being the essence of the contract, it is expected that the professional services of RINL should be carried out & submitted at earliest as per prescribed timelines in accordance with the provisions of Companies Act, 2013 and rules made thereunder & amendments thereon, or any other applicable law.
- 4.4 **Place of Work:** The place of registers & documents for the professional services of RINL is at 2<sup>nd</sup> Floor, "D" Block, Company Affairs Department, Administrative Building, RINL, Visakhapatnam Steel Plant, Visakhapatnam-530031, Andhra Pradesh or at any other place as may be decided by RINL.
- 4.5 **Payment Terms:**
- 4.5.1 Goods and Services Tax (GST) 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.
- 4.5.2 The firm should submit their bills on monthly basis to the O/o Company Secretary for authentication of job done / payment made. Payment will be made within 30 days of receipt of invoice and satisfactory completion of services.
- 4.5.3 No advance payment will be made against subject work.
- 4.5.4 Statutory deduction towards all applicable taxes shall be made as per rules.
- 4.5.5 Mode of payment shall be through NEFT/RTGS/Account Transfer/Any other mode of e-payment implemented by Banks as per RBI guidelines. Successful tenderer shall submit details of Bank account number etc., as per prescribed format of RINL which will be provided by RINL.
- 4.5.6 Imposition of any fresh levies, tax & duties or enhancement in existing levies, duties & taxes after the date of opening of the technical bid shall be to RINL account. Similarly in case of withdrawals of any levies, taxes & duties or decreasing levies, taxes & duties, after the date of opening of technical bid the consequential benefits shall be passed on to RINL by the successful tenderer on whom contract is finalized..

- 4.6 **Amendment to the bidding documents:** RINL may at its sole discretion amend the bidding documents at any time prior to the deadline for submission of bids. The Bid submission date may be extended at the discretion of the RINL. Amendments, if any, made in these regards etc. will be provided in the form of Addendum to the Bidding Documents and shall be uploaded on the web site of the RINL ([www.vizagsteel.com](http://www.vizagsteel.com)). No separate communication would be sent to the bidder individually in this regard and publishing of the clarifications/ answers in the RINL web site shall be deemed to have been communicated to the prospective bidders and shall be binding on them.
- 4.7 **Verification of documents:** RINL reserves the right to verify/confirm all original documentary evidence, references submitted by the bidder in support of above mentioned clauses of eligibility criteria, failure to produce the same within the period as and when required and notified in writing by RINL shall result in summary rejection of the bids and/or termination of the contract with imposition of the contract clauses/penal action on the bidder by the RINL as may be due on the award of the contract and/or during the contract period extended or otherwise provided that the bidder is the successful bidder and has been awarded the contract as per the terms and conditions laid out in this tender document.
- 4.8 **Clarification of bids:**
- 4.8.1 During evaluation of the bids, the RINL may at its discretion, ask the Bidder for clarification of its bid. The bidder has to submit the clarification as desired by RINL within the specified time period. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- 4.8.2 No Bidder shall contact the RINL on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the RINL, it should be done in writing.
- 4.8.3 Any effort by a Bidder to influence the RINL in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid and RINL will declare the firm ineligible, for a stated period of time from participation in future tenders of RINL.
- 4.8.4 Unsolicited clarification to the Bid and/or change in price during its validity period would render the Bid liable for outright rejection.
- 4.9 **The Management of RINL reserves the right:**
- 4.9.1 To issue/refuse tender documents and to accept/reject any or all tenders either in part or in full or to split and award the work to more than one agency without assigning any reason(s), whatsoever.
- 4.9.2 To relax or waive/amend any of the conditions stipulated in this document as deemed necessary in the best interests of RINL without assigning any reasons thereof.
- 4.9.3 To include any other item under the Scope of work.
- 4.10 **The Bid shall be liable to be rejected if:**
- 4.10.1 It is not properly covered, sealed and super-scribed as indicated.





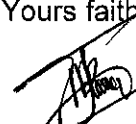
- 4.10.2 It is not in the prescribed form and not containing all required details.
- 4.10.3 It is not properly signed, sealed & stamped.
- 4.10.4 It is received after the expiry of due date and time.
- 4.10.5 It is received by telex, fax, telegram or email.
- 4.11 Mere submission of application and fulfilling eligibility criteria does not entitle for empanelment and mere empanelment does not entitle the PCS/Firm to any right to receive any work from RINL.
- 4.12 Acceptance of the bid will be intimated to successful bidder through a Letter of Intent (LOI)/Work order and this shall be treated as authorization for start of work. The bidder shall sign the said copy of LOI/work order and send to RINL/VSP within Five days (5) from the date of issue of the same. The contract shall be treated as having been entered into from the date of issue of the work order to the successful tenderer.
- 4.13 **Identification of Nodal Officer:** The successful PCS/ Firm shall nominate a Nodal Officer, within 10 days from the award of the work/contract for the financial year. Details of the Nodal Officer should be given to Company Secretary, RINL immediately after his/her nomination for timely filing of statutory forms and documents with MCA as per the provisions of the Companies Act, 2013 and rules made thereunder from time to time for completion of professional works and services.
- 4.14 **Dispute:** In case of any dispute arising during 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, RINL will be final and binding on both the parties to the Contract.
- 4.15 **Risk purchase:**
- 4.15.1 In the event of failure to fulfill the contract terms and execution of work as per letter of contract/work order/agreement will make the party liable for debarring for a period of 2(Two) years, in addition to any other rights that are available under the contract.
- 4.15.2 RINL shall reserve the right to make the contractual obligation carried out by alternative arrangements at the risk & cost of PCS/Firm and shall recover any additional cost involved therein.
- 4.16 If it comes to the notice of the RINL at any stage right from the tender submission till successful completion of the work that any of the certificates/ documents submitted by the tenderer are found to be false/fake/doctored, tenderer will be debarred from participation in all the RINL tenders for a period of five years including termination of the contract, if awarded. Firm/ PCS in such cases shall make good RINL any loss/damage resulting from such termination. Contract/ assignment/ agreements in operation anywhere in RINL will also be terminated with attendant fall outs including recovery of risk & cost charges etc. Decision of RINL will be final and binding.



- 4.17 **Confidentiality:** The PCS/Firm shall treat all the information provided by the RINL as confidential and shall also ensure the security and confidentiality of information, documents, records, software, data, deliverables etc., handled during the professional services engagement and should not part with anybody.
- 4.18 **Compliances/ declaration by the PCS/Firm on appointment.**
- 4.18.1 The PCS/ Firm shall not sub-contract the work.
- 4.18.2 The PCS/ Firm shall certify as under:-
- (i) Neither the PCS Firm/ nor its Partner or Associates have any interest in the business of RINL.
  - (ii) If the Firm/PCS is appointed and carried out Annual Return certification, it will not cross the prescribed ceiling limits specified under Companies Act, 2013, Rules made thereunder & amendments thereon, or by the ICSI.
- 4.19 **Evaluation of bids:**
- 4.19.1 To facilitate evaluation of bids, RINL/VSP may, at its sole discretion, seek clarifications from any tenderer. Such clarification(s) shall be provided by the tenderer immediately without any delay within the prescribed time. If a tenderer does not provide clarifications sought within the prescribed time, their bid shall be liable to be rejected.
- 4.19.2 The "Price Bid" of the tenderers who are qualified under technical bid evaluation will only be opened at a later date with prior intimation about Price Bid opening. The interested qualified Technical bidders can attend and witness Price Bid opening.
- 4.19.3 The tender will be finalized on the basis of lowest price (L-1) quoted.
- 4.19.4 In case of a tie between two or more PCS/Firms, PCS/Firm having more experience and / or firm having experience with CPSEs will be preferred.
- 4.19.5 The decision made by RINL about L1 bidder and in any other matter not covered in the contract will be final & binding on all bidders.

In case of any clarification required in this regard, the undersigned could be contacted at phone no.0891-2518249 / 0891-2759482, Email: [jagadeeshm@vizagsteel.com](mailto:jagadeeshm@vizagsteel.com) RINL reserves the right to cancel/ restrict/ enlarge/ modify/postpone and/ or extend the date of RINL receipt/ opening of Bid or withdraw the Bid notice without assigning any reason(s) whatsoever. In such a case, the bidders shall not be entitled to any form of compensation from the Company.

Yours faithfully

 15.12.2018

M.JAGADEESHWARA RAO  
Manager(CA) & Company Secretary  
Email: [jagadeeshm@vizagsteel.com](mailto:jagadeeshm@vizagsteel.com);

**Annexure-1**

(On Letter-Head of Practicing Company Secretary/ Firm of Company Secretaries)

**TECHNICAL BID**

(For Empanelment of PCS/Firm of PCS for carrying out Professional Services of RINL)

Ref: Tender No. **RINL/VSP-CA/Empanel/PCS(2019-20/2018/002** Date:

To  
Company Secretary  
2<sup>nd</sup> Floor, "D" Block, Room No.D-12, Administrative Building,  
Rashtriya Ispat Nigam Limited (RINL)  
Visakhapatnam Steel Plant (VSP),  
Visakhapatnam – 530031. Andhra Pradesh.

Sl.No	Particulars	Reply
1.	<b>Name of the Practicing Company Secretary(PCS) / Firm of PCS:</b> ➤ Status - Whether Partnership/ Proprietorship/ Individual ➤ Name of the Lead Partner/ Proprietor/ Individual ➤ Name(s) of the contact person(s) and the contact details (i.e. mobile, telephone, fax & email)	
2.	(a) <b>Date of Commencement of Practice as PCS / Firm &amp; Total no. of years as whole-time Practicing Company Secretary as on cut off date (i.e. 30.11.2018)</b> (b) <b>Certificate of Practice (CoP) Number / Firm Registration Number.</b> (Please attach self attested & duly stamped copy of Certificate of Practice and / or Copy of approval letter from ICSI in respect of Firm's Name)	DD/MM/YYYY & ...years...months...days
3	<b>Details of Office:</b> (A) <b><u>Registered Office:</u></b> Contact Person/ Name: Address with PIN Code : Mobile: Landline Nos. : Fax No. : Email : Website: (B) <b><u>Branch Office:</u></b> Name of the Partner at Visakhapatnam Branch Office: Name of the Employee CS at Visakhapatnam Branch Office:	



	Contact Person/ Name: Address with Pin Code: Mobile: Landline Nos. :                      Fax No. : Email :										
4	<b>Experience as a whole-time Practicing Company Secretary of PCS under whose supervision the Certification Works of RINL will be carried out.</b> <i>(In case of Branch office, please furnish the details of the PCS at branch office located at Visakhapatnam)</i>		As on cut-off date Total no of .....years...months...days								
	Name:										
	Membership No. :		ACS...../ FCS.....								
	CoP No. & Date of Commencement of Practice:										
	[Please attach self attested & duly stamped ICSI Membership Certificate & CoP]										
5	<b>PAN No.</b> <b>GST Regn. No.</b>										
	(Please attach self attested & duly stamped copy of PAN & GST Regn. Certificate)										
6	<b>Particulars of Certification Works done :</b> <b>[(supported by documentary evidence of works done (attested &amp; duly stamped on each page)]</b> Public Companies										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Name of the Company (please specify if CPSE)</th> <th style="width: 10%;">CIN:</th> <th style="width: 15%;">Financial Year</th> <th style="width: 30%;">Details of works done</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Name of the Company (please specify if CPSE)	CIN:	Financial Year	Details of works done				
Name of the Company (please specify if CPSE)	CIN:	Financial Year	Details of works done								
7	<b>Number of active Partners:</b>										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Name</th> <th style="width: 20%;">Membership No. ACS / FCS</th> <th style="width: 10%;">CoP No.</th> <th style="width: 45%;">Whole-time PCS experience Total no..yrs... months ....days as on cut off date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Name	Membership No. ACS / FCS	CoP No.	Whole-time PCS experience Total no..yrs... months ....days as on cut off date				
Name	Membership No. ACS / FCS	CoP No.	Whole-time PCS experience Total no..yrs... months ....days as on cut off date								
	<b>Number of full – time employees, who are Qualified Company Secretaries</b>										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Name</th> <th style="width: 20%;">Membership No. ACS/FCS....</th> <th style="width: 60%;">Whole-time employment experience Total no.....yrs... months ....days as on cut off date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Name	Membership No. ACS/FCS....	Whole-time employment experience Total no.....yrs... months ....days as on cut off date					
Name	Membership No. ACS/FCS....	Whole-time employment experience Total no.....yrs... months ....days as on cut off date									
	(Please attach details including name, membership no., & experience as on cut off-date etc., of active partner(s) /employee(s) along with documentary proof such as Membership Certificates & CoP issued by ICSI.)										

8	<p><b>Average Annual Turnover of the PCS/ Firm in last <u>three</u> financial years based on Income Tax Return (ITR) filed.</b></p> <p>(Please attach self attested &amp; duly stamped ITRs, please round off &amp; highlight the relevant figures those have taken for computation of annual turnover of respective financial year).</p> <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Annual Turnover (Rs)</th> </tr> </thead> <tbody> <tr> <td>(i) 2015-16</td> <td></td> </tr> <tr> <td>(ii) 2016-17</td> <td></td> </tr> <tr> <td>(iii) 2017-18</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> <tr> <td>Average Annual Turnover (Rs)</td> <td></td> </tr> </tbody> </table>	Financial Year	Annual Turnover (Rs)	(i) 2015-16		(ii) 2016-17		(iii) 2017-18		Total		Average Annual Turnover (Rs)	
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(iii) 2017-18													
Total													
Average Annual Turnover (Rs)													
9	<p>Any other relevant information such as profile, awards, achievements, membership in any statutory committees, organizations etc.. along with documentary evidence. <i>(Please attach separate sheet, if required)</i></p>												

**List of Enclosure:**

*(Please enclose the documents in chronological order and specify clearly each enclosure number and clause reference number in the Tender document)*

***This is to certify that:- (i) if the Firm/PCS is awarded work/contract, it will not cross the prescribed ceiling limits specified under Companies Act, 2013, Rules made thereunder & amendments thereon, or by the ICSI. (ii) Neither the PCS Firm/ nor its Partner or Associates have any interest in the business of RINL.(iii) The PCS/ Firm will not sub-contract the work.***

**Declaration:**

1. All the information provided by me/us here above is correct to the best of my/our knowledge and belief no material information has been concealed by me/us.
2. I/We undertake to bring immediately to the notice of CS, RINL any material change occurring in the above furnished information.
3. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.
4. I/We have never been penalized by the ICSI/ICAI/ICMA/MCA/ROC/SEBI and other Government/ Statutory Authorities in any disciplinary proceedings and also undertake to maintain absolute secrecy about the cases of the RINL.
5. I/We have read all the terms & conditions of bid (i.e. Tender No. RINL/VSP-CA/Empanel/ PCS (2019-20/2018/002) and the instructions and these are acceptable to me/us.
6. I/We agree to perform such services and execute such works upon the terms and conditions hereinafter contained as may be amended during the contract period of one year.
7. I/We undertake to abide by the rules and discipline of RINL during rendering professional services / delivery of services to RINL.



## DECLARATION / ACCEPTANCE

I \_\_\_\_\_ S/o \_\_\_\_\_ working as \_\_\_\_\_ in (name of the firm and firm address in full), hereby solemnly affirm and declare that I have been authorized by the firm to sign the tender. I, hereby declare and certify through the firm that I have accepted all the terms & conditions mentioned in this tender and I shall abide by all the terms & conditions of tender/work award letter in the event of acceptance of my/ our tender.

Signature: .....

Name & Designation of the

Authorized Signatory: .....

Stamp of the PCS/ Firm: .....

Date: .....

Place: .....

**NOTE: Signature with stamp of the Practicing Company Secretary(PCS) / Firm of Company Secretaries at bottom of each page.**

**NOTE: Tender document & bids should be submitted in the same format without modifying the content. Deletion / modification of any part of this tender & bid documents is not accepted.**

**ANNEXURE-2**

(On Letter-Head of Practicing Company Secretary/ Firm of Company Secretaries)

**Price Bid should be submitted in separate sealed envelope and super-scribed as "Price Bid for carrying out Professional Services for the financial year 2019-20".**

**PRICE BID**Ref: Tender No. **RINL/VSP-CA/Empanel/PCS(2019-20/2018/002**

Date: DD/MM/YYYY

To  
Company Secretary  
Company Affairs Department  
2<sup>nd</sup> Floor, "D" Block, Room No.D-12  
Administrative Building,  
Rashtriya Ispat Nigam Limited (RINL)  
Visakhapatnam Steel Plant (VSP),  
Visakhapatnam – 530031.

Nature of Service	Firm Price in Rupees
(i) <u>e-Forms</u> :- Professional service fees for verification, certification, uploading & filing e-forms with MCA as per Companies Act, 2013 and Rules made thereunder & amendments thereon and other applicable law. Excluding MCA filing fees. Please quote for 25 (Twenty Five) forms approximately. (Please see clause 3.2.9)	
(ii) <u>Annual Return</u> :-Certification of Annual Return for the financial year as per Companies Act, 2013, Rules made thereunder & amendments thereon and other applicable law.	
(iii) <u>Corporate Governance Certificate</u> :- Certification on Compliance of Guidelines on Corporate Governance issued by Govt.of India, Ministry of Heavy Industries and Public Enterprises, Department of Public Enterprises (DPE).	
(iv) Grand Total [figures] (amount in rupees)	
(v) Grand Total [words] (amount in rupees)	

**Note:** The Firm Price quoted shall be inclusive of travelling, other incidental expenses and all taxes and duties excluding GST. No T.A. / D.A or local conveyance will be paid and no accommodation will be provided by RINL.

Signature: .....

Name &amp; Designation of the

Authorized Signatory: .....

Stamp of the PCS/ Firm: .....

**GENERAL CHECK LIST** *(suggestive format only)*

Sl.No.	Description of the document	Enclosed Y/N
1.	ICSI Membership Certificate & Certificate of Practice (CoP) of the Lead Partner/ Proprietor/ Individual, under whose supervision the Professional Services of RINL will be carried out.	
2.	ICSI Membership Certificate & Certificate of Practice (CoP) of Partner & Employee at Branch office located at Visakhapatnam.	
3.	Copy of approval letter from ICSI in respect of Firm's name	
4.	Proof of copies of at least One public company for services rendered; [Please attach Annual Reports/authenticated documentary evidence of concerned companies]	
5.	Proof of services rendered in certification of Annual Returns, Corporate Governance certificates etc. works.	
6.	Certificate of Practice (CoP)/ ICSI Membership Certificate of active <u>partners</u> and full time <u>employees</u> , who are qualified Company Secretaries.	
7.	Income Tax Returns for the Financial Year (a) 2015-16 (b) 2016-17 (c) 2017-18 Please highlight & mark the relevant figures taken for computation of Annual Turnover.	
8.	Latest Service Tax Return	
9.	PAN & GST Regn. Copy of the PCS/Firm	
10.	Certificate of authority about authorized signatory	
11.	Brief Profile of PCS / Firm, Detailed CVs of Partners & Employees.	
12.	Proof for necessary infrastructure & software as per MCA21 norms.	

**NOTE: (1) Signature with stamp of the Practicing Company Secretary (PCS) / Firm of Company Secretaries at bottom of each page.**

**(2) Tender document & bids should be submitted in the same form without modifying the content. Deletion / modification of any part of this tender & bid documents is not accepted.**

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