



RASHTRIYA ISPAT NIGAM LIMITED

VISAKHAPATNAM STEEL PLANT

(A Govt. of India Enterprise)

CIN: U27109 AP1982 GOI 003404

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; Website: www.vizagsteel.com

Company Affairs Department

Tender Ref. No. & Date	RINL/VSP-CA/Empanel/XBRL(2020-21)/001
Subject	Inviting bids for Empanelment of local Firms of Practicing Company Secretaries / Chartered Accountants / Cost Accountants for conversion of Standalone and Consolidated Financial Statements of RINL into XBRL mode & Certification & Filing of eform AOC-4(XBRL) through MCA online portal & redressal of queries, if any, (XBRL) (Empanelment for Five financial years w.e.f F.Y 2020-21).
Date of Release of Tender	Friday, 19 th March, 2021
Last Date for Submission of Technical & Price Bids [Clause 3.3 of Tender]	15.30 hrs Friday, 30 th April, 2021
Date of opening of Technical Bid	17.00 hrs Friday, 30 th April, 2021
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 nd Floor, "D" Block, Room No.D-12 Administrative Building, Rashtriya Ispat Nigam Limited (RINL), Visakhapatnam Steel Plant (VSP), Visakhapatnam - 530031.
Submission of Bids procedure [Cover]	Submission of two separate sealed covers "Technical Bid" & "Price Bid" for F.Y. 2020-21 duly keeping these covers in <u>another sealed cover super-scribing tender reference "Tender for empanelment of XBRL Job of RINL"</u>
Serial Numbering and Initials on each page including enclosures.	Please put consecutive serial number for each and every page of total documents with initials and seal/stamp of the Firm.
Authorised Signatory	One of the Partner of the Firm who has been authorized in this regard.
Clarifications, if any, required:	Shri CS M. Jagadeeshwara Rao Company Secretary Tel: 0891-2759482; 2518249 Email: jagadeeshm@vizagsteel.com



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Company Affairs Department

Tender No. RINL/VSP-CA/Empanel/XBRL (2020-21)/001

Date: 19th March, 2021

Sub: - Inviting bids for Empanelment of local Firms of Practicing Company Secretaries / Chartered Accountants / Cost Accountants for conversion of Standalone and Consolidated Financial Statements of RINL into XBRL mode & Certification & Filing of eform AOC-4 (XBRL) through MCA online portal & redressal of queries, if any, (XBRL) (Empanelment for Five financial years).

NOTICE inviting bids for Empanelment of local Firms having office in Visakhapatnam, Andhra Pradesh and having atleast two active partners of Practicing Company Secretaries (CS) / Chartered Accountants (CA)/ Cost Accountants (CMA) for conversion of Standalone and Consolidated Financial Statements of Rashtriya Ispat Nigam Limited (RINL) into Extensible Business Reporting Language (XBRL) mode & Certification & Filing of eform AOC-4 (XBRL) through Ministry of Corporate Affairs (MCA) online portal & redressal of queries, if any, (XBRL) (Empanelment for Five financial years w.e.f F.Y 2020-21).

About the Company:

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 held by the Hon'ble 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.

Visakhapatnam Steel Plant is fondly called as Vizag Steel. It is the first shore based Integrated Steel Plant in the country and is known for its quality products delighting the customers. It is a market leader in long products and it caters to the needs of diverse Industrial sectors. It is the first Steel plant to be certified ISO 9001:2008



(presently 2015), ISO 14001:2004 (presently 2015), OHSAS 18001:2007 and ISO/IEC 27001:2013 Standards. It is also the first PSE to be certified ISO 50001:2011 - Energy Management Systems and has acquired CMMI Level 3 Certification for s/w development.

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. 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.)

It has been supplying various grades of steel products for construction of projects of National importance which include Metros, Power Sector, Bridges, Nuclear complexes, Bandra-Worli Sea link, Ganga-Yamuna Expressway, Delhi Airport and several other prestigious projects. RINL-VSP has exported finished products to countries like USA, UAE, Canada, Japan, France, Thailand, Bangladesh, Nepal, Sri Lanka etc. Its products are made from 100% virgin steel, maintaining stringent tolerances both in chemistry & physical properties. RINL-VSP has a wide marketing network spread across the country and is the "preferred steel maker" for the customers and marketing them through a network of 5 Regional Offices, 24 Branch offices, 21 stockyards and 01 CSAs cater to the delivery requirements across the country.

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.

RINL intends to do Empanelment of local Firms of Practicing Company Secretaries (CS)/ Chartered Accountants (CA)/ Cost Accountants (CMA) for conversion of Standalone and Consolidated Financial Statements of RINL into XBRL mode & Certification & Filing AOC-4(XBRL) through MCA online portal & redressal of queries, if any, (XBRL) (Empanelment for Five financial years w.e.f F.Y 2020-21). After confirmation of Empanelment, Price bids will be invited from empanelment for each financial year for carrying out XBRL work of RINL as listed out in the scope of work. Price bids for F.Y. 2020-21 will be accepted simultaneously along with Technical bids from all the tenderers.

Empanelment: Technically qualified bidders will be empanelled. A confirmation letter of the empanelment of the Firm will be sent.

The expressions of following words used in this document shall, unless repugnant to the context or meaning thereof, have the same meaning.

- (a) 'bid', 'tender' and 'bidder', 'tenderer' used in this document shall have similar meaning.
- (b) 'Firm' – The Firm should have atleast two active partners or members from ICSI/ICAI/ICAI (CMA) with presence of Office at Visakhapatnam, A.P.
- (c) 'Authorised signatory' is one of the Partner of the Firm who has been authorized in this regard.

1.0. SCOPE OF WORK (XBRL)

- 1.1 Full conversion of Standalone and Consolidated Financial Statements (CFS) (including accounting policies and notes to accounts) along with Director's and Auditor's Reports for the given financial year of RINL in XBRL format in conformity with Ministry of Corporate Affairs (MCA) validation tools as updated from time to time and in accordance with the



requirements of the Companies Act, 2013 read with Rules made thereunder for e-filing in prescribed e-Forms as may be updated from time to time in this regard for uploading on MCA website.

- 1.2 Data entry, Verification, Vetting and Validation of above Standalone Accounts and Consolidated Financial Statements (CFS) of RINL into XBRL mode.
- 1.3 Filing of above XBRL documents on MCA portal in prescribed e-Form with certification from practicing Company Secretary (CS) / Chartered Accountant (CA) / Cost Accountant (CMA) shall be completed successfully within 30 days from the date of Annual General Meeting (AGM) of RINL or within the stipulated time for filing of such eForm as stipulated by MCA.
- 1.4 Fully responsible to provide any clarification that may be sought by MCA in respect of XBRL conversion and filing of the above financial statements and other documents for the given financial year till generation of MCA challan after successful e-filing and redressal of queries, if any, in future pertaining to this XBRL job work done.
- 1.5 **Notes to Scope of work:**
 - 1.5.1 Financial Statements (Balance Sheet, Statement of Profit & Loss and Notes to Financial Statements) in Excel Format and Auditors Report & Directors Report in Word Format will be provided by RINL.
 - 1.5.2 All documents will be made available to the Firm (L-1) and the said work including filing and approval by MCA must be completed within the timelines.
 - 1.5.3 The instance documents will have to be prepared by experienced staff & professionals of the Firm. PDF file of such instance documents will be shared with RINL after due verification by the concerned professionals /experts of the Firm. Firm will provide pdf file of final instance documents after the due verification along with the certificate of practicing Company Secretary/ Cost Accountant/ Chartered Accountant mentioning the Membership No., of the signing partner and FRN of the Firm and e-file the instance documents in appropriate form duly validated by MCA approved validation tools well before the due date as per applicable statute.
 - 1.5.4 Please visit website www.vizagsteel.com for the detailed information on Subsidiaries, Joint Ventures, Associates & past financials etc.

2.0. ELIGIBILITY CRITERIA FOR SUBMISSION OF TECHNICAL BID:-

- 2.1 The Firm of Practicing Company Secretaries/Chartered Accountants/Cost Accountants (herein after referred as 'Firm') must be registered with The Institute of Company Secretaries of India (ICSI)/ The Institute of Chartered Accountants of India (ICAI)/ The Institute of Cost Accountants of India (ICAI). The Firm should have valid registration as on date.
(Self-attested copy of Registration of the Firm should be attached).
- 2.2 The Firm should have atleast two active Partners being professionals (members) i.e. Practicing Company Secretaries (CS)/ Chartered Accountants (CA)/ Cost Accountants (CMA).



(Self-attested copy of latest Deed of the Firm containing the details of the active partners should be attached).

- 2.3 The Firm should have working office at Visakhapatnam, Andhra Pradesh either their own or through partner.
- 2.4 The Firm should have all requisite infrastructure & software (up-to-date) as per MCA21 norms as may be required for successful completion of XBRL job along with appropriate professional manpower at its office located at Visakhapatnam.
- 2.5 The Firm should have experience in data entry, verification, vetting, validation and conversion of Standalone and Consolidated Financial Statements into XBRL mode & Certification & Filing through MCA online portal & redressal of queries, if any.
- Minimum requirement: The Firm should have experience as above in successful completion of atleast Six (6 nos) of XBRL Jobs during last three preceding financial years i.e. F.Y.2017-18; 2018-19; 2019-20 out of which atleast any One (1 no) of XBRL job pertains to CPSE/ PSU (Central/State).

(Self-attested copies of proof of documents claiming that XBRL job was done by the firm i.e. Job orders or Letter of engagements, should be attached.)

- 2.6 The Firm should have Permanent Account Number (PAN) and Goods & Services Tax (GST) Registration.
- (Self-attested copies of PAN & GST Registration Certificate should be attached.)

Note:

- (a) The above eligibility criteria conditions must be complied with by the Bidders. Bids not fulfilling the eligibility criteria conditions given above may be summarily rejected.
- (b) RINL 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 of eligibility criteria must be attached to Technical bid. Documents are required to be attached as self-attested (must be attested by the authorised signatory along with seal & stamp of the Firm & Partner with membership & CoP No.).

The Firm satisfying/ fulfilling the above criteria may download the Tender Document from www.vizagsteel.com or collect the same from RINL at Company Secretary's Office at 2nd 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 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 Firm for XBRL job of RINL".
- 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 XBRL job for the financial year **2020-21** 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 The filing fees paid to MCA on behalf of RINL shall be reimbursed on actual basis on production of receipt / challan in addition to XBRL job price.
- 3.2.4 No T.A./D.A or local conveyance will be paid and no accommodation will be provided by RINL.
- 3.2.5 The rates for XBRL job must be firm and shall be quoted 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.
- 3.2.6 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.
- 3.2.7 The duly filled in Price Bid is to be kept in a sealed cover duly super-scribing **"Price Bid for XBRL job of RINL for the financial year 2020-21"**.
- 3.2.8 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.
- 3.2.9 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.
- 3.3 **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 XBRL Job of RINL"** and shall reach RINL's Company Affairs Department **on or before Friday, 30th April, 2021 latest by 15.30 Hrs** at the following address:-

Company Secretary,
Company Affairs Department,
2nd 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: Friday, 30th April, 2021 17:00 Hrs**
Price Bids: 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. [Please refer clause 4.20.2]



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 partner who is authorized to sign on behalf of 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 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 document.
- 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 Firm to any right to receive any work from RINL.
- 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 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 five financial years starting from F.Y 2020-21 for carrying out XBRL job 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 No Firm shall be appointed for more than two consecutive financial years.
- 4.3 **Price Bids:** *Price Bids for carrying out XBRL job of RINL for the financial year 2020-21 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 Firms for each financial year (i.e.2021-22 onwards) for carrying out XBRL Job of RINL for that financial year. All empanelled 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 Firm as may be selected by RINL at price so discovered.

- 4.4 **Completion of Works:** XBRL job 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 XBRL job 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. Firm should ensure to successfully complete the XBRL job atleast five days before the due date. However, in unavoidable circumstances this may be further relaxed but not later than one day before the due date. After successful completion of work, certified instance documents of XBRL in PDF as well as in XML &, AOC-4 (XBRL), payment action i.e. MCA Challan and Certificate in Annexure-3 shall be submitted to RINL.
- 4.5 **Place of Work:** The place of registers & documents for the XBRL job of RINL is at 2nd 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.
- 4.6 **Payment Terms:**
- 4.6.1 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 upon submission of those challan.
- 4.6.2 Payment shall be 100% on RINL's acceptance of entire work completion within 30 days of receipt of completed bill in all respects. **However, at the discretion of RINL, the payment may be deducted @5% on total invoice amount, in case the firm failed to file the AOC-4 (XBRL) within the timelines as specified at clause 4.4.**
- 4.6.3 No advance payment will be made against subject work.
- 4.6.4 Statutory deduction towards all applicable taxes shall be made as per rules.
- 4.6.5 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.
- 4.6.6 Imposition of any fresh levies, taxes & 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..
- 4.7 **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 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 RINL (www.vizagsteel.com). No separate communication would be sent to the bidder individually in this regard and publishing of the



clarifications/ answers in RINL website shall be deemed to have been communicated to the prospective bidders and shall be binding on them.

4.8 **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.

4.9 **Clarification of bids:**

4.9.1 During evaluation of the bids, 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.

4.9.2 No Bidder shall contact 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 RINL, it should be done in writing.

4.9.3 Any effort by a Bidder to influence 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.

4.9.4 Unsolicited clarification to the Bid and/or change in price during its validity period would render the Bid liable for outright rejection.

4.10 **The Management of RINL reserves the right:**

4.10.1 To issue/refuse/cancel tender documents and to accept/reject/cancel 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.

4.10.2 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.

4.10.3 To include any other item under the Scope of work.

4.11 **The Bid shall be liable to be rejected if:**

4.11.1 It is not properly covered, sealed and super-scribed as indicated.

4.11.2 It is not in the prescribed form and not containing all required details.

4.11.3 It is not properly signed, sealed & stamped.

4.11.4 It is received after the expiry of due date and time.

4.11.5 It is received by telex, fax or email.

4.12 Mere submission of application and fulfilling eligibility criteria does not entitle for empanelment and mere empanelment does not entitle the Firm to any right to receive any work from RINL.



- 4.13 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 within five working 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.
- 4.14 **Identification of Nodal Officer:** Nodal Officer shall be nominated by the Firm. Nodal Officer shall be the single point of contact for carrying-out and successful completion of XBRL job of RINL. If any, change in Nodal Officer, the Firm shall nominate another Nodal Officer immediately. Details of the Nodal Officer should be given to Company Secretary, RINL immediately after his/her nomination for timely completion of the XBRL job of RINL.
- 4.15 **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.
- 4.16 **In the event of failure to fulfill the engaged job:**
- 4.16.1 In the event of failure to fulfill the engaged job, RINL shall reserve the right to make alternative arrangements to complete the pending job.
- 4.16.2 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 5 (Five) years including termination of this contract, in addition to any other rights that are available under the contract.
- 4.17 If it comes to the notice of 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 RINL tenders for a period of five years including termination of this contract, if awarded. Decision of RINL will be final and binding.
- 4.18 **Confidentiality:** The 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.
- 4.19 **Compliances/ declaration by the Firm on appointment.**
- 4.19.1 The Firm shall not sub-contract the work.
- 4.19.2 The Firm shall certify as under:-
- (i) Neither the Firm/ nor it's Partner or Associates have any interest in the business of RINL.
 - (ii) No proceeding/notice/penal actions have been in-force against the Firm or its partner which prohibits/ suspends to undertake/certify/e-file the XBRL job under Companies Act, 2013, Rules made thereunder & amendments thereon, or by the ICSI/ICAI/ICAI (CMA).



4.20 Evaluation of bids:

- 4.20.1 To facilitate evaluation of bids, RINL 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 either liable to be rejected or proceed with available information.
- 4.20.2 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.
- 4.20.3 The tender will be finalized on the basis of lowest price (L-1) quoted.
- 4.20.4 In case of a tie between two or more Firms, the Firm having more experience and / or firm having experience with CPSEs in terms of number of XBRL Jobs done will be preferred.
- 4.20.5 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 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


CS JAGADEESHWARA RAO M
Company Secretary
Email: jagadeeshm@vizagsteel.com;

18.03.2021

**ANNEXURE-1****TECHNICAL BID**

Empanelment of Firms of Practicing Company Secretaries (CS)/Chartered Accountants (CA) / Cost Accountants (CMA) for conversion of Standalone and Consolidated Financial Statements of RINL into XBRL mode & Certification & Filing of eform AOC-4 (XBRL) through MCA online portal & redressal of queries, if any, (XBRL) (Empanelment for Five financial years w.e.f F.Y 2020-21).

Ref: Tender No. RINL/VSP-CA/Empanel/XBRL (2020-21)/001

Date: ____/____/____ 2021.

To

The Company Secretary

2nd Floor, "D" Block, Room No.D-12, Administrative Building,

Rashtriya Ispat Nigam Limited (RINL)/ Visakhapatnam Steel Plant (VSP),

Visakhapatnam – 530031. Andhra Pradesh.

S.No	Particulars
(A) FIRM & PARTNERS DETAILS	
1.	Firm Name:
2.	Firm Status:
3.	Firm Registration No., & Date:
4.	Firm Registration with which Institute: ICSI / ICAI / ICAI(CMA)
5.	No. of active Partners:
6.	Name of the Lead Partner: CS/CA/CMA -Membership No. CoP No. Mobile No.: Email: Telephone:
7.	Name of the Partner: CS/CA/CMA -Membership No. CoP No. Mobile No.: Email: Telephone:
(a)	Please attach self-attested & duly stamped copy of Deed of Firm showing names of the Partners.
(b)	Letter from the ICSI/ ICAI/ ICAI (CMA) confirming the Firm Registration along with its No. & date.
(c)	Attach separate sheet, if any, required for providing information of the Firm & particulars of partners.

(B) OFFICE DETAILS	
8.	Registered/Main Office: Contact Person Name: Office Address with PIN Code : Mobile: Office Landline Nos. : Email : Website:



9.	<u>Office at Visakhapatnam:</u> Name of the Partner at Visakhapatnam Office: Contact Person Name: Office Address with Pin Code: Mobile: _____ Office Landline Nos. : (0891)- _____ Email : _____		
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(C) PAN & GST <i>(Please attach self-attested & duly stamped copies)</i>		
10.	PAN No.	
11.	GST Regn. No.	

(D) PARTICULARS OF XBRL JOBS DONE <i>(atleast six jobs during last three FYs out of which atleast on CPSE/PSU(Central/State)</i> <i>[Job Orders or Letter of engagements, copy of satisfactory performance/completion of services from the clients attested & duly stamped on each page)]</i>		
Name of the Company & CIN	Financial Year	Proof of work done attached [Y/N]
1)		
2)		
3)		
4)		
5)		
6)		
7)		
CPSE/ PSU (Central/State)		
1)		
2)		
Please attach separate sheet if more number of XBRL jobs done by the Firm.		



(E) INFRASTRUCTURE & SOFTWARE	
12.	Whether the Firm is equipped with requisite infrastructure & software (up-to-date) as per MCA21 norms as may be required for successful completion of XBRL job. Yes/No

(F) MANPOWER AT VISAKHAPATNAM OFFICE TO COMPLETE XBRL JOB	
13.	Name of the Nodal Officer for XBRL Job (at Visakhapatnam Office): CS/ CA /CMA-Membership No. CoP No. Mobile No.: Telephone: Email:
14.	Name, Qualification & experience in XBRL Job at Visakhapatnam office. 1)Qualification:.....Exp:.....yrs 2)Qualification:.....Exp:.....yrs

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) No proceeding/notice/penal actions have been in-force against the Firm or its partners which prohibits/ suspend the firm or its partners to undertake/certify/file the XBRL job under Companies Act, 2013, Rules made thereunder & amendments thereon, or by the ICSI/ICAI/ ICAI.
- (ii) Neither the Firm/ nor its Partner or Associates have any interest in the business of RINL.
- (iii) The Firm will not sub-contract the work.

Declaration & Undertaking:

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. No disciplinary/penal action has been initiated /contemplated/pending against the Firm or any of its Partners which have/may lead to suspension of Practice of the Firm by the ICSI/ICAI/ ICMA/ MCA/ ROC/ SEBI and other Government/ Statutory Authorities or any other Regulatory Authorities. No investigation/ proceedings/adjudications are pending against the firm or any of its Partners. The Firm or any of its partners have never been penalized by the ICSI/ICAI/ICMA/MCA/ROC/SEBI and other Government/ Statutory Authorities in any disciplinary proceedings. The Firm & its partners is/are free from any disqualification under the Companies Act, 2013.
5. I/We also undertake to maintain absolute confidentiality & secrecy of documents and information which shall be used during the execution of the Contract and the documents and information shall not be revealed to or shared with third party which shall not be in the business interest of RINL.
6. I/We have read all the terms & conditions of Tender (i.e. Tender No. RINL/VSP-CA/Empanel/XBRL (2020-21)/001) and the instructions and these are acceptable to me/us.



7. 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.
8. I/We undertake to abide by the rules and discipline of RINL during rendering services / delivery of services to RINL.
9. I/We, do hereby also declare that during the tenure of conversion of RINL's Audited Accounts in XBRL, guideline issued by ICAI/ICSI/ICAI/Ministry of Company Affairs (MCA)/Govt. of India from time to time shall be automatically applicable to the contract to the extent they improve up to the stipulation of this tender from RINL's view.
10. **NO DEVIATION STATEMENT:**
THIS IS TO DECLARE THAT WE DO NOT HAVE ANY DEVIATIONS IN THE STIPULATIONS OF THIS TENDER AND ACCORDINGLY ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER.

DECLARATION / ACCEPTANCE:

I _____ S/o _____
working as _____ (Partner) in _____ (Firm Name) situated office at _____ (address),
hereby solemnly affirm and declare that I have been authorized by the firm to sign this Tender. I, hereby declare and certify through the firm that I have read and 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 our tender.

Signature:

Name:

CS/CMA/CA-Membership No.

Certificate of Practice No.

Designation of Authorized Signatory:

Firm Registration Number (FRN):

Stamp/Seal of the Firm:

Date:2021.

Place:

NOTE: Signature with stamp of the Firm 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.

Handwritten signature/initials

**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 XBRL job of RINL for the financial year 2020-21".

PRICE BIDRef: Tender No. **RINL/VSP-CA/Empanel/XBRL (2020-21)/001**

Date: ____/____/2021.

To

Company Secretary
Company Affairs Department
2nd 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
Conversion of Standalone and Consolidated Financial Statements (CFS) of RINL for the <u>FY 2020-21</u> for data entry, conversion into XBRL mode, verification, vetting, validation, certification, e-filing through MCA online portal and redressal of queries, if any, [Job work of XBRL-as detailed in the Scope of Work to the Tender].	<div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> ₹ <div style="border: 1px solid black; flex-grow: 1; display: flex;"> <div style="flex-grow: 1;"></div> <div style="flex-grow: 1;"></div> <div style="flex-grow: 1;"></div> <div style="flex-grow: 1;"></div> <div style="flex-grow: 1;"></div> <div style="flex-grow: 1;"></div> <div style="flex-grow: 1;"></div> </div> </div> <p>(Rupees.....)</p> <p>.....</p> <p>.....only)</p>

Note: The Firm Price quoted shall be excluding GST.

Signature:

Name:

CS/CMA/CA-Membership No.

Certificate of Practice No.

Designation of Authorized Signatory:

Firm Registration Number (FRN):

Stamp/Seal of the Firm:

Note: 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.



TO WHOMSOEVER IT MAY CONCERN

It is certified and confirmed to the best of our knowledge and belief that:

- the instance documents, XBRL document(s) fairly present, in all material respects, the audited financial statements of M/s **Rashtriya Ispat Nigam Limited** for the Financial Year 2020-21, in accordance with the XBRL taxonomy as notified by the Government.
- the attached PDF files are the converted PDFs of the XBRL document(s) which are the XBRL converted copy(s) of the duly signed Balance Sheet and Statement of Profit and Loss and all other documents which are required to be annexed as required for standalone and consolidated (CFS) both.
- Form No. AOC 4 (XBRL) for CFS & Standalone and any other document as per the norms/ requirements of MCA, e-filed, vide SRN No Dated....., by/for and on behalf of Rashtriya Ispat Nigam Limited with MCA.

Signature:

Name:

Membership No.

(Certificate of Practice) CoP No.

Designation of Authorized Signatory:

Firm Registration Number (FRN):

Stamp/Seal of the Firm:

(Note: This certificate shall be on the letter head of concerned practicing CS/CA/CMA to be submitted after e-filing along with PDF file, instance documents, AOC-4(XBRL) and MCA Challan)



GENERAL CHECK LIST:

Sl.No.	Description of the document	Enclosed Y/N
1.	Self-attested copy of Registration of the Firm should be attached.	
2.	Self-attested copy of latest Deed of the Firm containing the names/details of the active partners should be attached.	
3.	Self-attested copies of proof of documents claiming that XBRL job was done by the firm i.e. Job orders or Letter of engagements, should be attached.	
4.	GST copy of Registration of the Firm	
5.	PAN copy of the Firm	
6.	Certificate of authority about authorized signatory	
7.	Brief Profile of the Firm	

- NOTE:** (1) Signature to be affixed 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.
