

**Empanelment of Firm of Company  
Secretaries (Firm) for carrying out  
SECRETARIAL AUDIT and  
CORPORATE GOVERNANCE  
CERTIFICATION  
(as per DPE Guidelines) of RINL**

# RASHTRIYA ISPAT NIGAM LIMITED

## VISAKHAPATNAM STEEL PLANT

(A Govt. of India Enterprise)

[CIN: U27109 AP1982 GOI 003404]

### Company Affairs Department

## Inviting bids for Empanelment of Firm of Company Secretaries (Firm) for carrying out Secretarial Audit and Corporate Governance Certification (DPE Guidelines) of RINL.

(Tender Ref. No. & Date: RINL/VSP-CA/Empl/SA&CG/2021-22/001 & 01.11.2021)

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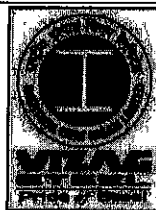
Regd. Office: Administrative Building, Rashtriya Ispat Nigam Limited (RINL),  
Visakhapatnam Steel Plant (VSP), Visakhapatnam –530 031, Andhra Pradesh, India.

Tel: 0891-275 9482/ 251 8249;

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/Empnl/SA&CG/2021-22/001 & 01.11.2021
Subject	Inviting bids for Empanelment of Firm of Company Secretaries (Firm) for carrying out Secretarial Audit and Corporate Governance Certification (DPE Guidelines) of RINL.
Date of Release of Tender	01 <sup>st</sup> November, 2021
Last Date for <b>submission</b> of Technical Bid	<b>Friday, 31<sup>st</sup> December, 2021 by 15:00 Hrs</b>
Date of <b>opening</b> of Technical Bid	<b>Friday, 31<sup>st</sup> December, 2021 at 16:00 Hrs</b>
Date of opening of Price Bid	To be notified in web portal after completion of technical evaluation.
Submission of Bids procedure [Cover]	Submission of <b>two separate sealed covers</b> "Technical Bid" & "Price Bid" for F.Y. 2022-23 duly keeping these covers in <u>another sealed cover super-scribing tender reference</u> <b><u>"Tender for Empanelment of Secretarial Audit &amp; CG Certification of RINL"</u></b>
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.
Quality and Cost Based Selection (QCBS) Procedure	Attach Self-evaluation and assignment of marks sheet.
Authorised Signatory	One of the Partner of the Firm who has been authorized in this regard.
Location of Bid submission/ Opening	Company Affairs Department, 2 <sup>nd</sup> Floor, "D" Block, Room No.D-12, Administration Building, Rashtriya Ispat Nigam Limited (RINL), Visakhapatnam Steel Plant (VSP), Visakhapatnam – 530031
Tender document link on Website ( <a href="http://www.vizagsteel.com">www.vizagsteel.com</a> )	
Clarifications, if any, required:	<p><b>Shri CS M. Jagadeeshwara Rao</b>  <b>Company Secretary</b>  Tel: 0891-275 9482; 251 8249; Email: <a href="mailto:jagadeeshm@vizagsteel.com">jagadeeshm@vizagsteel.com</a></p>



**RASHTRIYA ISPAT NIGAM LIMITED**  
**VISAKHAPATNAM STEEL PLANT**  
(A Govt. of India Enterprise)  
**CIN: U27109AP1982GOI003404**

Regd. Office: Administration Building, Rashtriya Ispat Nigam Limited (RINL),  
Visakhapatnam Steel Plant (VSP), Visakhapatnam –530 031, Andhra Pradesh, India.  
Telephone: + 91 891 275 9482; + 91 891 251 8249;  
Email: [jagadeeshm@vizagsteel.com](mailto:jagadeeshm@vizagsteel.com); Website: [www.vizagsteel.com](http://www.vizagsteel.com)

**Company Affairs Department**

Tender No. RINL/VSP-CA/Empnl/SA&CG/2021-22/001

Date: 01<sup>st</sup> November, 2021

**Sub: - Inviting bids for Empanelment of Firm(s) of Practicing Company Secretaries (Firm) for carrying out Secretarial Audit and Corporate Governance Certification (as per DPE Guidelines) of RINL (Empanelment for Nine financial years) w.e.f F.Y 2022-23 onwards.-Reg.**

**Notice inviting bids for Empanelment of Firms of Practicing Company Secretaries (Firm) for carrying out SECRETARIAL AUDIT as per the provisions of Section 204 of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and CORPORATE GOVERNANCE CERTIFICATION as per Department of Public Enterprises (DPE) Guidelines (Empanelment for Nine financial years) w.e.f F.Y 2022-23 onwards.**

**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.

The authorized and paid up share capital of the Company is Rs. 8,000 Crore and Rs.4,889.85 Crore respectively. The turnover of the company for the F.Y. 2017-18 is Rs.16,618 crores, F.Y. 2018-19 is Rs.20,844 crores, F.Y. 2019-20 is Rs.15,819 crores and F.Y. 2020-21 is Rs. 17978 Crores. The Annual Reports of RINL is made available at its website at [www.vizagsteel.com](http://www.vizagsteel.com) under the tab 'corporate' and its sub-tab 'Financial Performance' [<https://www.vizagsteel.com/myindex.asp?tm=1&url=insiderinl/FinancialPerformance.asp>] for further information & reference, if any.

Visakhapatnam Steel Plant is fondly called 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 (Ammonium Sulphate, Benzol products, etc.) and BF Slag.

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 (Strike-off application filed with RoC with closing dt.31.03.2021), 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 invite bids for Empanelment of Firm(s) of Company Secretaries (Firm) for carrying out Secretarial Audit as per the provisions of Section 204 of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and Corporate Governance Certification of RINL (Empanelment for Nine financial years) w.e.f F.Y 2022-23 onwards.**

The expression 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 unless the context thereof prescribed / described otherwise.
- (b) 'Firm' – The Firm should have atleast two active Partners being members of 'The Institute of Company Secretaries of India (ICSI)' including Limited Liability Partnership (LLP) registered under the Act. Firm must be registered with 'ICSI'. The registration of the Firm should be valid and In-force as on date.
- (c) 'Empanelled Firms' - The Firms whose Bids, are technically qualified and forming part of empanelment for inviting price bids for each financial year as per this tender.
- (d) 'Authorised signatory' is one of the Partner of the Firm who has been authorized in this regard.

#### **1.0. SCOPE OF WORK**

The Scope of Work (illustrative but not exhaustive) under Secretarial Audit and Corporate Governance Certification of RINL by the appointed Firm is given at **Annexure-1** for understanding and ready reference. However, RINL, at its sole discretion, may include or exclude any jobs from the scope of work.

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

- 2.1** The Firm of Practicing Company Secretaries (herein after referred as 'Firm') must be registered with 'The Institute of Company Secretaries of India (ICSI)'. The registration of the Firm should be valid and In-force as on date.

**[Self-attested copy of Firm Registration and copy of approval letter from ICSI should be attached].**

- 2.2** The Firm should have atleast not less than 10 yrs' experience. The cut-off date for ascertaining the 10 yrs' experience period is date of Notice Inviting Tender (NIT) i.e. 01.11.2021;

**[Self-attested copy of proof should be attached].**



- 2.3 The Partner of the Firm, under whose supervision the Secretarial Audit of RINL will be carried out, should have continuous (without any break) experience of 10 yrs or more as Whole-time Practicing Company Secretary ( i.e. Lead Partner). The cut-off date for ascertaining the experience in whole-time practice is date of Notice Inviting Tender (NIT) i.e. 01.11.2021;

**[CoP should be attached. CV of the Partners may also be attached for reference.]**

- 2.4 The Firm should have experience in successful completion of at least 6 (six) no. of Secretarial Audits of such companies having paid-up share capital of Rs.250 Cr. (Rupees Two Hundred and Fifty Crores only) or turnover (Standalone) Rs.2500 Cr (Rupees Two Thousand Five Hundred Crores Only) for such financial year for which Secretarial Audit has been certified/submitted.

**[Self-attested copies of proof should be attached i.e. copy of Balance Sheet showing Paid-up Share capital & Turnover for such financial years].**

Notes:

- (i) Secretarial Audit referred above is as per the provisions of Section 204 of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014;
- (ii) Turnover of Standalone Financial Statements (SFS) of the company for the financial year to which that Secretarial Audit have been done is the criteria for consideration of such Secretarial Audit.
- (iii) The Secretarial Audit Reports for which marks are being claimed should have been signed by any one of the Partner of the Firm.

- 2.5 The Firm should have atleast two Partners being members of 'The Institute of Company Secretaries of India (ICSI)'.

**[Self-attested copies of latest Deed of the Firm along with names of active partners & CoP of the partners should be attached. CVs of the Partners may be attached].**

- 2.6 The Firm should have an average annual turnover of Rs.15 Lakhs (Rupees Fifteen Lakhs only) or more per annum from practice, in last three preceding financial years i.e.F.Y.2018-19; 2019-20; 2020-21;

**[Self-attested copy of Audited Financial Statements/ ITRs/ CA certificate etc., should be attached in support of annual turnover].**

- 2.7 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.]**

- 2.8 The Firm/Partners should not have been penalized by the ICSI/MCA/RoC or any other Government Authority in any Disciplinary Proceedings during last 5 years. Self-declaration in this regard is to be submitted.

Note:

- (a) The bidder must fulfill all the above terms & conditions for eligibility criteria. Bids of those bidders who are 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 reserves the right to verify/confirm all original documentary evidence including references and clients as submitted by bidders in support of above mentioned terms & conditions of eligibility criteria.
- (c) Proof of documents for eligibility criteria must be attached to Technical Bid.



The Firm satisfying/ fulfilling the above criteria may download the **Tender Document** from [www.vizagsteel.com](http://www.vizagsteel.com) (under tab Tender-others) or collect the same from RINL, Company Secretary's Office at the RINL'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 to 4:30 PM except on public & national holidays.

### 3.0. TWO PART BID SYSTEM:

Tenderers shall 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 – 2**.
- 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 Secretarial Auditors 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 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 entire scope of work for the financial year **2022-23** in the Price bid format given at **Annexure-3** and the Price bid is to be duly signed & stamped by the authorized signatory.
- 3.2.2 The price quoted for the financial year shall remain firm during the entire period of the Service/ contract and no escalation in the rates will be allowed under any circumstances.
- 3.2.3 The firm price quoted shall be consolidated amount for all the works in Scope of Work per year inclusive of travelling and other incidental expenses and all taxes & duties excluding applicable GST.
- 3.2.4 RINL will provide free accommodation & food at Ukku Guest House, Sector-5, Ukkunagaram, Visakhapatnam and local transport (AC car) to the Auditors during their stay for the Secretarial Audit of RINL.
- 3.2.5 Other than the above, no other T.A./ D.A or local conveyance will be paid and no food & accommodation will be provided by RINL/VSP.
- 3.2.6 Any correction/overwriting in price bid shall be duly countersigned by the authorized signatory.
- 3.2.7 The price is to be quoted both in figures and words. In case of any discrepancy between these two, the price quoted in words will be considered as final.
- 3.2.8 The duly filled in Price Bid is to be kept in a sealed cover duly super-scribing "Price Bid for RINL for Secretarial Audit & Corporate Governance Certification for F.Y. 2022-23".
- 3.2.9 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.

- 3.3 **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 Secretarial Auditors of RINL"** and shall reach RINL's Company Affairs Department **on or before Friday, 31<sup>st</sup> December, 2021 latest by 15:00 Hrs** at the following address:-

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



**3.4 Opening of Technical Bid: Friday, 31<sup>st</sup> December, 2021 at 16:00 Hrs**

**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 It is the responsibility of the tenderer to ensure timely submission of tender at above address within the stipulated date & time and RINL shall not be responsible for late receipt/ non-receipt of tender(s).
- 3.5.3 The tender document, technical bid, price bid and its enclosures are to be duly signed & stamped by a person who is authorized to sign on behalf of the Firm as authorized signatory. Letter of Authority for signing the Bidding Document / Bid Opening in the prescribed format given at **Annexure-4** must be attached.
- 3.5.4 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.
- 3.5.5 The Bids must contain no overwriting except as necessary to correct errors made by the Tenderers themselves, in which case such corrections must be initialed by the authorized signatory signing the Bid.
- 3.5.6 Bids should 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.
- 3.5.7 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.
- 3.5.8 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. The response should be strictly as per the document and no editing, addition, deletion or modification of the document is permitted. If such action is observed at any stage, such response will not be considered and will be rejected.
- 3.5.9 Tender shall be for the entire scope of work mentioned in the tender document.
- 3.5.10 Conditional tenders are liable for rejection.
- 3.5.11 Each bidder shall submit only one bid, failure to comply will result in summarily rejection of all the bids of the bidder.

**3.6 Bids received in case of postponement of Tender Opening Date (TOD)**

Tenders submitted against the NIT/Tender shall not be returned in case the tender opening date is extended/ postponed. Tenderers desirous to modify their offer/ terms may submit their revised/ supplementary offer within the extended TOD, by clearly stating the extent of updation done to their original offer and order of prevalence of revised offer vis-à-vis original offer. The employer reserves the right to open the original offer along with revised offer.

**4.0. TERMS AND CONDITIONS:-**

**4.1 Empanelment:**

- 4.1.1 The period of Empanelment is for 09 (Nine) financial years with effect from F.Y. 2022-23 to F.Y. 2030-31. RINL at its sole discretion may extend/reduce the period of empanelment for such number of financial years as it may deems fit & proper to fulfill the requirements from time to time.
- 4.1.2 A fresh Notice Inviting Tenders (NIT) for Technical Bids will be issued atleast once in every three financial years to enlarge Empanelment for participation of more number of technically qualified bidders in the bidding process to have fair competition. Notwithstanding to this, NIT





may be issued at any time to maintain minimum number of empanelled bidders not less than 5 (five).

4.1.3 The prospective bidder who is interested and meets the conditions of empanelment may submit the technical bid as and when Notice Inviting Tenders (NIT) issued by RINL. The technically qualified bidders will be added to the Empanelment and can submit the price bids along with the empanelled bidders at the time of invitation of price bids for each financial year. Price bids will be invited from all the empanelled bidders for each financial year in the month of February/March for the ensuing financial year.

4.1.4 **TECHNICAL BID SCORE (TBS):**

Technical bids will be evaluated as per the formula detailed in the Notice Inviting Tender (NIT) and accordingly the technical bid score (TBS) will be awarded to the Bid. This TBS is constant factor and same will be used in each financial year to determine the Combined Score (CS) of such empanelled bidder. Notwithstanding to the initial TBS, the empanelled bidder can submit the incremental documents, if any, considered to be fit & proper for enhancement of such TBS of empanelled bidder. After evaluation of submitted documents the TBS of the Bidder will be modified and considered for Combined Score (CS). However, these documents can be submitted at the time of a fresh tender notice (NIT) for inviting technical bids in the subsequent financial years. Issue of tender notice for inviting technical bids is at sole discretion of RINL, however, same will be placed in the website of RINL and wide publicity will be issued in the professional circles to invite the attention of all the concerned. No paid advertisements or newspaper publication will be issued in this regard.

4.1.5 **PRICE BID SCORE (PBS):**

Price Bid Score will be evaluated as per the formula detailed in the Notice Inviting Tender (NIT) and accordingly the price bid score (PBS) will be awarded to the Price Bid submitted for each financial year. This PBS is variable factor for each financial year. The PBS is computed as per given formula for each financial year in respect of price bids submitted for such financial year.

4.1.6 **COMBINED SCORE (CS):**

The Combined Score (CS) will be evaluated as per the formula detailed in the Notice Inviting Tender (NIT) considering the TBS and PBS for each Bid. Whereas TBS is constant factor and PBS is calculated for each financial year.

4.1.7 The work will be awarded to the bidder who secured highest combined score [i.e. technical bid score plus price bid score as per the given formula].

4.2 **Evaluation and Selection Process- Quality and Cost Based Selection QCBS:**

The overall selection of the Bidders will be on the basis of Quality and Cost Based Selection (QCBS) and the following formula will be used for the evaluation of the bids:-

4.2.1 The technical and price bids would be given the weightage in the ratio of 45 (Technical):55 (Price) respectively.

4.2.2 The Technical bid will have 100 marks and minimum marks to be obtained is 50 to be qualified for empanelment.

4.2.3 The Price bid of only those participants who have obtained more than or equal to 50 out of 100 marks in the Technical bid will be opened.

4.2.4 The methodology for giving marks for Technical bid is given at Technical bid.

4.2.5 The formula for determining technical bid score is:

$$\text{TBS} = \frac{T}{T_{\text{high}}} \times 100; \quad \text{Where}$$



- TBS = Technical Bid Score  
 T = Marks obtained by the Technical Bid under consideration.  
 $T_{high}$  = Highest Marks obtained by the Technical Bid among all the responsive Technical bids under consideration.

4.2.6 The formula for determining the price bid score is the following:

$$PBS = \frac{PB_{min}}{PB} \times 100; \quad \text{Where}$$

PBS = Price Bid Score  
 PB = the amount quoted in the Price Bid under consideration  
 $PB_{min}$  = the lowest amount quoted from all price bids considered.

4.2.7 Bids would be ranked according to their combined technical and price bid scores i.e. "Combined Score" using the ratio mentioned above and as per the following formula:

$$CS = (TBS \times 0.45) + (PBS \times 0.55); \text{ Where}$$

CS = Combined Score  
 TBS = Technical Bid Score  
 PBS = Price Bid Score

4.2.8 Method of appointment of Bidder: The bidder achieving the highest combined score would be the H1 bidder. In case of a tie, the following sequence shall be adopted for selection:

- 1<sup>st</sup> Preference : The bidder with the highest technical bid score;
- 2<sup>nd</sup> Preference : The Firm having more experience (in terms of no. of years);
- 3<sup>rd</sup> Preference : Firm with higher number of Partners as per Technical Bid;

4.2.9 RINL may ask for any additional documents as may be required and if not submitted within the timelines indicated, when asked for, evaluation will be on the basis of documents submitted. RINL reserves the right to evaluate only on the basis of the documents submitted without asking for any additional supporting documents.

4.2.10 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 liable to be rejected.

4.2.11 If for any reason the Bid of any Successful Bidder is rejected, RINL may, at its discretion:

- (a) Consider the next lowest Financial Bid;
- (b) Annul the bid process; or
- (c) Take any such measure as may be deemed fit in the sole discretion of RINL;

#### 4.3 Appointment of Secretarial Auditor:

4.3.1 The bidder achieving the highest Combined Score (H1) on the evaluation basis of Quality and Cost Based Selection (QCBS) will be selected for the appointment as Secretarial Auditor to carry out the Secretarial Audit & Corporate Governance Certification of RINL as detailed in the scope of work attached to this Tender.

4.3.2 The award of assignment will be communicated only after the approval of the Board of Directors of RINL. However, 'RINL' / 'Secretarial Auditor' is at liberty to withdraw the assignment/ resign at any time by giving three months' notice to the other side for reasons to be recorded in writing.

4.4 **Price Bids:** Price Bids for carrying out scope of work i.e. Secretarial Audit & Corporate Governance Certification of RINL for the financial year 2022-23 will be accepted simultaneously along with Technical Bids from all the Tenderers but price bids of successful technical bidders (empanelled technical bidders) will only be opened. Thereafter, for each subsequent financial year,



*Price bids will be invited from empanelled firms in the month of February/ March. All Firms in Empanelment will have to submit their Price Bids as & when called.*

- 4.5 **Interim / Supplementary Audit:** The Interim / Supplementary Secretarial Audit must be conducted by the Secretarial Auditor for the period ending on 30<sup>th</sup> September of the financial year and submit the Audit Report by 31<sup>st</sup> December of such financial year.
- 4.6 **Corporate Governance Certification:** Certification on compliance of guidelines on Corporate Governance should be done as per the Guidelines on Corporate Governance for Central Public Sector Enterprise (CPSE) (hereinafter referred to as 'the Guidelines') issued by the Department of Public Enterprises (DPE), Ministry of Heavy Industries and Public Enterprises, Government of India vide their O.M.No. 18/ (8)/2005-GM dated 14<sup>th</sup> May, 2010 and as amended from time to time. This certificate should be given after completion of financial year.
- 4.7 **Completion of Audit:** The Secretarial Audit has to commence within 20 days from the date of award of the work/contract. Time being the essence of the contract, it is expected that the Secretarial Audit Report should be submitted at the earliest as per the format prescribed under Rule No.9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.
- 4.8 **Place of Work:** The Audit & Certification work has to be conducted at the office of RINL at 2<sup>nd</sup> Floor, "D" Block, Company Affairs Department, Administration Building, RINL, Visakhapatnam Steel Plant, Visakhapatnam-530031, Andhra Pradesh or at any other place as may be decided by RINL.
- 4.9 **Payment Terms:**
- 4.9.1 Payment will be released within thirty days from the date of submission of Invoice by the Firm after successful completion of subject work and issuance of Secretarial Audit Report & Certification of Corporate Governance to RINL/VSP.
- 4.9.2 No advance payment will be made against subject work. No enhancement of fees will be considered at any time for whatsoever reason.
- 4.9.3 The above payment is subject to applicable Tax Deducted at source (TDS).
- 4.9.4 RINL reserves the right to negotiate with the selected Auditors with regard to the fees.
- 4.9.5 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.
- 4.9.6 Successful tenderer has to submit requisite details of GST as per the requirements of F&A Dept of RINL for invoice payments.
- 4.9.7 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.
- 4.10 **The Management of RINL reserves the right:**
- 4.10.1 To accept/reject all or any of the bids 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/exclude to/from any item under the Scope of Work.
- 4.10.4 To cancel the tender at any stage, without assigning any reason.
- 4.10.5 To modify by increase / decrease the period of empanelment.
- 4.10.6 To issue afresh NIT with or without change/modification of Pre-Qualification Criteria (PQC), terms & condition for inviting technical bids to enlarge empanelment to add/empanel



technically qualified bidders to the empanelment for inviting price bids along with other empanelled firms.

4.10.7 To cancel the tender in case minimum number of empanelled bidders are less than five.

**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.
- 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 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](http://www.vizagsteel.com)). No separate communication would be sent in this regard and publishing of the clarifications/ answers in the RINL's website shall be deemed to have been communicated to the prospective bidders and shall be binding on them. The prospective bidders are advised to keep visiting the RINL website ([www.vizagsteel.com](http://www.vizagsteel.com)) for any updates in this regard.

**4.13 Clarification of bids:**

- 4.13.1 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.
- 4.13.2 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.
- 4.13.3 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.
- 4.13.4 Unsolicited clarification to the Bid and/or change in price during its validity period would render the Bid liable for outright rejection.
- 4.13.5 Mere submission of application and fulfilling eligibility criteria does not entitle the Firm to any right to receive any work from RINL.

**4.14 Identification of Nodal Officer:** The successful Firm shall nominate a Nodal Officer, within 10 days from the award of the work/contract. Details of the Nodal Officer should be given to RINL immediately after his/her nomination for timely and smooth conduct of Secretarial Audit.

**4.15 Dispute:** This assignment will be governed by Indian Laws and all disputes will be subject to the Jurisdiction of Visakhapatnam only. In case of any dispute arising during execution of contract, an amicable solution may be arrived at with mutual 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 Alternative Arrangements:** In the event of failure to fulfill the contractual terms & conditions and execution of work as per the provisions of the contract/work order/agreement (i) RINL shall reserve the right to make the contractual obligation carried out by alternative arrangements to complete the pending job; and (ii) 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 Certificates/ Documents submitted by the tenderer are found to be false/ fake/ doctored:** 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 the RINL tenders for a period of five years including termination of this contract, if awarded. Decision of RINL will be final and binding in this regard.

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 Work detailed in the Scope of Work 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) If the Firm is appointed as Secretarial Auditor, it will not cross the prescribed ceiling limits specified under Companies Act, 2013 and Rules made thereunder, if any, or by the ICSI.

In case of any clarification required in this regard, the undersigned could be contacted at Telephone no. 0891-275 9482/ 251 8249, 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

  
(M. Jagadeeshwara Rao)  
Company Secretary

Email: [jagadeeshm@vizagsteel.com](mailto:jagadeeshm@vizagsteel.com);

01.11.2021

**SCOPE OF WORK** (Refer Clause 1.0)**(A) SECRETARIAL AUDIT**

To carry out Secretarial Audit of the company in accordance with the provisions of Section 204 of the Companies Act, 2013 read with the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, as amended from time to time. Secretarial Audit shall be in adherence to the relevant notifications/ circulars/ clarifications etc. issued by Ministry of Corporate Affairs, Govt. of India, the guidance note on Secretarial Audit issued by the Institute of Company Secretaries of India, from time to time and Secretarial Standards on Secretarial Audit (if so issued during the course of audit). Compliance with any other instructions issued in respect of Secretarial Audit under Companies Act, 2013/ DPE Guidelines.

The broad scope of Secretarial Audit comprises verification of the compliances under the following enactments, rules, regulations and guidelines:

- (i) The Companies Act, 2013 / Companies Act, 1956 and the rules made thereunder from time to time;
- (ii) The Memorandum of Association and Articles of Association of the Company;
- (iii) The Securities Contracts (Regulation) Act, 1956 ('SCRA') and the Rules made thereunder;
- (iv) The Depositories Act, 1996 and the Regulations and Bye-laws framed thereunder from time to time;
- (v) Foreign Exchange Management Act, 1999 and the rules and regulations made thereunder to the extent of Foreign Direct Investment, Overseas Direct Investment and External Commercial Borrowings;
- (vi) The following Regulations and Guidelines inter alia, prescribed under the Securities and Exchange Board of India Act, 1992 ('SEBI Act') and the Rules made thereunder from time to time:
  - a) The Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
  - b) The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 1992;
  - c) The Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009;
  - d) The Securities and Exchange Board of India (Issue and Listing of Debt Securities) Regulations, 2008;
  - e) The Securities and Exchange Board of India (Registrars to an Issue and Share Transfer Agent) Regulations, 1993;
  - f) SEBI (LODR) Regulations, 2015;
- (vii) Secretarial Standards issued by "The Institute of Company Secretaries of India (ICSI)".
- (viii) Guidelines on Corporate Governance for Central Public Sector Enterprises, 2010 issued by DPE and other guidelines issued by DPE from time to time till date.
- (ix) Other Specific Laws and Laws as may be applicable to the Steel Industry & RINL.
- (x) Any other specific activity as may be advised by the Audit Committee / Board/ Govt. Regulatory Authority etc.,

**LIST OF SPECIFIC APPLICABLE LAWS TO RINL**

1. The Mines Act, 1952
  2. Legal Metrology Act, 2009
  3. The Environment (Protection) Act, 1986
  4. The Water (Prevention & Control of Pollution) Act, 1974
  5. The Air (Prevention & Control of Pollution) Act, 1981
  6. Indian Explosives Act 1884
  7. The Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 2008
  8. The Foreign Trade (Development & Regulation) Act, 1992
  9. Customs Act, 1962
  10. The Foreign Exchange Management Act, 1999
- The above mentioned Acts and Rules made there under; and  
Any other law as may be applicable to Steel Industry from time to time.



**(B) Corporate Governance Certification:**

Certification on compliance of guidelines on Corporate Governance should be done as per the Guidelines on Corporate Governance for Central Public Sector Enterprise (CPSE) (hereinafter referred to as 'the Guidelines') issued by the Department of Public Enterprises (DPE), Ministry of Heavy Industries and Public Enterprises, Government of India vide their O.M.No. 18/ (8)/2005-GM dated 14<sup>th</sup> May, 2010 and as amended from time to time. This certificate should be given after completion of financial year.

\*\*\*

The above specified scope of work is indicative and not exhaustive and the PCS/ Firm is deemed and obliged to provide all necessary services within the quoted professional fee for successful completion of the audit/ certification. RINL reserves the right to add/change the scope for the service, if RINL finds it necessary, during the engagement period.



(On letter head of the Firm of Company Secretaries)

**TECHNICAL BID** (Refer clause 3.1 of Tender Document)

(Empanelment for carrying out Secretarial Audit &amp; Corporate Governance Certification (DPE) of RINL w.e.f.F.Y 2022-23 onwards, on year to year basis)

Ref: Tender No. RINL/VSP-CA/Empnl/SA&amp;CG/2021-22/001

Date:

To

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

S.No	Particulars
	<b>(A) FIRM &amp; PARTNERS DETAILS</b>
1.	Firm Name:
2.	Firm Status:
3.	Firm Registration No., & Date:
4.	Firm Registration/Approval reference no. with ICSI:
5.	Total firm experience as on cut-off date i.e. Notice inviting Tender date (01.11.2021):
6.	No. of Partners:
7.	Name of the Lead Partner: Membership No. ACS/FCS:                      CoP No. Mobile No.:                                      Email:                                      Telephone: Date of Commencement of Practice as PCS: Total no. of years as whole-time PCS as on cut-off date (Date of Notice Inviting Tender i.e. _____)                      }
8.	Other Partners: (Attach separate sheet for more Partners details) Name of the Partner: Membership No. ACS/FCS:                      CoP No. Mobile No.:                                      Email:                                      Telephone: Date of Commencement of Practice as PCS: Total no. of years as whole-time PCS as on cut-off date (date of Notice Inviting Tender i.e. _____)                      }
(a)	Please attach self-attested & duly stamped copy of Deed of Firm showing names of the Partners.
(b)	Letter from the ICSI confirming the Firm Registration along with its No. & date.
(c)	Attach separate sheets, if any, required for providing information of the Firm & particulars of partners.



**(B) OFFICE DETAILS****9. Details of Offices:**

(Please specify Main Office and/or Branch Office(s):

Contact Person Name of each office:

Office Address with PIN Code :

Mobile:

Office Landline Nos. :

Email :

Website:

**(C) SECRETARIAL AUDITS DETAILS****Particulars of Secretarial Audits conducted as per Companies Act, 2013:**[(supported by Form MR-3 (attested & duly stamped on each page) & relevant extracts of pages from Annual Report(s), if any]

Companies having paid-up share capital of Rs.250 Cr. (Rupees Two Hundred and Fifty Crores only) or turnover (standalone) Rs.2500 Cr (Rupees Two Thousand Five Hundred Crores Only) and above for such financial year for which Secretarial Audit has been certified/submitted.

Name of the Company & (CIN)	Financial Year	Paid-up Share Capital (Rs in Crs)	Turnover (Standalone) (Rs in Crs)	MR-3 attached
1)				Yes/ No
2)				
3)				
4)				
5)				
6)				

(a) Central Public Sector Enterprises (CPSE)/ Govt. Companies/ PSU(State/Central)

Name of the Company & (CIN)	Financial Year	Category	Turnover (Rs. Crs)

**(D) AVERAGE ANNUAL TURNOVER****10. Average Annual Turnover of the Firm in last three financial years based on Income Tax Return (ITR) filed.**(Please attach self-attested & duly stamped ITRs, please round off & highlight the relevant figures those have taken for computation of annual turnover of respective financial year).

Financial Year	Annual Turnover (amount in Rs)
(i) 2018-19	
(ii) 2019-20	
(iii) 2020-21	
Total	
Average Annual Turnover (Rs)	



<b>(E) PAN &amp; GST</b> (Please attach self-attested & duly stamped copies)		
11.	PAN	
12.	GST Regn. No.	

<b>(F) SELF EVALUATION SHEET</b>			
13.	Following Self-Evaluation Sheet shall be filled on self-assessment basis by assigning of marks based on the criteria fulfilled. The assigned marks shall be supported by documentary proofs. All the documents attached as proof must be <u>signed and stamped</u> by the <u>authorised signatory</u> . <b>The Secretarial Audit Reports for which marks are being claimed should have been signed by the authorised signatory.</b>		
	Particular of criteria/sub criteria	Maximum marks	<b>Self-Assessment</b> (Marks shall be assigned by the Firm as per the criteria)
(A)	<b>Firm experience</b>	15	
(B)	<b>Experience of the Partner</b>	15	
(C)	<b>No. of Partners in the Firm</b>	15	
(D)	<b>No. of Secretarial Audits</b>	55	
	<b>Grand Total</b>	<b>100</b>	

SELF-ASSESSMENT BY FIRM by assigning of marks based on the criteria fulfilled.																				
(A)	Firm experience	[ 1.5 X (no.of such years) = (Max. 15) ]																		
	No. of years of Firm experience– from the date of its registration with ICSI. More than 10 yrs' experience will get 1.5 marks for each completed year. (Firm experience should be supported by Firm registration with ICSI). (Refer Clause No. 2.2)																			
(B)	Experience of the Partner	[ 1.5 X (no.of such years) = (Max. 15) ]																		
	Experience of the Partner under whose supervision the Secretarial Audit of RINL will be carried out. More than 10 yrs' experience will get 1.5 marks for each completed year of practice. (Supported by Certificate of Practice). (Refer Clause No. 2.3)																			
(C)	Number of Partners in the Firm	[ 5 X (no.of Partners) = (Max. 15) ]																		
	More than two number of partners will get 5 marks for each partner. (Supported by Deed of Partnership consisting names of Partners). (Refer Clause No. 2.5)																			
(D)	No. of Secretarial Audits of companies as per the above given criteria.	[D1+D2+D3=Max. 55]																		
	More than 6(Six) number of Secretarial Audits has been completed i.e. MR-3 certified & issued.  Secretarial Audits beyond the minimum prescribed 6 Audits (MR-3 certified & issued) will be awarded marks. The Secretarial Audit which carry maximum marks will be given priority.  Secretarial Audit Assignment claimed in one category cannot be considered for any other category for assignment of marks. Paid-up capital and Turnover should be supported by duly authenticated documentary proof. (Refer Clause No. 2.4)																			
(D)-1	Secretarial Audits [other than CPSE/PSU (Central/State)][3.5X(no.of such Audits) = Max.35]																			
	<table><tr><th>S.No.</th><th>Name of the Company</th><th>F.Y</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>	S.No.	Name of the Company	F.Y																
S.No.	Name of the Company	F.Y																		



<b>(D)-2</b>	<b>Secretarial Audits [CPSE / PSU (Central/State)] [4 X (no.of such Audits) = Max. 8 ]</b>		
	<b>S.No</b>	<b>Name of the Company</b>	<b>F.Y</b>
<b>(D)-3</b>	<b>Secretarial Audits [NavRatna &amp; MahaRatna CPSE] [6 X (no.of such Audits) = Max. 12 ]</b>		
	<b>S.No</b>	<b>Name of the Company</b>	<b>F.Y</b>

Fractions should be rounded off to nearest digital.

**Document Proof:**

**No. of years of Practice – PCS:** - PCS Membership Certificate

**Number of Secretarial Audit assignments signed:** - Signed copy of MR-3 forming part of Annual Report.

<b>(G) ANY OTHER RELEVANT INFORMATION</b>	
14.	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>

**List of Enclosures:**

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

**This is to certify that: -**

- The individual or the firm, as the case may be, is eligible for appointment and is not disqualified for appointment under the Companies Act 2013, the Company Secretaries Act, 1980 and the rules or regulations made there under;
- If the Firm/PCS is appointed as Secretarial Auditor, it will not cross the prescribed ceiling limits specified under Companies Act, 2013 and Rules made thereunder, if any, or by the ICSI.
- Neither the PCS Firm/ nor it's Partner or Associates have any interest in the business of RINL.
- The PCS/ Firm will not sub-contract the work.

**Declaration & Undertaking:**

- 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.
- The partners of the firm are holding Certificate of Practice (CoP) issued by the Institute of Company Secretaries of India and such CoP is in force as on date and are in whole time practice only.
- I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets / annexure.
- 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 have not been banned/ black listed/ de-barred from business by any PSU/ Govt. Department during last three (03) years.
  6. I/We have read all the terms & conditions of bid (i.e. Tender No. RINL/VSP-CA/Empnl/SA&CG/2021-22/001) and the instructions and these are acceptable to me/us. I/ We are familiar with all the requirements of the bid.
  7. 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
  8. I/ We are experienced and competent to perform the Contract to the satisfaction of Client.
  9. I/We certify that I/We will not get myself/ourselves empanelled as PCS/Firm in RINL under more than one name.
  10. 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.
  11. I/We undertake to abide by the rules and discipline of RINL during rendering services / delivery of services to RINL.
  12. I/We are not related to Directors or Key Managerial Personnel of the Company as per within the meaning of Companies Act, 2013.
  13. **NO DEVIATION STATEMENT:**  
THIS IS TO DECLARE THAT WE DO NOT HAVE ANY DEVIATIONS IN THE STIPULATIONS OF THIS TENDER AND ACCORDINGLY WE ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHATSOEVER.

#### DECLARATION / ACCEPTANCE

I..... Son/Daughter  
of..... working as Partner in Firm .....  
(name of the firm) situated at.....  
.....(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. I hereby declare that the above information furnished is true & correct to the best of my knowledge and belief.

Signature: .....

Name of the Partner:.....

Membership No. ACS/FCS..... CoP No.....

Designation: .....

Firm Registration No. (FRN):.....

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

Date: .....

Place: .....

- NOTE:**
- (1) Signature is 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 format without modifying the content. Deletion / Modification of any part of this tender & bid documents is not accepted.

**ANNEXURE-3**

(On letter head of Firm of Company Secretaries)

**Price Bid should be submitted in separate sealed envelope and super-scribed as "Price Bid for carrying out Secretarial Audit and Corporate Governance Certification of RINL for the financial year 2022-23".**

**PRICE BID** (Refer clause 3.2 of Tender Document)

Ref: Tender No. RINL/VSP-CA/Empnl/SA&amp;CG/2021-22/001

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.

Sir,

**Sub: - Inviting bids for Empanelment of Firm of Company Secretaries (Firm) for carrying out Secretarial Audit and Corporate Governance Certification of RINL w.e.f F.Y 2022-23-Reg.**

We..... Firm of Company Secretaries are pleased to submit our Price Bid against above referred Tender as under:-

Nature of Service	Firm Price Quote for F.Y 2022-23 (Amount in figure and words in Rupees)
Professional Fee for Secretarial Audit and Corporate Governance Certification of RINL for F.Y 2022-23 (Excluding Service Tax)	Rs. (Rupees..... ..... .....only)

Note:

- The price quoted for Secretarial Audit and Corporate Governance Certification of RINL for the F.Y 2022-23 shall remain firm.
- The firm price quoted shall be consolidated amount per year inclusive of travelling and other incidental expenses and all taxes & duties excluding applicable GST.
- The fee quoted should be in the multiples of Re. 1.
- RINL will provide free accommodation & food at Ukku Guest House, Sector-5, Ukkunagaram, Visakhapatnam and local transport (AC car) to the Auditors during their stay for the Secretarial Audit of RINL.
- Other than the above, no other T.A./ D.A or local conveyance will be paid and no food & accommodation will be provided by RINL/VSP.
- In case of discrepancy between price quoted in words and figures, price quoted in words shall prevail and Tender evaluation shall be done accordingly.**

Seal / Stamp of the Firm

For and on behalf of.....

Signature: .....

Name: .....

Membership No. ACS/FCS No.....CoP No ,...

Designation: .....

Firm Regn. No. (FRN).....

Place: .....

Date: .....



**ANNEXURE-4** (Refer clause 3.5.3 of Tender Document)  
(On letter head of Firm of Company Secretaries)

Format for Letter of Authority for signing the Bidding Document / Bid Opening.

No. \_\_\_\_\_

Date: \_\_\_\_\_

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

Dear Sir,

Sub: - Inviting bids for Empanelment of Firm of Company Secretaries (Firm) for carrying out  
Secretarial Audit and Corporate Governance Certification of RINL.  
Tender No. RINL/VSP-CA/Empnl/SA&CG/2021-22/001; Dt.01.11.2021

We.....do hereby confirm that

Shri.....ACS/FCS No.....,

Shri.....ACS/FCS No..... Partner(s)

is/are authorised to sign & submit the subject tender along with enclosures and requisite documents and also  
authorised to represent us for bid opening on our behalf with RINL. His/ Her/ Their signature (s) is / are attested  
below.

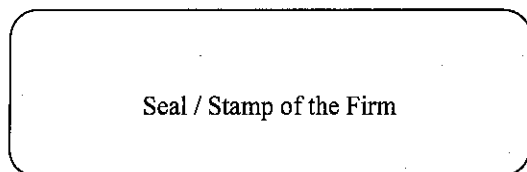
We confirm that we shall be bound by all and whatsoever our representatives shall commit.

Signature(s) of Authorised Signatory (ies)

Attested.

Signature of Person authorizing.

Yours faithfully,



For and on behalf of.....

Signature: .....

Name: .....

Membership No. ACS/FCS No.....CoP No.....

Designation: .....

Firm Regn. No. (FRN).....

Place: .....

Date: .....

Note: Letter of Authority should be on the letter head of the Firm and should be signed by a person competent  
and having the authority.

**GENERAL CHECK LIST:**

Sl.No.	Description of the Document	Enclosed (Y/N)
1.	ICSI Membership Certificate & Certificate of Practice (CoP) of the Partners.	
2.	Copy of approval letter from ICSI in respect of Firm's name & Registration of the Firm with ICSI.	
3.	Partnership Deed of the Firm.	
4.	Secretarial Audit Reports (Form MR-3). Also please attach relevant extracts from the <u>Annual Reports</u> of concerned companies by <i>clearly specifying</i> Paid up Capital and Turnover for such year of MR-3.	
5.	Income Tax Returns for the Financial Year (a) 2018-19 (b) 2019-20 (c) 2020-21 Please highlight the relevant figures taken for computation of Annual Turnover.	
6.	Latest GST Return	
7.	PAN Copy of the Firm	
8.	Certificate of authority about authorized signatory	
9.	Brief Profile of Firm & Partners	

- 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.

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