



Tender for Empanelment of PCS / Firm of Company Secretaries for three years for providing Secretarial services

Issued by:-

**National Safai Karamcharis Finance and Development Corporation
(NSKFDC)**

(A Govt. of India undertaking under the Ministry of Social Justice &
Empowerment)

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Tender No.NSKFDC/Admin./ROC/181/2024/696

Dated: 06.09.2024

TENDER

Sub.: Proposal for Empanelment of Practicing Company Secretary (PCS) / Firm of Company Secretaries for three years for providing services like Annual Return Certification / issuance of Corporate Governance Certificate from Financial Year 2024-25 onwards.

National Safai Karamcharis Finance & Development Corporation (NSKFDC) is a wholly owned Govt. of India Undertaking under the Ministry of Social Justice & Empowerment, set up on 24th January 1997 as a Company "Not for Profit" under Section 8 of the Companies Act, 2013. It is in operation since October, 1997, as an Apex Corporation for the all round socio-economic upliftment of the Safai Karamcharis (including wastepickers), Manual Scavengers and their dependants throughout the Country through its various loan and non-loan based schemes. The loan schemes are implemented through State Channelizing Agencies (SCAs) nominated by the State Governments and Regional Rural Banks (RRBs)/Public Sector Banks (PSBs) and the Skill Development Training Programmes (SDTP) are implemented through Govt. Sector Training Institutions across the Country.

To know more about the Company, please visit website of the company at www.nskfdc.com.

NSKFDC intends to empanel reputed Practicing Company Secretary (PCS) / Firm of Company Secretaries (Firm) initially for a maximum period of three financial years for Annual Return Certification / issuance of Corporate Governance Certificate starting from Financial Year 2024-25 onwards, extendable on year to year basis. For completion of the process of empanelment, Financial Bids will be opened of PCS / Firm who qualify in the technical bid.

1. Scope of Work

The illustrative (but not exhaustive) Scope of Work under Certification work by appointed PCS / Firm are given in **Annexure-I** for understanding and ready reference.

2. Eligibility / Selection Criteria for Submission of Bid:

(a) Practicing Company Secretary (PCS)/Firm registered with the Institute of Company Secretaries of India (ICSI) having its office(s) in Delhi & NCR region shall be considered for Empanelment as Secretarial Auditor for conducting Secretarial Audit of NSKFDC.

(b) The following will be the basis for awarding of Points for the selection of PCS/Firm.

Sl. No.	Eligibility / Selection Criteria	Basis for awarding of Points	Maximum Points
1.	Experience in Practice (no. of years) as Proprietor / Partner / Individual / Firm of Company Secretaries. The cut-off date for ascertaining experience will be 01.01.2024.	1 Point for each completed year of holding of Certificate of Practice in continuation.	5
2.	Number of active Partner / full time Employees (qualified CS)	1 Point for each Partner / employee	5
3.	Majors clients during last 3 financial years (i.e., companies with Annual Turnover > Rs. 100 Crores)	1 Point for each such Client	5
4.	Average Annual Turnover from practice, in last three Financial years.	0.5 Point for turnover of `1 lakh and multiples thereof.	5
		Total	20

Note:

- i) Clear and complete details in separate sheets, for determination of Points in support of information against Item Sl. No. 1 to 4 above are to be furnished.
- ii) Documentary evidence(s) in support of Criteria at (1) to (4) mentioned in table to para-2(b) above is required to be submitted as mentioned in *Annexure-II*. Proposals without the required documentary evidence(s) shall be ignored for evaluation and hence, shall be rejected.
- iii) The Firm securing at least 60% of total points based on above system shall be considered as qualified for empanelment.
- iv) In case of a tie in the L1 bid, the following sequence shall be adopted for selection:
 - a) Firm with longer experience will be preferred based on the year of establishment.
 - b) Firm with a higher number of Partner/Employees (Qualified Company Secretary) will be considered.

3. **Validity of Empanelment** : The validity of empanelment will initially be for a maximum period of 3 financial years starting from 2024-25 extendable on year to year basis for work as specified in the Scope of Work at Annexure-I.
4. **Financial Bids** : Financial bids will be submitted also on a separate neatly typed in a plain paper in the following Format:

Item No.	Nature of Work	Rates
1.	DIN No. Application	
2.	Certification/Verification and Filing of form(s)	
3.	Conversion & Annual Accounts into XBRL mode and Verification and filing of return in form Nos. 23 AC & 23 ACA	
4.	Certification of MGT-8	
5.	Certificate under guidelines on Corporate Governance issued by DPE	
6.	Digital Signature	

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.

5. **Completion of Work:** The works shall be done within the time prescribed under the Companies Act, 2013 and rules framed thereunder.
6. **Terms and Conditions**
- (i) **Payment Terms:** Payment will be released within one month from the date of submission of bill by the PCS / Firm.
 - (ii) The Company reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.
 - (iii) All documents submitted along-with the offer shall also have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal. Authorised Signatory shall be CEO/Partner of PCS/Firm.
 - (iv) Overwriting / correction / erase and / or use of white ink should be avoided in the Offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant firm.
 - (v) Documentary evidence(s) in respect of all the above information by the applicant firm(s) must be furnished along with the proposal. Proposals without the required documentary evidence(s) shall be ignored for evaluation and hence, the same shall be rejected.

- (vi) The Firms are required to submit their GST registration number if applicable, in their offers.
- (vii) The successful PCS / 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 NSKFDC immediately after his/her nomination for timely and smooth interaction.
- (viii) 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 MD, NSKFDC will be final and binding on both the parties to the Contract.
- (ix) The PCS/ Firm satisfying/ fulfilling the above criteria may download the Tender Document from website of NSKFDC i.e. www.nskfdc.com.
- (x) The proposal should be submitted strictly as per the terms & conditions laid down in this document.

7. Compliances / Declarations / Certificates by firm(s) on appointment:

- (i) The PCS/Firm shall have to comply with and furnish declarations and certificates as required under Statutory / Company rules, upon appointment as under:
- (ii) The PCS/Firm shall not sub-contract the Certification work,
- (iii) The PCS/Firm will work in strict confidence and will ensure that any information in respect of the Company is dealt with in strict confidence and secrecy,
- (iv) No partner of the PCS/Firm should be related to either Managing Director or any Whole Time Directors or Part Time Directors of NSKFDC within the meaning of the Companies Act, 2013,
- (v) Neither the PCS/Firm nor its partner(s) or associates should have any interest in the business of the Company, NSKFDC.
- (vi) The PCS/Firm(s) shall be free from any disqualification under the Companies Act, 2013.

8. Debarring Provisions:

The PCS/Firm will be debarred from being appointed for doing any certification works:

- (i) If the Firm obtains the appointment on the basis of false information / mis-statement.
- (ii) If the Firm fails to maintain / honour confidentiality and secrecy of the Company's information.

9. Submission and Opening of Bids

- (a) **Last date for submission of Technical and Financial Bid** : Technical Bid is to be signed by Authorised Signatory on each page of tender document, along with duly filled in format enclosed as **Annexure-II**. The Technical Bid should be submitted in sealed envelope and super-scribed as Technical Bid for 'Empanelment of PCS/ Firm and it shall reach NSKFDC Corporate Office

on or before 29.09.2024 latest by 1:00 PM at the following address:-

National Safai Karamcharis Finance & Development Corporation
Address :-NSKFDC,NTSC,3rd Floor,
E-Block, NSIC, Okhla Industrial Estate- III, New Delhi-110020
Telephone Nos- +011-26382476, 26382477,26382478
Fax- 011-26382479
E-mail : [nskfdc-msje\[at\]nic\[dot\]in](mailto:nskfdc-msje[at]nic[dot]in)
Website: <http://www.nskfdc.nic.in>

- (b) **Opening of Technical bid** : Technical Bids will be opened on 30.09.2024 at 11:30 AM in the presence of applicants, who desires to be present there. The applicant has to bring authority letter from its firm to be present in the bid opening. The Technical Bids received after the specified date/time, incomplete / unsigned, in open envelope or by fax will not be considered/be rejected.

In case of any clarification required in this regard, the undersigned could be contacted at phone no. 011-26382476 NSKFDC reserves the right to cancel/ restrict/ enlarge/ modify/ postpone and/or extend the date of receipt/ opening of Bid or withdraw the Bid notice without assigning any reason(s) whatsoever. In such case the bidders shall not be entitled to any form of compensation from the Company. In case of any change / modification / postponement etc. in the tender, the same shall be displayed on NSKFDC's website only.

Other terms and conditions are as follows:

- i) **Period of assignment:** Three years renewable each year on satisfactory performance.
- ii) **Date, time and place of submission of Tender:** In case your firm is interested and capable of giving the above services, you are requested to submit your sealed quotations latest by 29.09.2024 at 01:00 PM, mentioning Phone No./Cell Phone No./Fax No. The quotation may please be dropped in the Tender Box or may be sent by Registered Post to the Company Secretary, National Safai Karamcharis Finance & Development Corporation (NSKFDC), NTSC, 3rd Floor, E-Block, NSIC, Okhla Industrial Estate-III, New Delhi-110020, superscribing the "Tender for Empanelment of Practicing Firms of Company Secretaries" and sender's name and address in full on the envelope.
- iii) The Technical Bid (Part-I) will be opened on 30.09.2024 at 11:30 AM in the presence of representatives of firms, who are interested to be present during opening of Tender.
- iv) Only neatly typed Tender on plain paper duly filled in and signed by the Tenderer or his authorized representative in each page with official seal with supporting documents serially numbered and duly signed by the Partner with Official seal shall be considered.
- v) Incomplete Tenders are liable to be rejected.

vi) Tenders must be submitted in two parts i.e. Part-I and Part-II, each in separate sealed covers super scribing the name of the work. Part-I shall contain documents fulfilling the eligibility criteria and Part-II shall contain price bid only. All the sealed covers of Part-I and Part-II should be placed in another envelope duly sealed and indicating on the top of the envelope, the tender notice and a certification that this sealed covers contains Part-I, Part-II, for the particular job. Bidder shall be solely responsible for the correctness of the tender documents. Submission of incomplete tender document will be rejected.

vii) Price bid (Part-II) will be opened of those bidders only who are found eligible in Part- I with due intimation.

viii) Evaluation

a) The Price bids of the Technical qualified bidders will be evaluated on basis of the total value of quote arrived at considering the annual estimated quantity as mentioned in the schedule of work (tentative) as available in instructions to Tenders.

b) NSKFDC reserves the right to accept or reject partly or fully all the tenders without assigning any reason thereof.

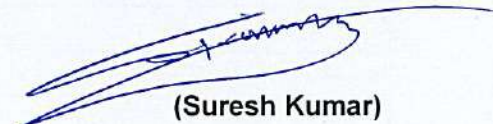
ix) Validity: 90 days.

x) The Firm should submit their bill to the O/o Company Secretary for authentication of job done/payment made.

xi) A certificate will be submitted by the Firm along with the Tender confirming that all the information/documents submitted are absolutely correct and genuine and accepting the Terms & Conditions without any conditions.

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

xiii) In case the successful bidder fails to execute the jobs, the firm will be debarred from taking up jobs of any kind in NSKFDC in future for a period of three years with intimation to the concerned institute/authority. The corporation may take recourse to complete the job by any suitable means at the cost of the defaulting firm.



(Suresh Kumar)
Chief Manager (Admin.)

SCOPE OF WORK

Item No.	Nature of Work	Annual estimated quantity
1.	DIN No. Application	03
2.	Certification/Verification and Filing of form like MGT-14, PAS-3, DIR-12, MGT-7, DIR-3, AOC-4, SH-7etc.,	12
3.	Conversion & verification of Annual Accounts into XBRL	01
4.	Certification of MGT-8	01
5.	Corporate Governance Certificate as per Guidelines issued by DPE	01
6.	Providing Digital signature	03
7.	Any Other Forms as applicable under the Companies Act 2013	

ANNEXURE-II

(Preferably to be given on the PCS/ Firm's Letter Head)

FORMAT FOR SUBMISSION OF BID**To.**

The Company Secretary,
 NSKFDC,NTSC,3rd Floor,
 E-Block, NSIC, Okhla Industrial Estate- III,
 New Delhi-110020

Sub.: Proposal for Empanelment of Practicing Company Secretary (PCS) / Firm of Company Secretaries for three years for providing other services like Annual Return Certification /issuance of Corporate Governance Certificate from Financial Year 2024-25 onwards.

Sl. No.	PARTICULARS	REPLY
1.	Name of the Practicing Company Secretary (PCS) / Firm	
	Whether Partnership / Proprietorship / Individual	
	Name of the Lead Partner /Proprietor/ Individual/ In-Charge	
	Name(s) of the Contact person(s) and the Contact details	
2.	i) Year of Commencement of Practice as PCS/ Firm	
	ii) Certificate of Practice Number/ Registration Number	
	<u>Attach documentary evidence:</u> <ul style="list-style-type: none"> • Copy of Certificate of Practice or Certificate from ICSI regarding date of Commencement of Practice as PCS; and / or • Copy of approval letter from ICSI in respect of Firm's Name. 	
3.	Particulars of the PCS/Firm	
	(a) Address of the Firm as registered with ICSI	
	(b) Address of the Firm at Delhi NCR (if different from 'a')	
	Telephone Nos.	
	Fax No.	
	Email	
	Website	
	PAN No.	
	GST Reg. No. (attach Documentary Evidence)	

Sl. No.	PARTICULARS	REPLY
4.	Technical Details	
	(a) Experience in Practice (no. of years) as Proprietor / Partner / Individual / Firm of Company Secretaries. The cut-off date for ascertaining experience will be 01.01.2024 (attach documentary evidence as cited above at Sl. No.2 above).	
	(b) Number of active Partners with Firm / full time Employees (qualified CS) with the PCS (Self certification by Firm/PCS along with profile of Partners/employees)	
	(c) Majors clients during last 3 financial years (i.e., companies with Annual Turnover > `100 Crores). (Self-certification along with list of major clients name and telephone number of contact person of clients)	
	(d) Average Annual Turnover from practice, in last three Financial years based on ITR / Balance Sheet (attach Documentary Evidence)	
5.	Any other relevant information:	

DECLARATION

1. I/We have read all the terms & conditions of bid and the instructions and I/We hereby confirm the acceptance of all provisions and the terms & conditions of the Invitation without any deviation.
2. All the details /information provided by me/us herein above are correct to the best of my/our knowledge & belief. I/We also understand that if any of the information is found wrong. I/We am/are liable to be debarred.
3. I/We certify that I/We will not get myself/ourselves registered as PCS/Firm in NSKFDC under more than one name.

Signature :.....

Name & Designation of the Authorized Signatory :.....

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

Date:.....

Place:.....

No. of documents attached: