



BIHAR RAJYA BEEJ NIGAM LIMITED

6TH Floor, Pant Bhawan, Nehru Path, Patna-800001 (BIHAR)
Tele/Fax: 0612 2547066 Website: brbn.bih.nic.in E-mail: brbn.bih.mail@gmail.com
CIN: U01111BR1977SGC 001294

SHORT NOTICE INVITING TENDER NO.CS/BRBN-01

Short Notice Inviting Tender for the work as mentioned below in single bid system with two parts viz. **PART-A (Qualification Criteria) & PART- B (Offer/Price quote)** in single sealed cover is invited by the Company Secretary, Bihar Rajya Beej Nigam Limited (BRBN), 6thFloor,Pant Bhawan, Nehru Path,Patna-800001 from reputed Practicing Company Secretary (PCS) firms having required credentials for the following jobs.

1. Brief description of Work:

1.1 Conducting Due Diligence and review of secretarial affairs of BRBN under companies act. Detailed findings to be submitted in a report containing the checklist points and action plan to streamline the pending compliances under CA 1956/2013. Addition of Director's name on MCA registry from back-end is inclusive with Due Diligence work. *Report to be submitted within 30 days of issue of work order.*

1.2. Annual filings with Compliance certificate under Companies Act 1956 from FYs 2000-01 up to 2013-14.

2. Validity period: One year from the date of issue of work order. Contract may be renewed/extended as mutually agreed between both the parties.

3. Tendering details:

3.1. Firms are requested to submit their offer as per enclosed Part- A & Part- B.

3.2. Interested firms can download the tender documents from the website of the company brbn.bihar.gov.in under tenders tab. Non-refundable bid document fee in form of bank demand draft of INR 1000/- drawn in favour of “Bihar Rajya Beej Nigam Limited” payable at Patna from any nationalized /scheduled bank

3.3. Date, time and place of submission of offer: up to 1:00 P.M. of 03.07.2020 at the office of the Director Administration & OSD, Bihar Rajya Beej Nigam Limited (BRBN), 6thFloor, Pant Bhawan, Nehru Path, Patna-800001 either in person or by post. If the office happens to be closed on the last date as specified, the offer will be accepted till the next working day at the same time and venue.

3.4. Validity of the offer: Offers shall be valid for a period of minimum 120 days from the last day of submission of the offer.

3.5. Date, Time &Place of opening of Tender:-

On 03.07.2020 at 3.00 P.M. in the office of the Director Administration & OSD, Bihar Rajya Beej Nigam Limited (BRBN), 6thFloor, Pant Bhawan, Nehru Path, Patna 800001.

4. Qualifying Criteria:

4.1. Participating PCS/PCS firms should have existence for atleast 3(three) years in Patna either by way of Head Office or Branch Office.

4.2 Good working experience in the field related with filing of annual returns, e-forms, consultancy work under companies act. PCS firms must have executed atleast 2(two) secretarial assignments of government companies in the above relevant field and should have average annual turnover of INR 6 lakhs or more during the last 3 financial years i.e. 2016-17; 2017-18 & 2018-19.

4.3 Firms shall possess PAN and GST registration certificate (if registered under GST)

5. Part-A of the Tender (Qualification Criteria)

Firms have to submit following details along with documentary evidence in support of the details submitted:

- a) Bid document fee
- b) Name of the PCS/PCS Firm
- c) Address of Registered office & Branch office along with contact details, if any
- d) PCS C.P. No. & Date of Registration with ICSI as listed in 4.1 above.
- e) PAN No.
- f) GST No. (If registered under GST Act.)
- g) Copies of last 3 ITR filed.
- h) Experience details (Copies of work order/work completion certificate) in the relevant fields as listed in 4.2 above.

The documents attached to the offer must be serially numbered and duly signed by the proprietors/partners/Directors with official seal and in absence of supporting documents or illegible contents, the offer is liable to be rejected without any clarifications or further document seeking.

6. Part-B (Offer /Price quote):

Firms have to submit their Offer rates/Price quotes in the following format:

Sl.NO.	Particulars of Work	Rate quotations criteria (in Rs)	Amount (in Rs)
Col.1	2	3	4
1.	As per Para 1.1	Consolidated (one time)	
2.	As per Para 1.2	Rate per year filing to be quoted	
3.	Event based filing of various e-forms relating to the company viz. appointment of Directors,KMP/cessation/change of registered office/increase in share capital etc.	(Rate per filing to be quoted)	
		TOTAL:	

Note:

- (a) Any other works arising out of statutory requirements shall be done on mutually agreed rate.
- (b) GST etc. shall be paid extra as applicable.
- (c) Any statutory payment deposited by the Firm through challan with MCA in respect of the above jobs will be reimbursed on actual basis.

IMPORTANT TERMS & CONDITIONS:

- I. Offers should be neatly typed/written. Offers having legibility issues will be deemed as rejected without processing.
- II. Offer document should be duly filled in and signed by the proprietors/Partners/Directors in each page with official seal and supporting documents as stated above at Para no. 5 (Part-A of Tender). Offer must be submitted within the stipulated period.
- III. Only Firms qualifying in the criteria laid in Part-A of tender at Para no.5 shall qualify for price quote/bid opening i.e. Part- B.
- IV. Offer documents may be submitted in person or by post.
- V. Tender will be received in Single sealed cover superscribing the name of the work **i.e. NIT for Secretarial Work of BRBN** containing documents as required under **Part-A & Part- B**.
- VI. The firms participating in the tender shall give an undertaking to the subject "that data/informations given to the firm by BRBN and any information generated from the data provided shall not be used by the firm for any other purpose nor shall be shared with any other firms". Violations of this will tantamount to criminal misconduct on part of the Firm.
- VII. Application received after due date and closing time of submission will not be entertained under any circumstances.
- VIII. **EVALUATION:** - Offers satisfying the criteria and conditions of **Part-A** shall only be evaluated for their price quotes/bids and shall be evaluated upon overall total fees quoted as per **column 4 of Part B** under Least Cost Method.
- IX. **Travelling& Out of Pocked Expenses:** - No travelling and out of pocket expenses will be entertained/reimbursed during the complete tenure of contract.
- X. In case of unsatisfactory performance, BRBN reserves the right to terminate the contract out rightly.
- XI. **Jurisdiction of Court:** Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Patna High Court only.
- XII. **Disclaimer:** BRBN reserves the right to accept or reject partly or fully all the tenders without assigning any reason thereof.

Sd/-
Company Secretary
Bihar Rajya Beej Nigam limited