

**Terms and Conditions for Expression of Interest (EOI) For Engaging
Practicing Company Secretary / Firm of Practicing
Company Secretaries**

1.0 INTRODUCTION

Haryana State Electronics Development Corporation Limited (Hartron) is a Company engaged in dealing with Electronics, Telecommunication and Information Technology related projects and solutions in the State of Haryana. Hartron is pioneer in the Digital solutions and working towards making the State Digitally Oriented.

2.0 SCOPE OF WORK

The scope of work is as given under

- a) Verification and Filing of forms DIR-3, DIR-12, MR-1, ADT-1, MGT-7, MGT-8, MGT-14, GNL-1, INC-22, AOC-4 and any other Forms applicable as per the Companies Act, 2013 & rules thereof.
- b) Conversion of Annual Accounts into XBRL mode, verification and filing of returns in Form AOC-4.
- c) Any other forms that need to be filed as per Companies Act, 2013 or as per directions of MCA.
- d) Advice in any related matter

3.0 PRE-QUALIFICATION CRITERIA

Following are the eligibility criteria for Practicing Company Secretary / Firm of Practicing Company Secretaries to submit their offer: -

- a. Practicing Company Secretary / Firm of Practicing Company Secretaries as its partner, having an experience of minimum 15 years in providing professional services to organizations as on 01.04.2020 out of which Practicing Company Secretary / Firm of Practicing Company Secretaries should have experience of Government Boards/Corporations for minimum 10 years as on 01.04.2020.
- b. Practicing Company Secretary / Firm of Practicing Company Secretaries should have Registered/Branch Office located at Chandigarh/Panchkula,
- c. Practicing Company Secretary / Firm of Practicing Company Secretaries shall have all requisite infrastructures & software as per MCA 21 norms at Registered/Branch Office located at Chandigarh/Panchkula,

4.0 SUBMISSION OF OFFER:

- (i) Sealed offers shall be submitted in the manner as mentioned below:
 - a) First sealed Envelope superscribed as **Technical offer – “Engaging Practicing Company Secretary / Firm of Practicing Company Secretaries”** shall contain one full set of application documents, including **Annexure-I**.
 - b) Second sealed Envelope superscribed as **“Price offer – “Engaging Practicing Company Secretary / Firm of Practicing Company Secretaries”** shall contain prices filled in strictly as per Price bid format which is at **Annexure –II** of the this documents. Price should be quoted strictly as per the format and no other additional papers to be enclosed there in.
 - c) Both the above envelopes should be kept in another cover and sealed and superscribed as **“offer–“ Engaging Practicing Company Secretary / Firm of Practicing Company Secretaries”** and addressed to Company Secretary, Haryana State Electronics Development Corporation Limited (Hartron), Hartron Bhawan, Bays 73-76, Sector 2, Panchkula -134109 **and shall be submitted to her office till 4.00 PM, on or before 22.01.2021**
 - (i) Last date for Submission of Application :22.01.2021, 04.00PM
 - (ii) Date of Opening of Technical offer :23.01.2021, 03.00PM

5.0 GENERAL INSTRUCTIONS TO THE APPLICANTS

- (i) Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.
- (ii) A technical evaluation shall be carried out prior to opening of the price offer. Applicant should attach the documentary proof/details of their experience regarding competency in undertaking contract while submitting the quotation.
- (iii) After technical evaluation, the Practicing Company Secretary / Firm of Practicing Company Secretaries as its partner, whose proposals do not meet the evaluation criteria will not be considered further processing of the offer.
- (iv) In any other matter not covered in the contract, the decision of the Company shall be final and binding on the applicants.

6.0 CRITERIA FOR EVALUATION:

Criteria for Evaluation of Technical offer are as under:

Sl.No.	Particulars	Evaluation Criteria
1.	Applicant shall be Practicing Company Secretary / Firm of Practicing Company Secretaries as its partner, having an experience of minimum 15 years in providing professional services to Organizations out of which Practicing Company Secretary/Firm of Practicing Company Secretaries must have minimum 10 years of experience with Govt. Boards/Corporation	Documentary proof to be submitted
2.	Having Registered/Branch Office at Chandigarh/Panchkula	Documentary proof to be enclosed.
3.	List of Government Boards/Corporations served during last 10 years for similar services	Documentary proof to be enclosed.

7.0 METHOD OF EVALUATION:

(i) **Evaluation of Technical offer is as under:**

Technical offer details to be furnished as per format at **Annexure –I**.

(ii) **Price offer evaluation will be made as under:**

- a. The price offer of techno-commercially acceptable offers only will be evaluated.
- b. The total amount which will be quoted in the price offer format as per **Annexure II** excluding GST will be considered for arriving at relative position of applicant and only lowest applicant shall be considered for award of work.
- c. In case of a tie between two or more Firms, Firm having more experience and / or firm having experience with Government Boards/Corporations will be preferred.

9.0 Termination:

Under exceptional circumstances or if services provided is not satisfactory, Hartron is free to terminate the services without assigning any reason with one month of prior notice.

10.0 Period of assignment: - will be for 2 Financial Years from the date of LOI/WO, renewable each year with the approval of Competent Authority on satisfactory performance.

11.0 PRICE

Contractor shall quote their fee in **Annexure – II**, i.e, only in the Price offer.

The service charge quoted shall be firm for the entire period of the contract and not subject to any escalation whatsoever in nature.

GST or any other taxes imposed from time to time by Government shall be reimbursed, if applicable, on production of proof of remittance of services.

Statutory deduction towards all applicable taxes shall be made as per rules.

12.0 Payment Terms:

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. The firm should submit their bills on monthly basis to the O/o Company Secretary for authentication of job done /payment made. Payment will be made within 30 days of receipt of invoice and satisfactory completion of services.

13.0 Paying Authority: The paying authority shall be Head-Finance and Accounts Division, Hartron, HartronBhawan Bays 73-76, Sector 2, Panchkula - 134109 on certification by Company Secretary.

14.0 Any agency/organization/parties/ personnel who would be interested may submit their response with the relevant details and credentials with supportive documents on or before 22.01.2021 @ 4.00 PM to the below mentioned address.

Company Secretary
Haryana State Electronics Development Corporation Limited (Hartron)
HartronBhawan Bays 73-76,
Sector 2, Panchkula - 134109.

15.0 Arbitration

In case the dispute cannot be resolved by amicable settlement then the matter shall be referred to the sole arbitrator who shall be the Principal Secretary to Government of Haryana, Department of IT, Electronics & Communication, Haryana and the verdict of the Arbitrator shall be final and binding on both the parties. The proceedings to this effect shall be governed by the Arbitration and Conciliation Act, 1996.

The applicant is expected to examine all, instructions, forms, terms and conditions in the application documents. Failure to furnish all information required as per the application documents or submission of a bid not substantially responsive to the application documents in every respect will be at the bidder's risk and shall result in rejection of the offer. Confirm acceptance of all terms and conditions without any reservation.

Conditional offers are liable for rejection.

Letter of undertaking

(To be given on the official letter head of the applicant)

To

The Chairman/ The Managing Director

SCO 111-113, Sector 17-B

Chandigarh - 160017

Dear Sir,

Having examined and perused the Advt. tender No..Hartron/_____ dated _____ for Engaging Practicing Company Secretary / Firm of Practicing Company Secretaries

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**.

I/we hereby distinctly and expressly declare and acknowledge that before submission of my tender, I have carefully followed the tender enquiry instructions and clearly understood all the terms and conditions of tender.

Thanking you, Sir,

Yours faithfully,

Signature of Authorized person
with office seal

Date:

Technical offer

Sub: Engaging Practicing Company Secretary / Firm of Practicing Company Secretaries

Ref: Hartron/_____ Dated __.__.2020

Sl.No	Particulars	Particulars to be filled in by the applicant clearly (use additional sheet if required).
1	Name of Practicing Company Secretary / Firm of Practicing Company Secretaries	
2	Registered Office Address with Pin Code and Office Address at Chandigarh/Panchkula with Pin Code	
3	Contact details (Telephone no., mobile no, emailid etc.)	
3	Firm Registration No. & Date of Registration with the Institute of CS as a Practicing Firm(Attach copy of Registration)	
4	Details of Partners / Proprietor of the Firm as on date of application (Name, Membership No., Date of joining the Firm etc.)	
6	Experience in the Government Boards/Corporation(As on 01.04.2020) (Name of the Organization, Period of Appointment, and Job assigned etc.)	
8	PAN No. (Attach Photo Copy of PAN Card.)	
9	GST Registration No. & Date (Attach Photo Copy)	
10	Please furnish relevant details such as Name of the Bank & address, Account No. & type, RTGS Code etc. for payment purpose.	

Note: Applicant has to submit the details with documentary evidences. The documents attached to the offer must be serially numbered and duly signed with Official seal.

Date:

Seal & Signature

Annexure -II

Price offer

Sub: Engaging Practicing Company Secretary / Firm of Practicing Company Secretaries

Ref: Hartron/CS/_____ Dated _____2020

Item No.	Name of work	Rate Quoted (Rs)
1.	Verification and Filing of forms DIR-3, DIR-12, MR-1, ADT-1, MGT-7, MGT-8, MGT-14, GNL-1, INC-22, AOC-4 and any other Forms applicable as per the Companies Act,2013& rules thereof.	Rs._____ per Form
2.	Conversion of Annual Accounts into XBRL mode, verification and filing of Annual Accounts.	Rs._____
3	Any other advice related to Companies Act, 2013 and laws related thereto.	Rs.
4	Total Amount (Slno (1+2+3))	
5	Applicable GST	

Signature & Seal

Note:

1. Price quoted at SL. No. 1 to2 above shall be inclusive of all applicable taxes and duties excluding GST, GST will be paid along with each payment/invoice.
2. The price shall be firm and binding without any escalation whatsoever during the entire duration of the contract.
3. Any variation in taxes, levies, & duties imposed after the due date of submission of offer will be paid /recovered byHartron, only during the tenure of the contract.
4. **Income tax as per prevailing rate shall be deducted from each invoice and the TDS certificate will be issued by Hartron.**

Prices shall be filled in the Price Schedule with ink. Price Schedule shall not be typed again. Please ensure that all columns where prices need to be mentioned are filled up without any overwriting and corrections. In case of a difference between the quote in words and in numbers, the quote in words shall prevail.

5. Price offer shall be signed and sealed on each page and shall not contain any alterations/ conditions / notes whatsoever.