



# दादरा नगर हवेली उर्जा वितरण निगम लिमिटेड (सरकार का उपक्रम)

## DNH POWER DISTRIBUTION CORPORATION LTD.

(A Government Undertaking)

CIN : U40100DN2012GOI000405

### LIMITED TENDER NOTICE

### INVITATION OF BID

**Sub: Engaging Practising Company Secretary /Firm of Practising Company Secretary**

**Tender No. DNHPDCL/88/2014/**

1958

**Dt: /06/2017**

07

DNH Power Distribution Corporation Ltd., (DNHPDCL) invites sealed tenders with relevant expertise and experience for certification and filing of e-forms with Ministry of Corporate Affairs (MCA) and for Secretarial Audit under the Companies Act, 2013 and Rules made thereunder.

The tender documents are available on our website [www.dnhpdcl.com](http://www.dnhpdcl.com). The same can be downloaded from website. The quotations shall be submitted in accordance with the tender terms and conditions and corrigenda, issued, if any. Any changes thereto will be notified only through the DNHPDCL's website. The last date for submission of sealed bid is **19.06.2017, 6.00 p.m.**

### 1. INTRODUCTION

DNHPDCL is Govt. undertaking engaged in the business of distribution of power in territory of DNH. All equity share capital is held by the President of India and his nominees. Directors are also appointed by the UT Administration of DNH. More about DNHPDCL can be found from the Company's website [www.dnhpdcl.com](http://www.dnhpdcl.com)

### 2. SCOPE OF WORK

The scope of work is as given under;-

- Verification and certification of all forms applicable as per the Companies Act, 2013 and rules thereof including Annual forms.  
{Please note that Conversion of Annual Accounts into XBRL is exempted to Electricity Companies. XBRL of cost audit reports and its filing is done by Cost Auditor.}
- Conducting Secretarial Audit and issuance of Secretarial Audit Report under Companies Act, 2013

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Regd. Office: Vidyut Bhavan, 66 KV Road, Near Secretariat, Amli, Silvassa - 396 230.

Tele.: (0260) 2406500 | TeleFax: (0260) 2642338 | Fax: (0260) 2406502 | Email: support@dnhpdcl.in | Website: www.dnhpdcl.in

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### 3. PRE-QUALIFICATION CRITERIA

Following are the eligibility criteria for Practising Company Secretary/Firm of Practising Company Secretaries to submit their bid.

- a. Practising Company Secretary/Firm of Practising Company Secretaries as its partners having a experience of minimum 2 years practise in Company law and secretarial matters. **(Documentary proof i.e. Certificate of Practice issued by the Institute of Company Secretaries of India (ICSI) to be submitted)**
- b. Practising Company Secretary/Firm of Practising Company Secretaries shall have its registered office/branch office at Silvassa or Vapi or Daman or Navsari or Valsad or Surat. **(Documentary proof to be submitted)**

### 4. BID SUBMISSION

- a. Bidders shall abide terms and conditions enclosed with the tender conditions.
- b. Sealed bids in prescribed format i.e. **Annexure-1** along with all relevant documents shall be submitted in envelope super scribed as “**Bid- Engaging Practising Company Secretary/Firm of Practising Company Secretary**” and addressed to General Manager (Fin & HR), Vidyut Bhavan, Near Secretariat, AmlI, Silvassa- 396230, DNH and shall be submitted to this office till **6.00 p.m.** on or before **19.06.2017** along with tender fees of Rs. 500/- in the form of DD of Scheduled Banks in favour of “DNH Power Distribution Corporation Ltd.”
- c. After ascertaining the eligibility of bidder, the price bid will be considered.

### 5. GENERAL INSTRUCTIONS TO THE BIDDERS

- i. All the pages/documents of the tender should bear the signature of the tenderer along with official seal and date mentioned. All the entries by the tenderer should be in one ink and legibly written. Any overwriting, corrections and cuttings should bear dated initials of the tenderer. Corrections should be made by writing again instead of over writing.



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- ii. Rates should be quoted both in figures as well as in words. In case the rates quoted in words and figures are at variance, rates written in words will be taken final.
- iii. Tenderer should attach the documentary proof/details of their experience regarding competency in undertaking contract while submitting the quotation.
- iv. The Bidder is expected to examine all instructions, forms, terms and conditions in the bidding documents. Failure to furnish all information required as per the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidders risk and shall result in rejection of the bid. Confirm acceptance of all terms and conditions without any reservation.
- v. Conditional tenders are liable for rejection. The Corporation reserves the right to reject any or all offers without assigning any reason. In any other matter not covered in the contract, the decision of the Company shall be final and binding on the bidders.

### 6. METHOD OF EVALUATION OF PRICE BID

Price bid evaluation will be made as under;-

- a. Price bids of acceptable offers only will be evaluated.
- b. The total amount which will be quoted in the price bid format against Sr. No. 3 excluding service tax and cess/other applicable taxes will be considered for arriving at relative position of bidder and only lowest bidder shall be considered for award of work.

### 7. TERMINATION

Under exceptional circumstances or if services provided is not satisfactory, DNHPDCL is free to terminate the services without assigning any reason with one months' notice.



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### 8. PERIOD OF ASSIGNMENT

The period of assignment will be for 3 financial years from date of order renewable each year with the approval of the Competent Authority on satisfactory performance.

### 9. PRICE

Bidder shall quote their fee in **Annexure- 1** i.e. Price Bid.

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

Service tax or any other taxes imposed from time to time by Government shall be reimbursed, if applicable will be paid by DNHPDCL.

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

### 10. PAYMENT TERMS

Service tax/applicable tax 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 remit their bills on quarterly basis to the Company Secretary for authentication of job done. Payment will be made within 30 days of receipt of invoice on quarterly basis and satisfactory completion of services.

### 11. PAYING AUTHORITY

The paying authority will be General Manager (Fin & HR) on certification of Company Secretary.

### 12. CONFIDENTIALITY

All the information, in any form, provided by the Company to the Agency and vice versa in connection with future tenders shall be kept "Strictly Confidential" by the firm.



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### 13. JURISDICTION

As the contract is executed at Silvassa, the court at Silvassa will have jurisdiction on any disputes for adjudication arising out of the contract.

For any related clarifications please contact, Company Secretary, DNHPDCL.

Sl. No.	Particulars	Rate (Rupees)	Quantity (In Liter and Cent)
1	General Manager (Fin & HR) DNHPDCL		
2			
3			
4			



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### Annexure- 1

### PRICE BID

Sub: Engaging Practising Company Secretary/Firm of Practising Company Secretary

Sr. No	Particulars	Rate Quoted (Rs) (In figure and word)
1	Verification and certification of all forms applicable as per the Companies Act, 2013 and rules thereof including Annual forms. <i>{Please note that Conversion of Annual Accounts into XBRL is exempted to Electricity Companies. XBRL of cost audit reports and its filing is done by Cost Auditor.}</i>	Rs. _____ per financial year.  (Rs in words _____)
2	Conducting Secretarial Audit and issuance of Secretarial Audit Report under Companies Act, 2013 and rules made thereunder	Rs. _____ as annual fees.  (Rs in words _____)
3	<b>Total amount ( 1 to 2)</b>	Rs. _____  (Rs in words _____)
4	Applicable tax/service tax and cess	

Date:

Seal and signature



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### Note:

1. Price quote at Sr. No. 1 to 3 above shall be inclusive of all applicable taxes and duties excluding service tax and cess. Service tax including cess 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. Income tax as per prevailing rate shall be deducted from each invoice and the TDS certificate will be issued by DNHPDCL.
4. 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.



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