



Projects & Development India Limited

(A Govt. of India Undertaking)

Post Box No.125,A-14, Sector-1 , Noida - 201301 ,

Dist. Gautambudh Nagar , Uttar Pradesh

Phone - 0120-2529842/43/47/51/53/54

Fax - 01202529801/2541493

GSTIN No: 09AABCP1722G1ZP

CIN:U74140UP1978GO1028629

INVITATION TO BID

To : Open Vendor	ITB Number	11/PNMM/E/4704/2021-22/101242
	Type of Bid	Two Part
	Type of Opening	Public Opening
	Date of Issue	15.07.2021
	Bid Closing Date	29-07-2021 Time : 3:00:00 PM
	Tech. Bid Opening Date	29-07-2021 Time : 4 :30:00 PM
	Price Bid Opening Date & Time	SHALL BE INTIMATED LATER
	Venue of Bid Opening	PDIL, NOIDA
	Earnest money Deposit	N.A.
	Period of Contract	AS PER CLAUSE 6.0 OF ANNEXURE-III OF ITB

Projects & Development India Limited (PDIL) is a Govt. of India Undertaking under the administrative control of the Dept. of Fertilizers, Ministry of Chemicals & Fertilizers. PDIL invites bid in sealed cover addressed to Addl. General Manager and H.O.D (M.M), ITB reference no. and bid closing date & time duly super scribed on the cover for the under mentioned job, subject to the terms and conditions and scope of work attached here in.

Note: Bidders are requested to onboard themselves on GeM Portal for participating in Similar tenders in future.

SL. No.	Material/HSN Code/ SAC Code	Description	Quantity	Unit
10	/ 9989	Engagement of professional services of C.S.	1	AU

For & on behalf of
Projects & Development India Ltd.

(P. R. Sahu)

Addl. General Manager (MM)

**Annual Rate Contract for engagement of Professional Services of
Company Secretaries-in-Practice for the year 2021-22**

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ANNEXURE-I

**Annual Rate Contract for engagement of Professional Services of
Company Secretaries-in-Practice for the year 2021-22**

PRE QUALIFICATION CRITERIA (PQC)

The services of professional Company Secretaries in Practice (PCS) will be evaluated on the basis of following Pre-qualification criteria:

The Bidder must be holding a Certificate of Practice for a minimum period of 7 years.

(The Bidder should have satisfactorily provided similar type of services in minimum 2 PSUs/Company during the last Seven (07) years preceding the month in which ITB/Enquiry is floated.)

To meet the above criteria, the bidder shall have to submit proof copy duly signed & stamped of relevant documents viz. copy of certificate of Practice (COP) and Experience certificate or relevant document.

ANNEXURE-II**Annual Rate Contract for engagement of Professional Services of
Company Secretaries-in-Practice for the year 2021-22****INSTRUCTION TO BIDDERS FOR e-PUBLISH**

1.0 A bidder who meets the Pre-Qualification Criteria as per ITB and intends to quote against this ITB may download the bidding document from PDIL website <http://pdilin.com> OR Central Public Procurement Portal <https://eprocure.gov.in/cppp> and submit the Bid complete in all respects as per terms & conditions of contract on or before the bid closing date and time.

2.0 Submission of Bids:

Bidders are required to submit their bids under three (03) envelopes as below:

Envelope (A): PQC & Un-priced Technical and Commercial Bid along with the following documents (photocopies) shall be in this envelope:

- i. Documents in support of 'Pre-Qualification Criteria for Bidders' indicated in Annexure-I of ITB as per the requirement.
- ii. Format of Bank Details (RTGS) for on line payment, all the details duly filled in. (Annexure-VI)
- iii. A copy of valid Registration Certificate in case of NSIC/MSE registered Companies.
- iv. Complete ITB documents duly signed & stamped in each page with "Deviations"/"Exception" sheet (if any) and all Annexures duly filled in.
- v. **Price Confirmation Copy** - A copy of Priced offer keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item(s) and GST shall be submitted in the prescribed 'Price Schedule' attached as Annexure-V.
- vi. Copy of Check List enclosed duly filled by the bidder making all the points clear and not leaving any voids.
- vii. Photo copy of PAN card.
- viii. GSTN of your company and HSN / SAC Code for the item / service against which bid is invited.
- ix. Any other document as per the requirement specified in the ITB.

Envelope B: Price Bid

Price Schedule as per Annexure-V with quoted rates in Rs. and GST, as applicable, signed and stamped.

All the above envelopes should be super scribed with respective **Envelope no., ITB No. and closing date of the bid**. Both the two envelopes should be sealed and placed in a third envelop which should also be super scribed with our **ITB No. and closing date of the bid** and addressed to the under mentioned :

Addl. General Manager (MM)

Projects & Development India Limited

PDIL Bhawan, A-14, Sector 1,

Noida – 201 301, Gautam Budh Nagar (UP)

Tel: 0120-2529842/43/47/51/91 (Extn. 115, 301), Fax: 0120 – 2529801

e-mail: prsahu@pdilin.com; sushilkumar@pdilin.com; Anjali@pdilin.com;

Bidder are also allowed to submit their bids through email at above address with in the Scheduled bid submission date and time.(Price bids must be Password protected, password shall be required to share at the time of price bid opening)

3.0 Opening of Bids

Bid opening will be Public. Envelope A only will be opened on Technical Bid Opening Date. Price Bids (Envelope B) of only those bidders will be opened which will be considered technically and commercially acceptable.

4.0 Evaluation of Bids

Bids shall be evaluated for Pre-Qualification Criteria (PQC) first and Techno-Commercial Bid Evaluation shall be carried out, only for those Bids which shall meet the Pre-Qualification Criteria (PQC).

Bids shall be scrutinized on Techno-Commercial parameters. Bids having unacceptable deviation may be rejected at this stage. However, clarifications shall be sought from bidder for any shortcoming found in their Bid at this stage.

The PRICE BID shall be opened only of those bidders who will be technically and commercially suitable.

5.0 Price Evaluation Criteria

5.1 Price evaluation of bids shall be done on the basis of price quoted by the bidders for all the items in the 'Price Schedule' along with GST.

Incomplete Bid/partial quotation is liable for rejection.

The Award shall be made on overall lowest (L1) bid subject to provision of purchase preference in Public Procurement Policy (PPP) for MSEs, Order 2012. read with the respective amendment. (Refer Clause No. 5.2 to 5.4 below).

5.2 Public Procurement Policy For Micro & Small Enterprises (MSEs): Benefits shall be extended to bidder under the Policy as per guideline issued by Ministry of MSME's Order dt.23.03.2012 issued vide Gazette Notification no.503 dt.26.03.2012 and related subsequent circulars for Public Procurement Policy for Micro & Small Enterprises(PPP for MSE), shall be applicable subject to submission of copy of valid/active Udyog Aadhaar Memorandum / Registration Certificate.

5.3 The enquired services are not splittable.

5.4 It may be noted that Government of India has implemented **Trade Receivable Discounting System (TReDS)** to address challenges faced by MSMEs in delayed payments (after receipt/acceptance of Material/Services) from Government buyers leading to shortfall of Working Capital. TReDS is an online electronic institutional mechanism for facilitating the financing of trade receivables of MSMEs through multiple financiers. PDIL is already registered on the below mentioned TReDS platform:

- M/s Receivable Exchange of India (RXIL), Mumbai

MSME Bidders are requested to register on the TReDS platform to avail the benefits

6.0 Earnest Money Deposit (EMD) : N.A.

7.0 Validity of Bids

Prices quoted should remain valid for our acceptance for a minimum period of 90 days from the date of opening of technical bids. PDIL will not allow any revision in prices within validity period after sealed tender are opened.

8.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.

9.0 Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact PDIL before submission of bid if they have any query on it. Once the bid is submitted, PDIL will presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.

10.0 Bids shall be typed or written in indelible ink and must be free from corrections / erasing / overwriting etc. Any changes made must be authenticated with initial by the Bidder.

11.0 Bid shall be ideally in conformity to the Scope of supply/work along with all Terms & conditions, stipulated in the ENQUIRY. PDIL shall appreciate to receive a Bid having no deviation. However, under unavoidable circumstance, a Bidder may submit Deviations in a separate sheet, which PDIL at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including condition(s), if any, found in the Price bid shall liable for rejection of a Bid in totality.

- 12.0 PDIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. PDIL is at liberty to take any of the following actions in case of this ITB:
- a) to cancel the tender without reference to the bidders.
 - b) to postpone the due date and time.
- 13.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Project & development of India Limited may withdraw the enquiry/tender or reject all bids.
- 14.0 **SITE VISIT: N.A.**
- 15.0 Bids submitted thro' FAX and e-mail will not be accepted. No request from any bidder to PDIL to collect the bid from airlines, cargo agents etc. shall be entertained by PDIL.
- 16.0 PDIL reserve the rights to assess bidder's capability and capacity to perform the contract.
- 17.0 Bids must be submitted on or before the closing date and time physically in the bid box at the office of **HOD (MM), Materials Management Department, Projects & Development India Ltd., PDIL Bhawan, A-14, Sector-1, Noida, Pin 201301, Gautam Budh Nager (UP)** or by registered post/courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay.
- 18.0 To know more about PDIL, please visit our website <http://www.pdilin.com>

ANNEXURE III

**Annual Rate Contract for engagement of Professional Services of
Company Secretaries-in-Practice for the year 2021-22****GENERAL CONDITIONS OF CONTRACT (GCC)****1.0 Scope of Contract**

The Scope of Contract shall be as per 'Scope of Services' defined in Annexure-VIII along with Price Schedule, attached to the ITB, unless & otherwise it is modified, at subsequent stage of bidding.

2.0 Firm Price

Price to be quoted shall be firm and subject to no escalation whatsoever during the contractual completion period including extended period, if any, except for any statutory variations i.e. change in the rate of tax & duty and/or inclusion of any new tax & duty.

Bid with variable price will not be accepted.

3.0 Price Basis

Duly executed at PDIL, Noida.

4.0 Taxes and duties

- 4.1 Goods & Service Tax (GST): GST shall be paid EXTRA as applicable as per GST law. Bidder shall clearly indicate the present applicable rate of GST in Percentage (%) along with corresponding HSN / SAC Code and enclose a copy of GST registration certificate along with the unpriced offer.

PDIL shall avail Input Credit against payment of GST. Same will also be considered while evaluating the price bid. Relevant necessary documents shall be provided by the Contractor to enable PDIL avail the above credit set off.

Bidders have to ensure that they should file the Tax return on time to avail input Tax credit, else the same shall be deducted from EMD/Security Deposit/Running Bills.

- 4.2 Statutory variation in taxes and duties including imposition of any new tax & duty, within the scheduled Completion period, as per P.O, shall be paid at actual on production of documentary evidence.

- 5.0 **Effective date of Contract/ P.O:** Shall be date of Award of LOI/PO.

- 6.0 **Period for Contract** The Contract shall be valid for an initial period of One (01) Year from the effective date of Contract and subject to renewal for extension for further period of 02 (two) years based on performance, on same rates, terms and conditions .

- 6.1 **Contact Person/Operation of Contract:** The Contract shall be operated by Company Secretary & Legal Officer, PDIL, Noida at the following address:

Company Secretary & Legal Officer,
 Sh. B.K. Sahoo
 Projects & Development India Limited
 PDIL Bhawan, A-14, Sector-1,
 Noida- 201301, Gautam Budh Nagar
 Ph. 0120 – 2529827, EPABX Nos. 2529842, 843, 847 exten. 415, Fax: 2529801
 E-mail: cosecy@pdilin.com; csbksahu@pdilin.com;

7.0 **Payment Terms**

100% payment shall be released within 30 days after completion of job/work on receipt of invoice duly certified by Company Secretary. The payment of statutory fee paid on behalf of PDIL shall be reimbursed on receipt of the evidence of payment.

All payments will be made by account payee cheque or direct transfer in bank account through RTGS.

7.1 **Tax deduction at source**

Income tax, as applicable as per income tax act, shall be deducted at source from the Contractor's bills and a certificate towards this deduction shall be issued to the Contractor.

8.0 **Security Deposit: Not Applicable.**

9.0 **Price Reduction Clause**

In the event of delay in completion of the services beyond time prescribed by the Ministry of Company Affairs (MCA), fee reduction of Rs.1,000/- per week or part thereof subject to maximum of Rs. 2,000/- shall be recovered from the Service Provider/Contractor's bill(s).

- 9.1 In case of delay in Filing due to the Service Provider/Contractor to MCA, if there is any increase in the amount of filling fee, PDIL shall restrict the payment of Actual Fee.

10.0 **Insurance:** Deleted

11.0 **Statutory obligation and Safety Rules:** Deleted

12.0 **Termination**

In the event of unsatisfactory performance, PDIL reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during currency of contract on risk & costs of Contractor and / or forfeit security deposit.

13.0 **Force Majeure**

The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Contractor shall provide justification by documentation countersigned by the local chamber of commerce.

14.0 **Arbitration**

All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the Contract. In the event of failure to do so, matter will be settled as per Arbitration and Conciliation Act, 1996, as amended from time to time.

However, wherever applicable, in case of settlement of commercial disputes between PSEs inter SE and PSE(s) and Government Department(s), the same shall be settled through Permanent Machinery of Arbitrators (PMA) setup in the Department of Public Enterprises(DPEs) as per the following Clause:

“In the event of any dispute or difference relating to the Interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator”.

The performance under this contract, shall not stop for any reason, whatsoever, during the said dispute / proceedings, unless the service provider is specifically directed by PDIL to desist from working in this behalf.

15.0 **Jurisdiction**

The Contract shall be deemed to have been entered into at Noida and all cases of action in relation to the Contract shall, therefore, be deemed to have been assigned within its jurisdiction for respective Unit/location.

ANNEXURE- IV

Annual Rate Contract for engagement of Professional Services of Company Secretaries-in-Practice for the year 2021-22

CHECK LIST

(BIDDER MUST CONFIRM POINT BY POINT AND STRIKE OUT WHICHEVER IS NOT APPLICABLE)

Name of Bidder: _____

Offer No. _____

Sl. No.	Description	ITB Requirement	Bidder's Confirmation/ Acceptance
1.0	Price to be quoted shall be firm and subject to no escalation whatsoever during the contractual completion period including extended period, if any, except for any statutory variations i.e. change in the rate of tax & duty and/or inclusion of any new tax & duty	To Confirm	
2.0	Present applicable rate of GST (in....%) is indicated separately in the Un-Price copy of Price Schedule, in the space provided for.	To Confirm	
3.0	Completion Period/Time Schedule: As per Clause 6.0 of GCC.	To Accept	
4.0	Validity: Shall be 90 days from date of opening of Technical Bid.	To Confirm	
5.0	DOCUMENTS (DULY SIGNED BY AUTHORISED SIGNATORY & STAMPED) TO BE FURNISHED/UPLOADED WITH Packet-1:		
5.1.	Relevant documents (copy duly signed and stamped) in support of Bidder's Pre-Qualification Criteria (PQC) indicated in Annexure-I of ITB.	To Furnish	
5.2	Complete ITB documents duly signed & stamped on each page as a token of acceptance of all terms and conditions of ITB.	To Furnish	
5.3	Price Confirmation Copy: A copy of Priced offer, keeping price blank (hiding the price) and in place indicating "Quoted" or "√ ", as a confirmation of price quoted against the enquired item and indicating GST, shall be submitted along with un-priced Techno-commercial Bid in Cover-1.	To Furnish	
6.0	Photocopy of PAN Card	To Furnish	
7.0	Format of Details for payment, all the details duly filled in (Annexure-VI).	To Furnish	
8.0	Copy of GST Registration Certificate	To Furnish	
9.0	Name, Designation, Telephone Nos., Fax No. & e-mail of Contact Person for this Enquiry.		
10.	Whether the Company is registered as M S E (Micro & Small Enterprises) if 'Yes', indicate the registration No. and enclose a copy of Registration Certificate. (YES / NO.)		
10a.	Whether the M S E Company is owned by SC / ST (YES / NO.)		
10b.	Whether the M S E Company is owned by Woman (YES / NO.)		
11.	Confirmation of Acceptance to all Terms and Conditions of the Tender Document in totality.		
12.	SAC Code (Bidder to indicate)		
It is confirmed that in case any of the terms and conditions mentioned in this summary are at variance with those indicated anywhere else in our offer, the condition indicated in this summary shall prevail.			

Signature of Bidder: _____

ANNEXURE – V

Annual Rate Contract for engagement of Professional Services of Company Secretaries-in-Practice for the year 2021-22

Price Schedule

Bidder's Name:

Offer No.:

Date:

Sl. No.	Professional activity	Estimated Quantity per Year	Rate per service (In Rs.)	Total Price (In Rs.)
1	Certification of E-form(s) including uploading in MCA website i.e. DIR 12, KYC-DIR-3, MGT-7 MGT-14, AOC-4, MSME-1 etc.	12		
2	Compliance Certificate MGT-8	1		
3	Corporate Governance compliance certificate	1		
4	Preparation of XBRL doc for filing financial statement with MCA	1		
5.	Total			
5.1	GST as applicable @%			
6.	Grand Total including GST (5+5.1)			

NOTE:

- Bidders are advised to furnish the prices strictly in above 'Price Schedule' format.
- An Un-Priced copy of Price bid, duly signed & stamped indicating "Quoted" or "√" as a confirmation of the Price quoted against each head shall be submitted in the techno-commercial bid, as a confirmation to the quoted price.
- The estimated quantity per year of Professional Services furnished in the above Price Schedule is for evaluation purpose and same may vary as per actual requirement.

Signature of Bidder:

Co's Name and Address: _____

Date:

Stamp:

ANNEXURE – VI

Annual Rate Contract for engagement of Professional Services of Company Secretaries-in-Practice for the year 2021-22

FORMAT OF DETAILS FOR PAYMENT

Bidders are required to submit the following details on the company's letter head for online transfer to amount to their account:

1	Contractor Name / Company Name	
	Address:	
	Phone No.	
	E-mail ID	
2.a)	Name of the Bank	
b)	Address of the Branch	
	Telephone No.	
c)	9 Digit Code number of the Bank and Branch appearing on the MICR cheque issued by the Bank	
d)	11 Digit NEFT/IFSC Code of the Bank Branch	
e)	Account Type (SB/CC/CA)	
f)	Account Number	
g)	Permanent Account Number (PAN) Under Income Tax Act.	
h)	GST Registration Number	
i)	Name of Authorized Signatory	
j)	Contact Person Name	

We hereby declare that the particulars given above are correct and complete

Authorized signatory of the bidder

Title.....

Designation.....

Date:.....

ANNEXURE-VII

**Annual Rate Contract for engagement of Professional Services of
Company Secretaries-in-Practice for the year 2021-22**

(Self Declaration on Bidder's Letter Head as per below performa)

DECLARATION

To,

Projects and Development India Ltd.

Noida – 201301

Subject : ITB No.Dt.

Sir ,

We hereby declare that M/s is neither put on Holiday nor Black-listed by any Government / PSU / Private firm or Financial Institution .

Signature

Name :

Designation :

Seal of the Bidder.

ANNEXURE-VIII

**Annual Rate Contract for engagement of Professional Services of
Company Secretaries-in-Practice for the year 2021-22**

Scope of Services

Professional activities included in the service:-

Filing, Filing, uploading, certifying various statutory forms>Returns to Ministry of Corporate Affairs(MCA) either annually/periodically, preparation XBRL document for filing financial statement, providing Compliance Certificate MGT-8 , Corporate Governance certificate etc. within the prescribed time limits .

Professional Services:-

Sl. No.	Professional activity	Estimated Quantity per year
1	Certification of E-form(s) including uploading in MCA website i.e. DIR 12, KYC-DIR-3, MGT-7 MGT-14, AOC-4, MSME-1 etc.	12
2	Compliance Certificate MGT-8	1
3	Corporate Governance compliance certificate	1
4	Preparation of XBRL doc for filing financial statement with MCA	1