

**MADHYA PRADESH POWER TRANSMISSION CO. LTD.
SHAKTI BHAWAN RAMPUR: JABALPUR**

(A wholly owned Government of Madhya Pradesh undertaking)
(CIN: U40109MP2001SGC014880GST No. 23AADCM4432C1Z3)



**TENDER SPECIFICATION NO.
TR-06/2019**

FOR

**SELECTION OF SECRETARIAL AUDITOR
FOR CONDUCTING SECRETARIAL
AUDIT OF MP POWER TRANSMISSION
CO. LTD. FOR FY 2018-19**

**Chief Engineer (Procurement)
Block No.3, SHAKTI BHAWAN, RAMPUR,
JABALPUR.**

**Tel.No.0761-270-2064/2264/2135/2134;
Fax No.0761-2665593
e-mail- mptransco@nic.in**

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MADHYA PRADESH POWER TRANSMISSION CO.LTD.

(A wholly owned Govt. of Madhya Pradesh Undertaking)

CIN: U40109MP2001SGC014880 GST No. 23AADCM4432C1Z3

Block No.3 Shakti Bhawan, Rampur, Jabalpur (M.P.) 482008

Phone : (0761)270-2064/ 2264/ 2135, 2134 Fax : (0761)2665593 e-mail : mptransco@nic.in

TENDER NOTICE

Sealed Tenders are invited from the Practicing Company Secretary (PCS) or a Firm of Practicing Company Secretaries (Firm) based in M.P (head office should be in MP), for selection of Secretarial Auditor for conducting Secretarial Audit of MP Power Transmission Co. Ltd., for Financial Year 2018-19.

S No.	Tender Specification No.	Particulars	Due Date of Opening
1	TR- 06/2019	Selection of Secretarial Auditor for conducting Secretarial Audit of MP Power Transmission Co. Ltd. for Financial Year 2018-19	25.02.2019

AVAILABILITY OF TENDER DOCUMENT:

The Tender document can be obtained from the office of the undersigned as indicated above. Tender document is being uploaded on the Web site, <http://mptransco.nic.in> of MPPTCL. The interested bidder may download the document and submit their tender.


The Tenderers shall deposit the Earnest Money strictly as per the instructions stipulated in the tender document.

TENDER RECEIPT AND OPENING:

The Tender should reach the office of the undersigned not later than 2:30PM on the specified due date. The Tenders will be opened on the same date at 3:30PM in this office in presence of the Tenderers or their representative, whosoever may be present.

The purchaser reserves the right to accept or reject any or all the offers in part or full without assigning any reason whatsoever.

Date: 21-01-2019


Chief Engineer (Procurement)

SECTION – I

DETAILED CONDITIONS & INSTRUCTIONS TO THE BIDDERS

1.0 BACKGROUND:

- 1.1 Madhya Pradesh Power Transmission Co. Ltd. (MPPTCL), a fully owned company of the Government of Madhya Pradesh, was incorporated under the provisions of Companies Act, 1956 on 22nd November, 2001. MPPTCL is a State Govt. Company in Power Sector, under the administrative control of Energy Deptt. Govt. of M.P. with 100% shareholding by the Govt. of M.P. The registered office of the Company is located at Shakti Bhawan, Rampur, Jabalpur (M.P.) 482008.
- 1.2 The Company is engaged in carrying out all the activities pertaining to intrastate transmission of electricity, managing the State Load Despatch Centre and the development of a state transmission grid with a view to increasing and improving the supply of electricity. The Company has also been notified as the State Transmission Utility under section 39 of the Electricity Act, 2003.
- 1.3 Pursuant to the provisions of Sec. 204 of the Companies Act, 2013 and rules made thereunder, a secretarial audit report is required to be annexed with the Board's report made under section 134(3), by the following class of companies:-
 - i) Every listed company;
 - ii) Every public company having a paid-up share capital of fifty crore rupees or more; or
 - iii) Every public company having a turnover of two hundred fifty crore rupees or more.
- 1.4 Being covered under the aforesaid criteria, the Company has initiated the process of selection of a Practicing Company Secretary (PCS) or Firm of Practicing Company Secretaries (Firm) as the secretarial auditor for conducting the secretarial audit of the Company for FY 2018-19.

2.0 SCOPE OF WORK:

- 2.1 The Practicing Company Secretary (PCS)/ Firm of Practicing Company Secretaries (Firm) is required to conduct the secretarial audit of the Company for FY 2018-19 as per the provisions of the Companies Act, 2013 and rules made thereunder including any modification or changes therein from time to time.
- 2.2 As per rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, the Practicing Company Secretary (PCS)/ Firm of Practicing Company Secretaries (Firm) shall give the Secretarial Audit Report in the prescribed format in Form No. MR.3.

3.0 QUALIFICATION CRITERIA:

- 3.1 The Applicant should be a Practicing Company Secretary (PCS) or a Firm of Practicing Company Secretaries (Firm).
- 3.2 The PCS or the Firm should have its Head Office located in the state of Madhya Pradesh.
- 3.3 Any Partner of the Firm/ Proprietor/ Individual, under whose supervision the Secretarial Audit will be carried out, should have continuous (without any break) experience of 5 years or more in full time practice till the date of opening of tender.
- 3.4 The Firm/ PCS should not be disqualified for being appointed as the Secretarial Auditor under the provisions of Companies Act, 2013 and rules made thereunder, if any, or by the ICSI.
- 3.5 Neither the Firm/PCS nor its Partner or Associates should have any interest in the business of MPPTCL.

4.0 TERMS AND CONDITIONS:-

4.1 Term of Appointment:

The validity of appointment will be for a period of one year for conducting Secretarial Audit of FY 2018-19, however contract on yearly basis upto 5 years subject to satisfactory performance may be extended.

- 4.2 The PCS/ Audit Firm shall not sublet the work/ contract.

4.3 Prices:

- (i) The Applicants are required to submit their lowest single quote (on lump sum basis) to perform the Secretarial Audit of the Company for FY 2018-19 in Schedule-VI.
- (ii) **The price quoted should be FIRM and should be exclusive of all applicable taxes/ duties.**
- (iii) The applicable taxes and duties should be indicated separately in Schedule-VI. Any variation in taxes and/or duties shall be payable within the contractual completion period, subject to submission of documentary evidence.

It is necessary to quote the rate of taxes and computed amount of taxes compulsorily. However, if any tax/ duty is not leviable then "0.00%" as tax rate and "0.00" as tax amount is to be quoted.
- (iv) To perform the Secretarial Audit of the Company for FY 2018-19, any kind of T.A./D.A, local conveyance, food or accommodation will not be paid additionally or provided by MPPTCL.

- (v) In case Service Tax is not applicable, the same may please be indicated clearly.
- (vi) The Applicant shall be responsible for timely payment of service tax to the concerned Tax Deptt. and compliance of formalities & requirements in this regard.

4.4 Place of Audit:

The audit work has to be conducted at the registered office of MPPTCL at Shakti Bhawan, Rampur, Jabalpur (M.P.) 482008.

4.5 Confidentiality:

The PCS/Firm shall treat all the information provided by MPPTCL as confidential and shall also ensure the security and confidentiality of information, documents, records, software, data, deliverables etc., handled during the Secretarial audit work and should not part with anybody.

5.0 COMPLETION PERIOD:

5.1 Completion Period:

The time of completion of work as stipulated shall be the essence of the contract. The appointed PCS/ Firm shall complete the secretarial audit for FY 2018-19, and submit Secretarial Audit Report complete in all respect to the Company in the prescribed format in Form No. MR 3 as per requirement of the Companies Act, 2013 within 3 months from the date of contract.

5.2 Penalty for delay in completion of work:

In case of late submission of report by the PCS/ Firm, the Company may its discretion deduct penalty @ half percent (1/2%) per week or part thereof of subject to maximum of 10% of the contract price.

6.0 SUBMISSION OF BIDS:

Sealed Bids are invited from PCS/ Firm as specified in clause no.7.0 of this document. The Tender document can be downloaded from the Official Website of the Company at www.mptransco.nic.in. Applicants may please note that: -

(i) Deadline for Submission of Bids is on or before 25th Feb, 2019 upto 2:30 P.M.

In the event of the specified date for the submission of bids being declared a holiday for MPPTCL, the bids will be received upto the appointed time on the next working day. Bids once received by the MPPTCL shall not be returned except otherwise provided in the Tender Documents.

The Company (MPPTCL) may, at its discretion, extend this deadline for submission of bids by amending the Tender Document.

Any bid received by MPPTCL after the bid submission deadline prescribed by MPPTCL, will be rejected and returned unopened to the Bidder.

(ii) The date and time for opening of bids is 25th Feb, 2019 at 3.30 P.M.

(iii) The Address for submission & opening of bid :

Chief Engineer (Procurement)

Madhya Pradesh Power Transmission Co. Ltd.
Block No. 3, Shakti Bhawan,
Rampur, Jabalpur-482008

Phone no: 0761- 270-2064/ 2264/ 2135/ 2134

7.0 BID SUBMISSION: DETAILS OF DOCUMENTS TO BE SUBMITTED AND MANNER OF SUBMISSION OF DOCUMENTS:

7.1 Following documents are required to be submitted in Standard format as attached with this bid document in two additional copies (Original + Two Copies) to participate in the bidding process.:-

(A) Envelope-I will contain:

- (i) Earnest Money Deposit (EMD) &
- (ii) Tender document (each page of tender document is required to be signed by the applicant).

This Envelope shall be super-scribed with the following details at the top in bold letters: -

TENDER SPECIFICATION No.06/2019	EARNEST MONEY DEPOSIT (EMD) IN RESPECT OF TR-06/2019 FOR SELECTION OF SECRETARIAL AUDITOR FOR CONDUCTING SECRETARIAL AUDIT OF MP POWER TRANSMISSION CO. LTD. FOR FY 2018-19.
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(B) Envelope-II will contain:

- (i) Schedule-I: Qualification & Experience data of the practicing company secretary alongwith supporting document.
- (ii) Schedule-II: Details of work done as a PCS/ Firm of PCS in the past five years.
- (iii) Schedule-III: Declaration to be given by the PCS/ Firm.
- (iv) Schedule-IV: No Deviation from terms & conditions of the Tender Specification.
- (v) Schedule-V: Commercial Questionnaire
- (vi) Schedule-VII: Check List.
- (vii) Any other documents.

IT MAY BE CAREFULLY NOTED THAT IN THIS ENVELOPE, THE BIDDERS ARE NOT REQUIRED TO ENCLOSE "PRICE BID".

This Envelope shall be superscribed with the following details at the top in bold letters:-

TENDER SPECIFICATION No.06/2019	COMMERCIAL TERMS & CONDITIONS OF TR-06/2019 FOR SELECTION OF SECRETARIAL AUDITOR FOR CONDUCTING SECRETARIAL AUDIT OF MP POWER TRANSMISSION CO. LTD. FOR FY 2018-19.
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(C) Envelope-III will contain:

Schedule-VI – Price Bid (Financial proposal)

This Envelope shall be superscribed with the following details at the top in bold letters:-

TENDER SPECIFICATION No.06/2019	PRICE BID IN RESPECT OF TR-06/2019 FOR SELECTION OF SECRETARIAL AUDITOR FOR CONDUCTING SECRETARIAL AUDIT OF MP POWER TRANSMISSION CO. LTD. FOR FY 2018-19.
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(D) Envelope-IV will contain **Envelope-I, II & III.**

This Envelope shall be superscribed with the following details at the top in bold letters:-

TENDER SPECIFICATION No.06/2019	TR-06/2019 FOR SELECTION OF SECRETARIAL AUDITOR FOR CONDUCTING SECRETARIAL AUDIT OF MP POWER TRANSMISSION CO. LTD. FOR FY 2018-19.
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The words "DO NOT OPEN BEFORE -----" (date of Bid opening) should also appear on it.

If the outer envelope is not sealed and not marked as indicated above, the Company will assume no responsibility for the Bid's misplacement or premature opening.

8.0 COMMUNICATIONS:

8.1 All communications including the submission of proposal should be addressed to:

Chief Engineer (Procurement)

Madhya Pradesh Power Transmission Co. Ltd.

Block No. 3, Shakti Bhawan,

Rampur, Jabalpur-482008

Phone no: 0761- 270-2064/ 2264/ 2238/ 2134

Fax no: 0761-2665593

E-mail address: mptransco@nic.in

8.2 **The website of the Company is:** <http://www.mptransco.nic.in>

8.3 All communications should be superscribed at the top in bold letters with the following information:

TENDER SPECIFICATION No.06/2019	TR-06/2019 FOR SELECTION OF SECRETARIAL AUDITOR FOR CONDUCTING SECRETARIAL AUDIT OF MP POWER TRANSMISSION CO. LTD. FOR FY 2018-19.
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- 8.4 When bid is delivered by special messenger, it should be deposited in the office of Chief Engineer (Procurement), MPPTCL, Block No. 03, Shakti Bhawan, Rampur, Jabalpur on working days between 11 AM to 5 PM. Nobody is authorized to receive or grant receipt of quotation delivered by hand.
- 8.5 Bid(s) submitted by Fax/ Telex/ Telegram/ E-mail shall not be accepted. Bid(s) which do not reach this office before due date & time, will not be opened and will be returned unopened. MPPTCL will neither be responsible for any postal delay nor any representation on this account will be entertained.
- 8.6 In the event of specified date for submission of bid being declared a holiday for the Company, the bid will be received upto the specified time on the next working day.

9.0 EVALUATION PROCEDURE:

- 9.1 The Company intendsto selecttheSecretarial Auditorthroughanopen competitive bidding in accordance with the procedure set out herein.
- 9.2 In case taxes (GST) is not leviable, the same may please be indicated clearly as "0.00%" as tax/ duty rate and "0.00" as tax/ duty amount. Unless it is exclusively mentioned that Service Tax or any other taxes & duties is not leviable, the quoted price shall be loaded with prevailing rate of Service Tax or any other taxes & duties for evaluation purpose.
- 9.3 **The Applicants are allowed to submit their bids subject to fulfilling qualification and evaluation criteria as prescribed in the Bid.**
- 9.4 TheAuthorityhasadoptedathree stepselectionprocessinevaluatingtheProposals comprising of commercial and financialbidstobesubmittedinthreeseperate sealedenvelopes.Inthefirst step, the Envelope- I will be opened for verification of Bid Security (EMD) and if EMD is not found in order, then the remaining two envelopes will not be opened. Inthe second step, the Envelope- II will be opened only of those applicants whose EMD found in order and the qualifying and experience criteria evaluationwillbecarriedoutasspecifiedinclause 3. Basedonthisevaluation, alistofsubstantially responsiveapplicantsshallbe prepared who qualify the above evaluation.
- 9.5 The Bids will be opened in the presence of Applicants/ bidders/ their authorized representatives who choose to attend on the date and time mentioned in the office of Chief Engineer (Procurement), MPPTCL, Block No. 03, Shakti Bhawan, Rampur, Jabalpur. The bidders/ their authorized

representatives, who will remain present at the time of bid opening, shall sign in the attendance sheet in evidence of their presence.

- 9.6 In the third step, the Envelope- III "Price Bid" of only substantially responsive applicants will be opened. The date & time for opening of "Price Bid", the substantially responsive applicants will be intimated separately and the lowest substantially responsive bid will be selected for award of contract.
- 9.7 Bids not opened and not read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances and shall be returned to the Bidder unopened.

10.0 BID SECURITY (Earnest Money):

- 10.1 The Applicant shall furnish as part of its Bid, Earnest Money amounting to Rs. 5,000/-. If the earnest money is not submitted or part amount of Earnest Money is submitted, their bid shall be summarily rejected and shall be treated as non-responsive.
- 10.2 Earnest Money shall be furnished by Demand Draft/ Banker's Cheque in favour of Regional Accounts Officer, MPPTCL, Jabalpur, payable at Jabalpur for the desired amount.
- 10.3 The EMD of participating bidders shall be released only after completion of all contractual formalities and acceptance of Security Deposit towards Performance Guarantee submitted by the successful Applicant/ bidder.

11.0 SECURITY DEPOSIT:

- 11.1 Applicants may please note that, 10% value of the Contract price, as security deposit shall be submitted by the successful Applicant, within 15 days from the date of award of contract towards performance guarantee and faithful performance of contract in the form of Demand Draft/ Banker's Cheque. This is a mandatory requirement and if the successful applicant fails to submit the Security Deposit for 10% value of contract, the Company shall forfeit their Earnest Money Deposit, as well as they will be "Black listed" & "De-barred" by the Company as deemed fit.
- 11.2 The Security deposit shall remain valid for a period till completion of the work, initially of six (6) months.

12.0 POWER OF ATTORNEY:

In case of participating Firms, may please note that notarized power of attorney regarding confirmation of authorization to sign the bid on behalf of the Firm shall necessarily be submitted along with the offer.

13.0 FORMAT & SIGNING OF BIDS:

The Bid shall invariably be submitted with all the Schedules strictly in

the prescribed format indicated in Tender Specification. Please note that all details are to be mentioned in the schedule itself. Mentioning of "Details enclosed" in reply to a query shall not be accepted. The Bid shall be typed or written in indelible ink and shall be signed by Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The letter of authorization shall be indicated by written power of attorney accompanying the Bid. All pages of the Bid except for un-amended printed literature shall be initiated/ signed by the person or persons signing the Bid. The Bid shall contain no interlineations erasures or overwriting except as necessary to correct errors made by the Bidder, in which case the person or persons signing the Bid shall initial such corrections.

14.0 VALIDITY OF BIDS:

The bid should be kept valid for a minimum period of Five months from the date of its opening. The bids valid for less than Five months will not be considered. No representation against rejection of bids on this ground will be considered.

15.0 MODIFICATION AND WITHDRAWAL OF BIDS:

The Applicants are not allowed to modify their prices once the offers are submitted. This may please be noted carefully.

16.0 PAYMENT TERMS & PROCEDURE:

- 16.1 All payments to the PCS/ Firm shall be made in accordance with the provisions of this tender document.
- 16.2 100% payment shall be made within 30 days after successful completing the scope of work for "Secretarial Audit of MPPTCL, Jabalpur for financial year" in all respect as per clause 2 and submission of the Secretarial Audit Report to the Company.
- 16.3 Income tax, or any other tax, as applicable shall be deducted at source.
- 16.4 For claiming payment, the invoices in 4 copies shall be submitted to this office. The invoices shall be forwarded to RAO, MPPTCL, Jabalpur, for further processing and taking necessary action.

17.0 CLARIFICATIONS:

- 17.1 To facilitate evaluation of proposals, the Company may, at its sole discretion, seek clarifications from any Applicant regarding its proposal. Such clarification(s) shall be provided within the time specified by the Authority for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
- 17.2 If an Applicant does not provide clarifications sought under Clause 17.1 above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, the Company may

proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of the Company.

18.0 NON-RESPONSIVENESS OF BIDS:

The Bids received will be rejected summarily on the following grounds-

- i. The Applicant is not fulfilling the qualification criteria.
- ii. EMD as per Bid is not submitted.
- iii. The Applicant has not submitted the required certificate (s)/ document(s) in support of evaluation and qualification criteria.
- iv. If various schedules as per Bid are not submitted in the required format.
- v. If the submitted documents are not properly signed or self attested.
- vi. If the envelope/ bid is not covered in proper sealed cover with superscription as indicated.
- vii. It is received by telex, fax, telegram or email.
- viii. If the validity of Bids are not as per the tender. It should be valid for a minimum period of Five months from the date of its opening.

19.0 MPPTCL'S RIGHT TO ACCEPT OR TO REJECT ANY OR ALL BIDS:

MPPTCL reserves the right to accept any bid, and to annul the bidding process and reject any or all bids at any time prior to award of contract without any obligation to assigning any reason whatsoever and without thereby incurring any liability to the affected Applicant(s).

20.0 DISPUTE:

All suits or proceedings relating to any dispute or claim arising out or in the course of performance of the contract shall be filed exclusively in the court situated at Jabalpur. The Courts at Jabalpur shall have exclusive jurisdiction in all matters of Disputes.

21.0 TERMINATION:

In the event of any breach of the terms of the contract by the successful Applicant or delay beyond contractual period, the Company reserves the right to CANCEL the contract for part or whole and award the same to other eligible Applicant for getting the work done at the risk and cost of the successful Applicant.

22.0 CORRUPT PRACTICES:

In case during Bid evaluation or after award of contract, it is found that the information furnished by Applicant are not correct and/or the Applicant is engaged in corrupt/ fraudulent practices in competing for the contract, the matter will be taken seriously. Under such

circumstances either Bid will be considered as non-responsive or if contract is awarded, same will be cancelled immediately at the risk and responsibility of the Applicant.

SCHEDULE- I

(On letter head of Practicing Company Secretary/ Firm of Company Secretaries)

**PROFORMA FOR QUALIFICATION & EXPERIENCE DATA
(For conducting Secretarial Audit of MPPTCL)**

To,

**Chief Engineer (Procurement)
Madhya Pradesh Power Transmission Co. Ltd.
Block No. 3, Shakti Bhawan,
Rampur, Jabalpur (M.P.)-482008**

S. No.	Particulars	Reply
1.	Name of the Practicing Company Secretary (PCS)/ Firm of Company Secretaries (Firm): <ul style="list-style-type: none">• Whether Partnership/ Proprietorship/ Individual• Name(s) of the Partner/ Proprietor/ Individual in-charge• Name(s) of the Contact person(s) & Contact details	
2.	(i) Date of Commencement of Practice as PCS/ Firm (ii) Certificate of Practice Number / Registration Number. Attach Documentary evidence: <ul style="list-style-type: none">• Copy of Certificate of Practice or Certificate/ letter from ICSI regarding date of Commencement of Practice as CS (copy self-attested); and / or• Copy of approval letter from ICSI in respect of Firm's Name (copy self-attested).	
3.	ICSI Membership Number of PCS/ partner in case of a firm (copy self-attested).	
4.	Details of Head Office Address : Telephone Nos. : Email : Fax No. (if any): Website (if any):	
5.	Post Qualification Experience in full time practice continuous (without any break) of any Partner/ Proprietor/ Individual under whose supervision the Secretarial Audit of MPPTCL will be conducted. Please attach documentary evidence i.e COP, etc.	Total no. of years for Experience : ----- Years.
6.	PAN No. GST No. (Please attach documentary evidence)	

S. No.	Particulars	Reply
7.	Any other relevant information. (Please attach separate sheet, if required)	

Declaration:

1. All the information provided by me/us here above is correct to the best of my/our knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/annexure.
3. I/We undertake to maintain absolute confidentiality about the cases of the MPPTCL.
4. I/We have read all the terms & conditions of bid and the instructions and these are unconditionally acceptable to me/us.
5. I/We will not sublet the work/ contract.

Signature:.....

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

Stamp of the PCS/ Firm:

Date:

Place:

Note: Signature with stamp of the Practicing Company Secretary / Firm of Company Secretaries at bottom of each page.

SCHEDULE-II

Details of work done as a Practicing Company Secretary/ Firm of Practicing Company Secretaries in the past five years.

S. No.	Year	Particulars
1	2017-18	
2	2016-17	
3.	2015-16	
4.	2014-15	
5.	2013-14	

Note:- In respect of each financial year attach at least one documentary evidence of work done (copy self-attested).

Signature:.....

**Name & Designation of the
Authorized Signatory:
Stamp of the PCS/ Firm:
Date:
Place:**

SCHEDULE- III

DECLARATION TO BE GIVEN BY THE PCS/ FIRM

To,

**Chief Engineer (Procurement)
Madhya Pradesh Power Transmission Co. Ltd.
Block No. 3, Shakti Bhawan,
Rampur, Jabalpur (M.P.)-482008**

Sub:-Declaration to be given by the PCS/Firm.

Certified that:-

- (i) The Firm/PCS is not disqualified for being appointed as the Secretarial Auditor under the provisions of Companies Act, 2013 and rules made thereunder, if any, or by the ICSI.
- (ii) Neither the Firm/PCS nor its Partner or Associates have any interest in the business of MPPTCL.
- (iii) I undertake that I have been in fulltime continuous (without any break) practice for a period of past 5 years.
- (iv) The PCS/ Audit Firm shall not sublet the work/ contract.

Signature:.....

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

Stamp of the PCS/ Firm:

Date:

Place:

SCHEDULE-IV

NO DEVIATION FROM TERMS & CONDITIONS

The applicant should specifically confirm that there is No Deviation from terms & conditions of the Tender Specification have been offered. All the terms & conditions of the Tender Specification are acceptable.

S. No.	Particulars	Deviation offered
1	Terms & conditions of the Tender Specification No. TR-06/2019	Acceptable

Signature:.....

Name & Designation of the
Authorized Signatory:

Stamp of the PCS/ Firm:

Date:

Place:

SCHEDULE - V

COMMERCIAL QUESTIONNAIRE

Note: THE APPLICANTS/ BIDDERS MAY PLEASE NOTE THAT SUBMISSION OF THIS QUESTIONNAIRE DULY AND PROPERLY FILLED IN IS ESSENTIAL. WHILE MAKING ENTRIES AGAINST THE QUESTIONS GIVEN BELOW NO REFERENCE SHOULD BE MADE TO COMMENTS ENTERED ELSEWHERE IN THE TENDER. ALL QUERIES SHOULD BE ANSWERED AND THESE ANSWERS SHOULD BE COMPLETE IN THEMSELVES. PLEASE NOTE THAT NONE OF THE COLUMN SHOULD BE LEFT BLANK AND CLEAR REPLY AGAINST ALL COLUMNS SHOULD BE FURNISHED.

S. No.	Particulars	Reply
1	Name of Practicing Company Secretary (PCS) or a Firm of Practicing Company Secretaries	
2	In case of Firm of Practicing Company Secretaries <ul style="list-style-type: none">• Whether Partnership/ Proprietorship/ Individual• Name(s) of the Partner/ Proprietor/ Individual in-charge• Name(s) of the Contact person(s) & Contact details	
3	Please refer clause no. 2.0 'Scope of Works' and confirm that you have gone through it and noted the requirements.	
4	Please refer clause 3.0 'Qualification Criteria' and confirm that you have noted the requirement as mentioned therein. Please also confirm that you have submitted the bid accordingly.	
5	Please refer clause 4.1 'Term of Appointment' and confirm that you have noted the condition mentioned therein.	
6	Please refer clause 4.3 'Prices' and confirm that you have noted the conditions & submitted the offer as mentioned therein.	
7	Please refer clause 5.0 'Completion Period' and confirm that you have noted the condition mentioned therein.	
8	Please refer clause 5.2 'Penalty for delay in completion' and confirm that the condition mentioned therein are acceptable.	
9	Please refer clause 6.0 'Submission of Bids' and confirm that you have submitted the bid as per the requirement.	
10	Please refer clause 7.0 & 8.0 and confirm that all the documents/ schedules duly filled and signed.	
11	Please refer clause 9.0 'Evaluation Procedure' and confirm that you have noted the condition mentioned therein.	

S. No.	Particulars	Reply
12	Please refer clause 10.0 'Bid Security' and confirm that you have submitted EMD as per tender requirement. Please also indicate amount of EMD with Demand Draft/ Bankers Cheque No, date and other details.	
13	Please refer clause 11.0 'Security Deposit' and confirm that performance security shall be furnished as per the conditions mentioned therein.	
14	Please refer clause 14.0 'Validity of Bids' and confirm that the validity of your offer is 5 months from the date of opening of bid, otherwise your offer will be rejected.	
15	Please refer clause 16.0 'Payment Terms & Procedure' and confirm that the conditions mentioned therein are acceptable to you.	
16	Please refer clause 18.0 'Non-Responsiveness of Bids' and confirm that the conditions mentioned therein are acceptable to you.	
17	Please refer clause 21.0 'Termination' and confirm that the conditions mentioned therein are acceptable to you.	
18	Please indicate the rate of taxes quoted in the financial offer.	

Signature:.....

Name & Designation of the

Authorized Signatory:

Stamp of the PCS/ Firm:

Date:

Place:

SCHEDULE- VI

PRICE BID (FINANCIAL PROPOSAL)

S. No.	Particulars	Amount (Rs)
1	Secretarial audit of the Company for FY 2018-19 pursuant to the provisions of the Companies Act, 2013 and rules made thereunder.	
2	GST (@ -----)	
3	Total (1+2)	

Signature:.....

**Name & Designation of the
Authorized Signatory:
Stamp of the PCS/ Firm:
Date:
Place:**

SCHEDULE-VII

CHECK LIST OF SCHEDULES

The Applicant should specifically declare that they have enclosed various schedules and other details as per bid.

Reference	Particulars	(Strike out whichever is not applicable)
Schedule-I	Experience & Qualification data	Yes/No
Schedule-II	Details of work done as a Practicing Company Secretary/ Firm of Practicing Company Secretaries in the past five years.	Yes/No
Schedule-III	Declaration to be given by the PCS/firm.	Yes/No
Schedule-IV	No Deviation from terms & conditions of the Tender Specification.	Yes/No
Schedule-V	Commercial Questionnaire	Yes/No
Schedule-VI	Price Bid (in separate envelope)	Yes/No
A	EMD	Yes/No
B	Tender form	Yes/No

Signature:.....

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

Stamp of the PCS/ Firm:

Date:

Place: