Central Mine Planning & Design Institute Ltd.

(CMPDIL)

(A Subsidiary of Coal India Limited)

A Mini Ratna Company (Cat-I)

Tender Notice No.: CMPDIL/CS/Secretarial Auditor/2023/01 **Dated: 07.02.2023**

Open e-Tender
Tender Document

For Appointment of Auditor for Secretarial Audit and other Statutory assignments for a Period of 3 years starting from Financial Year 2022-23 to Financial Year 2024-25 and appointment of Auditor for Quarterly Audit Report of Minutes and Significant Transactions for a period of two years from Financial Year 2023-24 to Financial Year 2024-25.

Central Mine Planning & Design Institute Limited
Gondwana Place, Kanke Road,
Ranchi – 834031,
Jharkhand, INDIA.

Invitation for Bids (IFB)

1. Central Mine Planning & Design Institute Ltd. (CMPDIL), (A Govt.of India Undertaking) having its registered office at Gondwana Place, Kanke Road, Ranchi – 834008, Jharkand, India, invites online bids through e-tender on CIL's e-procurement portal (https://coalindiatenders.nic.in) from the eligible bidders from India for Appointment of Auditor for Secretarial Audit and other Statutory assignments for a Period of 3 years starting from Financial Year 2022-23 to Financial Year 2024-25 and appointment of Auditor for Quarterly Audit Report of Minutes and Significant Transactions for a period of two years from Financial Year 2023-24 to Financial Year 2024-25.
2. The complete tender document shall be available in the CIL's e-procurement portal https://coalindiatenders.nic.in for downloading and submission of offer. The complete tender document shall also be available on Tender section of CMPDIL website (https://www.cmpdi.co.in) for downloading only.
3. There will be no physical/manual sale of tender document. There is no Tender Fee and the bidders can download tender document free of cost from any of the websites mentioned above.
4. Details of tender: -

1	Tender No.	CMPDIL/CS/Secretarial Auditor/2023/01 Dated 07.02.2023
2	Type of Tender	Open Domestic Tender
3	Estimated value of Tender	Rs. 47,800/- for Financial Year 2022-23 plus taxes as applicable and Rs. 61,000/- per Financial Year from Financial 2023-24 to Financial 2024-25 plus taxes as applicable totaling to Rs.1,69,800 plus taxes as applicable for three years subject to renewal for each year which is subject to satisfactory performance and auditor has not suffered disqualification during the term. *Note:- Apart from the above Out of pocket Expenditure including travelling expenses and boarding & lodging expenses upto 50% of the Audit fee including taxes as applicable would be paid at actuals subject to production of documentary evidence.* *Further challan charges for filing AOC-4 XBRL and MGT-7 would also be reimbursed at actuals.*

4	Tender Fee	NIL
5	Earnest Money Deposit	Not Applicable
6	Subject of Tender	Appointment of Auditor for Secretarial Audit and other Statutory assignments for a Period of 3 years starting from Financial 2022-23 to Financial 2024-25 and appointment of Auditor for Quarterly Audit Report of Minutes and Significant Transactions for a period of two years from Financial Year 2023-24 to Financial Year 2024-25.
7	e-Publishing date of Tender	Date & Time as mentioned in the website: https://coalindiatenders.nic.in
8	Downloading of Tender Document	
	(i) Starts on	
	(ii) Closes on	
9	Seeking Clarification	
	(i) Starts on	
	(ii) Closes on	
10	Online Submission of Offers	
	(i) Start Date and Time	
	(ii) Last Date and Time	
11	Due date of Opening of Tenders	

5. The offers have to be submitted online through the CIL's e-procurement portal https://coalindiatenders.nic.in . The tenderer has to get themselves enrolled on the above portal and follow the procedure laid therein for submission of offer. The Online Bidder Enrolment is free of cost and one-time activity only.
6. There is no provision to take out the list of parties who have downloaded the tender document from the above referred website. As such, bidders are requested to visit the website once again before the last date of submission of offer/due date of tender opening to ensure that they have not missed out any corrigendum issued against the said tender after they have downloaded the tender document. The responsibility of downloading the corrigendum, if any, will be of the bidder. No separate intimation in respect of corrigendum to the NIT (if any) will be sent to the bidders who have downloaded the tender document from website.

7. The bidders, in their own interest, are requested not to wait till the last moment for submission of bid to avoid last minute rush and local problems related to internet connectivity, law and order, strike, bandh etc. CMPDIL shall not be responsible, if bids could not be uploaded due to such local problems at the bidder's end.

8. The interested bidders may obtain further information from the office as under:

Company Secretary,

CMPDIL-Hqrs

Gondwana Place, Kanke Road,

Ranchi-834031, Jharkhand

Phone: 0651-2792051 (9:30 AM to 5:30 PM, Monday to Friday)

Email address: cosecretary.cmpdi@coalindia.in

Company Secretary, CMPDIL
For and on behalf of CMPDIL

Instructions To Bidders (ITB)

1. **Requirements for participation in e-tender:**

In order to submit the online offer on CIL's e-Procurement portal https://coalindiatenders.nic.in the bidders should meet the following requirements:

a) PC connected with Internet (For details, visit link "Bidders Manual Kit" on home page of CIL's e-Procurement portal https://coalindiatenders.nic.in) It will be the bidder's responsibility to comply with the system requirements i.e. hardware, software and internet connectivity at bidder's premises to access the e-Procurement website. Under no circumstances, CMPDIL shall be liable to the bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-Procurement system or internet connectivity failures.

b) Enrolment with CIL's e-Procurement portal https://coalindiatenders.nic.in The online enrolment of the bidders on the portal is free of cost and one time activity only. The registration should be in the name of bidder whereas DSC holder may be either bidder himself or its duly authorised person having DSC indicating name of firm as that of bidder. It shall be the responsibility of the bidder to ensure that they get registered with the CIL's e-Procurement portal well in advance and download the documents before the last date and time for the same.

c) Class II or Class III Digital Signature Certificate (DSC) issued by a Certifying Authority authorised by Controller of Certifying Authority (CCA) and which can be traced upto the chain of trust to the Root Certificate of CCA.

2. **Help for participating in e-tender:**

The detailed method for participating in the e-procurement is available on links "Help for Contractor" and "Bidders Manual Kit" in CIL's e-Procurement portal. The bidders may also seek help from the help-desk on the numbers available on CIL's e-Procurement portal. All queries will be answered in English / Hindi only.

3. **Communication:**

All communication sent by CMPDIL as well as the e-procurement portal by post/fax/e-mail shall be deemed as valid communication. The bidder must provide complete address, corporate e-mail id and mobile number.

4. **Cost of Bidding:**

The bidder shall bear all costs associated with the preparation and online submission of bid and CMPDIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5. **Clarification of Bid Documents and Last date for submission of Bid:**

A prospective bidder may seek clarification online through CIL's e-procurement portal after e-Publication of the NIT. CMPDIL will respond to such requests for clarification of the Bid Documents, which are received not later than 7 (Seven) days prior to the deadline for the online submission of bid. CMPDIL's response shall also be put on the CIL's e-procurement portal.

Bids must be submitted along with all supporting documents in the CIL e-procurement portal online before or up to the scheduled time and date as mentioned in IFB.

6. **Due date of opening of Bid:**

   Bids will be opened online at the scheduled time on the due date of opening as mentioned in IFB. In the event of the scheduled due date of opening of bids being declared as a closed holiday for CMPDIL's office or due to Force Majeure reasons, the due date for opening of bids will be the next working day at the scheduled time.

7. **Extension of due date of tender:**

   CMPDIL reserves the right to extend the due date of tender as deemed fit on case to case basis by issue of corrigendum through portal. Further, if at least 3 bids are not received within originally stipulated due date, the due date shall be extended by 2 (two) days by the portal automatically. In case even after one extension of due date by 2 (two) days, less than 3 bids are received, the due date shall again be extended by another 5 (five) days by the portal automatically. If, even after granting two extensions (2 days + 5 days), less than 3 bids are received, the tender shall be opened without further extension. Separate paper publication of corrigendum for extending the due dates shall not be made. In case no offer is received after granting two extensions (2 days + 5 days), the tender will be cancelled.

8. **Language**: The language of the bid shall be English. All documents enclosed should also be in English language. In case the original document is in a different language, self-attested English translation with signature and stamp of the authorized signatory of the bidder who has signed the LOB, shall be furnished.

9. **Earnest Money Deposit:** Not Applicable

10. **Letter of Bid (LOB):** The format of Letter of Bid (LOB) as given at Annexure-D will be downloaded by the bidder and will be printed on Bidder's letter head and duly Signed by a person competent and having the "Authority"/"Power of Attorney" to bind the bidder. Scanned copy of such a "Signed & Stamped with the seal of the company" LOB alongwith "Authority"/"Power of Attorney" are to be uploaded during bid submission in Cover- I. This will be the covering letter of the bidder for his submitted bid.

    The content of the "Letter of Bid" uploaded by the bidder must be the same as per the format downloaded from website and it should not contain any other information. If there is any change in the contents of Letter of Bid uploaded by bidder as compared to the format of Letter of Bid uploaded by the department with NIT document, then the bid may be liable for rejection. These documents are to be uploaded in folder named "TECHNICAL DOCS" provided in the e procurement portal.

    Note: The person who has signed Letter of Bid physically should bid online while submitting the offer with his DSC mapped in the name of bidder. In case the person who has signed LOB is not bidding himself and has authorized another person whose DSC is mapped in the name of bidder, to bid online on his behalf, then the further authorization on non-judicial stamp paper duly notarized (as per Annexure-E) by the person singing the LOB in favour of person bidding online is required to be uploaded. This document is to be uploaded in folder named "TECHNICAL DOCS".

11. Methodology for online Submission of Bids

The offers are to be submitted online through CIL's e-procurement portal in 1 (one)cover (Cover - I'Techncial Bid').Authenticated and Scanned copies of documents shall be uploaded in folders named as "TECHNICAL DOCS".

The Cover -I 'Techncial Bid' is to be uploaded in e-procurement portal before the last date and time for submission of online bid.No offline bid shall be accepted. Offer received through Post, Courier, Fax, Telegram or E-mail will not be considered.

12. Evaluation of Bids

i. After opening of the bid, the documents submitted by firms will be downloaded and shall be put up to the evaluating Committee. The Committee will examine the uploaded documents against information/declarations furnished by firms online. If it confirms to all of the information/ declarations furnished by the firm online and does not change the eligibility status of the firm, then the firm will be considered eligible for next level.

ii. Bids which has not been submitted with valid documents will not be considered for further evaluation.

iii. After evaluation of the uploaded documents, shortfall documents, if required, shall be sought from the bidders by the evaluation Committee. For this purpose, maximum 2 chances shall be given. The time period for first clarification will be considered for 7 days and for the subsequent second clarification, if required, as 5 days. The firm will get this information on their personalized dash board under "Upload confirmatory document" link. Additionally, information shall also be sent by system generated email and SMS, but it will be the firm's responsibility to check the updated status/information on their personalized dash board regularly after opening of bid. No separate communication will be made in this regard. Non- receipt of e-mail and SMS will not be accepted as a reason of non-submission of documents within prescribed time. The firm will upload the scanned copy of all those specified documents in support of the information/ declarations furnished by them online within the specified period of 2 days.

iv. The offers will be evaluated in accordance with the criteria mentioned in Annexure - B on the basis of documents uploaded by firm online. The firm is not required to submit hard copy of any document through offline mode. Any document submitted offline will not be given any cognizance in the evaluation of offer.

v. In case the firm submits requisite documents online as per tender document, then the firm will be considered eligible for next level.

vi. In case the firm fails to submit requisite documents online as per tender document if any of the information/declaration furnished by firm online is found to be wrong by Committee during evaluation of scanned documents uploaded by firm, which changes the eligibility status of the firm, then his bid shall be rejected.

vii. In case none of the firms complies the technical requirement, then necessary action as deemed fit by management will be taken.

viii. It is responsibility of firms to upload legible/clearly readable scanned copy of all the required documents as mentioned above.

13. Payment terms

Payment Authority: GM (Fin), CMPDIL.

The payment will be made through Electronic System for which bidder are requested to attach scanned copy of their Bank Details, duly endorsed by the concerned bank, in the format enclosed as Annexure -F in their offer.

The scanned copy of the above Documents should be uploaded in the Folder named "TECHNICAL DOCS" provided in the e procurement portal.

100 % payment will be made within 21 days of submission of duly accepted Invoice of the successful bidder as follows: -

Sl.No.	**Report/Certification**	**Amount to be paid**
1	Secretarial Audit Report (MR-3) and Half Yearly Reconciliation of securities Capital Audit Report for unlisted Companies (if applicable).	Rs. 28,900/- plus applicable taxes
2	Quarterly Audit Report of Minutes and Significant Transactions	Rs. 13,200/- plus applicable taxes
3	Report on compliance with guidelines on Corporate Governance.	Rs. 6,600/- plus applicable taxes
4	Certification of Annual Return as prescribed in Form MGT-7, AOC-4 XBRL and certificate in MGT-8 under rule 11 of the companies (Management and Administration) Rules, 2014.	Rs. 12,300/- plus applicable taxes
Note:- Out of pocket Expenditure including travelling expenses and boarding & lodging expenses upto 50% of the Audit fee including taxes as applicable would be paid at actuals subject to production of documentary evidence and further challan charges for the filing AOC-4 XBRL and MGT-7 would also be reimbursed at actuals.		

14. Scanned copy (PDF) of supporting documents duly signed and stamped should be uploaded in the Folder provided for this purpose. However, CMPDIL reserves the right to verify such documents with the original, if necessary. Bidder has to submit the originals to CMPDIL on demand.

15. The offer should be submitted strictly as per the terms & conditions laid down in the tender document, failing which the offer will be liable for rejection. No deviation of the terms and conditions of the tender document is acceptable. Terms and conditions which are in deviations of the tender terms are liable for rejection.

16. CMPDIL reserves the right to reject or accept or withdraw the tender in full or part as the case may be without assigning reason thereof.

17. CMPDIL also reserves the right to short close the contract in case of breach of terms and conditions of the contract by the tenderer.

18. All notices to the bidders shall be sent by e-mail only during the process of finalization of tender by CMPDIL as well as e-procurement portal. Hence the bidders are required to ensure that their corporate e-mail -id is provided / updated during the registration of vendor with e-procurement portal. Bidders are also requested to indicate their valid corporate e-mail id and mobile no. of authorized representative at Instruction to Bidders for communications through e- mails / SMS alerts (if any).

19. Modification of the submitted bid shall be allowed online only before the deadline of submission of tender and the bidder may modify and resubmit the bid online as many times as he may wish. Bidders may withdraw their bids online within the last date and time of bid submission.

20. No modification of the bid or any form of communication with CMPDIL or submission of any additional documents, not specifically asked for by CMPDIL, will be allowed and even if submitted, they will not be considered by the CMPDIL.

21. In case of any technical mistake in online offer and NIC confirming that there is no fault from their side then CMPDIL will not be held responsible for the consequences and no correspondence in this regard will be given any cognizance by CMPDIL.

Encl.: Annexures

(Tirumala Rao Gorala)
Deputy Manager (Finance)

(Abhishek Mundhra)
Co. Secretary, CMPDIL

<u>Annexure-A</u>

<u>Eligibility Criteria for Appointment of Auditor for Secretarial Audit, Report on compliance with guidelines of Corporate Governance, and Certification of Annual Return as Prescribed in Form MGT-7,AOC-4 XBRL and certificate in MGT-8 under rule 11 of the Companies (Management and Administration) Rules,2014 as prescribed and Half Yearly Reconciliation of securities Capital Audit Report for unlisted companies period of 3 years from Financial Year 2022-23 to 2024-25 and for the Quarterly Audit Report of Minutes and Significant transactions for a period of two years from Financial Year 2023-24 to 2024-25.</u>

- The Lead Partner/Proprietor/Individual, under whose supervision Secretarial Audit of CMPDIL will be carried out, should have minimum post Company Secretary (CS) Qualification experience of at least 10 years, out of which minimum 5 years should be in full time practice (without any break) for minimum of 5 years. He/She should be Peer Reviewed by ICSI. The cut-off date for ascertaining experience will be 31.03.2022;
- The PCS/ Firm or its partners should have conducted Secretarial Audit of at least two Companies either having Paid-up Capital of Rs. 100 crores or more or Net Worth of Rs. 200 crores or more or combination thereof in the last three financial years till 31.03.2022;
- PCS/ Firm should have minimum three Active Partners in full time practice or the PCS/Firm should have minimum three full time employees, who are qualified Company Secretaries and at any point of time during 3 years of Audit, this structure is to be maintained;
- The PCS/ Firm or its partners or employees retained by them should have adequate knowledge and experience of the following Laws for Conducting Secretarial Audit. They should be able to verify and certify compliance in respect of following:

1. The Companies Act, 2013 (the “Act”) and the rules made thereunder;
2. The Securities Contracts (Regulation) Act, 1956 (“SCRA”) and the rules made thereunder;
3. The Depositories Act, 1996 and the regulations and bye-laws framed thereunder;
4. Foreign Exchange Management Act, 1999 and the rules and regulations made thereunder to the extent of Foreign Direct Investment, Overseas Direct Investment and External Commercial Borrowings;
5. Regulations and Guidelines prescribed under the Securities and Exchange Board of India Act, 1992 (“SEBI Act”) including Annual Secretarial Compliance Report.
6. List of other Laws specifically applicable to the CMPDIL (list is not exhaustive in nature): -

    a. The Coal Mines Act, 1952
    b. Indian Explosives Act, 1884

c. Colliery Control Order, 2000 and Colliery Control Rules, 2004
d. The Coal Mines Regulations, 2017
e. The Payment of Wages (Mines) Rules, 1956
f. Coal Mines Pension Scheme, 1998
g. Coal Mines Conservation and Development Act, 1974
h. The Mines Vocational Training Rules, 1966
i. The Mines Creche Rules, 1961
j. The Mines Rescue Rules, 1985
k. Coal Mines Pithead Bath Rules, 1946
l. Maternity Benefit (Mines and Circus) Rules, 1963
m. The Explosives Rules, 2008
n. Mineral Concession Rules, 1960
o. Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948
p. Mines and Minerals (Development and Regulation) Act, 1957
q. The Payment of Undisbursed Wages (Mines) Rules, 1989
r. Indian Electricity Act, 2003 and the Indian Electricity Rules, 1956
s. Environment Protection Act, 1986 and Environment Protection Rules, 1986
t. The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016
u. The Water (Prevention & Control of Pollution)Act, 1974 and Rules made thereunder
v. The Air (Prevention & Control of Pollution) Act, 1981
w. Public Liability Insurance Act,1991 and Rules made thereunder.

7. List of all Labour Laws applicable to the companies including detailed examination of CMPF, ESI, Bonus etc.

8. Role and responsibility of Directors and Independent Directors. PCS/ Firm or its partners or employees should be able to certify by a detailed examination that the role and responsibility are met and should be able to specifically identify specific actions needed to strengthen the processes to ensure that the Board Members are fully satisfied about legal compliances and their roles in respect thereof.

9. Compliance with guidelines on Corporate Governance for CPSEs.

10. Providing site visit during the audit period to check compliance of specific laws.

11. An additional important focus of PCS can be Guarantee/ warranty to Independent Directors as well as Full Time Directors that they are safe as legal compliance Audit will cover responsibility of:

    Directors Responsibility Statement in terms of Companies Act 2013
    Responsibility of all independent Directors in terms of Companies Act 2013
    Responsibility of working Directors arising in terms of: -

    a. Companies Act, 2013
    b. FEMA
    c. SEBI
    d. Other Specific Laws

PCS or its partners or employees will be expected to conduct an in-depth examination of all documents and records of the Company and to report that all laws applicable specifically to the Company have been duly complied with subject to observations contained in the report.

The Secretarial Auditor so appointed will complete the Secretarial Audit as per requirements of law and then submit MR-3 (as per the guidelines from the company and as per MCA).

Further he is also required to provide the following deliverables: -

a) Quarterly Audit Report of Minutes and Significant Transactions.
b) Half Yearly Reconciliation of securities Capital Audit Report for unlisted Companies.
c) Certification of Annual Return as prescribed in Form MGT-7, AOC-4 XBRL and certificate in MGT-8 under rule 11 of the companies (Management and Administration) Rules, 2014.
d) Report on compliance with the guidelines on Corporate Governance**.**

In addition to the above they will also provide a separate management confidential detailed report addressed to the Board of Directors identifying deficiencies and corrective steps needed in respect of all the compliance areas covered above.

Annexure-B

Criteria for awarding marks in Technical Bid Evaluation

Qualification	**Min Qualification**	**Criteria for award of Marks**	**Maximum Marks**
Experience of Lead Partner/Proprietor/Individual	The Lead Partner/ Proprietor/ Individual, under whose supervision Secretarial Audit of CMPDIL will be carried out, should have minimum post Company Secretary (CS) Qualification experience of at least 10 years, out of which minimum 5 years should be in full time practice without any break). He/She should be Peer Reviewed by ICSI. The cut-off date for ascertaining experience will be 31.03.2022	20 marks for 10 years, 2 marks for each additional completed year beyond 10 years	**30**
Firm or the Partner(s)/Proprietor/Individual Conducted Secretarial Audit of at least two Companies either having Paid up Capital of Rs. 100 crore or more OR Net Worth of Rs. 200 crore or more or combination thereof , in the last three Financial years till 31st March,2022	Companies	20 marks for 2 Companies, 2 marks for each additional Companies beyond 2 companies	**30**
Active Partners/Employee Strength as on 31.03.2022	3 Active Partners/ full time employees, who are qualified Company Secretaries.	12 marks for 3 Active Partners/ full time employees who are qualified Company Secretaries, 4 marks for each additional partner/employee beyond 3.	**20**
Average Annual Turnover from profession under Income Tax Return for the last 3 previous years	Rs. 15 Lakhs or more from practice in each of the last three Financial years till 31st March'2022**.**	10 marks for Rs. 15 Lakhs and 1 mark for each one lakh increment in average annual turnover beyond Rs. 15 lakhs.	**20**

Note:-

1. Experience of Lead Partner/Proprietor/Individual will be calculated from date of issue of Certificate of practice (CoP) by ICSI.
2. Annual Turnover will be calculated as per Income from Profession under Income Tax Return of last 3 previous years.
3. Final Selection will be made based on highest marks obtained by a firm out of 100 marks and in case of tie in the marks scored by any of the top three firms viz., where the ranking of the top 3 firms cannot be done due to the tie in their marks with each other or with other firms due to which top 3 firms cannot be ascertained for empanelment. An Internal Committee headed by GM (Finance) at CMPDIL shall take presentation from the tied firms to decide the seniority to ascertain the top 3 firms for empanelment. The presentation to be taken by the Internal Committee from the tied firms shall be based on approach and coverage of audit, showcase the technical skills to meet the requirement, areas where expertise is expected, a brief synopsis of specific laws proposed to be covered etc. The said Internal Committee shall also comprise of HoD (IAD) of CMPDIL, Company Secretary of CMPDIL. The decision of the Internal Committee shall be final. Further No TA/DA will be paid or reimbursed to the Audit firms for making the presentation before the Internal committee.
4. If any firm declines to accept the offer for the appointment or is found to be disqualified, the firm next in the ranking as per the marks awarded by the subcommittee will be offered for the appointment.
5. The fee for the Legal requirements as prescribed and additional scope of work as per expectations listed herein has been fixed in advance as Rs. 47,800/- for Financial Year 2022-23 plus taxes as applicable and Rs. 61,000/- for Financial 2023-24 to Financial 2024-25 plus taxes as applicable totaling to Rs.1,69,800 plus applicable taxes for three years subject to renewal for each year which is subject to satisfactory performance and auditor has not suffered disqualification during the term. Apart from the above Out of pocket Expenditure including travelling expenses and boarding & lodging expenses upto 50% of the Audit fee including taxes as applicable would be paid at actuals subject to production of documentary evidence and further challan charges for the filing AOC-4 XBRL and MGT-7 would also be reimbursed at actuals. A detailed Audit is expected to provide five deliverables:
   a) MR-3
   b) Quarterly Audit Report of Minutes and Significant Transactions.
   c) Half Yearly Reconciliation of securities Capital Audit Report for unlisted Companies.
   d) Certification of Annual Return as prescribed in Form MGT-7, AOC-4 XBRL and certificate in MGT-8 under rule 11 of the companies (Management and Administration) Rules, 2014.
   e) Report on compliance with guidelines on Corporate Governance**.**

6. In addition to Audit fee, the company shall pay Travelling expenses: Lead Partner/Proprietor/Manager will be entitled for rail fare by AC 1st class or Air Fare by economy class, Qualified Assistant by AC 2nd Class and Semi-qualified assistant by AC 3rd class on submission of proof of journey, to and fro journey undertaken for the purpose of audit. For this purpose, the journey will be considered from the PCS/firm's nearest office given in the profile to the place of audit. In case of journey by mode other than rail, Travelling Allowance will be limited to entitled class or actual fare, whichever is lower, subject to production of documentary evidence. Out of pocket Expenditure including travelling expenses and boarding & lodging expenses upto 50% of the Audit fee including taxes as applicable would be paid at actuals subject to production of documentary evidence.

7. A nationwide appointment process will commence by inviting expression of interest from Company Secretary firms peer reviewed by ICSI (who are allowed to retain law firms and or CA firms for specific areas on professional basis- subject to signing a confidentiality undertaking). The process will be for appointment of a secretarial Auditor for CMPDIL for covering the period 3 years.

8. Secretarial Auditor who has carried out the Secretarial Audit of CMPDIL for the F.Y. 2020-21 and 2021-22 would not be considered for the appointment for a period of next two succeeding years as Cooling off Period is mandate in terms of EOI.

Annexure-C

Documents required to be submitted online:

- Self-attested copy of membership certificate of Lead Partner/Proprietor and active partners or qualified employees issued by Institute of Company Secretaries of India (ICSI).
- Self-attested copy of Certificate of practice issued by Institute of Company Secretaries of India including peer reviewed certificate valid as on date of opening of tender.
- Self-attested copy of CoP renewal certificates to establish that the applicant is in full time practice (without any break) for minimum 5 years as on 31.03.2022.
- Self-attested copy of Registration certificate of PCS/firm/LLP issued by ICSI.
- Self-attested Copy of PAN card of PCS/Firm/LLP.
- Self-attested Copy of GST Registration Certificate of PCS/Firm/LLP (if applicable).
- Self-attested copy of work order/Proof of Experience/Experience Certificate as mentioned in the Eligibility Criteria Document in support of Secretarial Audit work.
- Self-attested Copy of Annual Income Tax Returns of the last three Years i.e for Financial Year 2019-20,2020-21 & 2021-22.
- Copy of Audited Annual Report of the relevant companies for last three Financial years till 31st March, 2022 in connection with Criteria (ii) of Annexure B.
- Self-attested Copy of Annexure-C1 duly filled through self-evaluation by the bidder or as authorized by him.

In absence of the above documents the offer will be rejected. The documents uploaded online to the offer must be serially numbered and duly signed by the bidder with official seal.

<u>**Annexure-C1**</u>

Criteria for awarding marks in Technical Bid Evaluation

Qualification	Min Qualification	Criteria for award of Marks	Maximum Marks	Criteria to be filed by the bidder or as authorized by him.	Marks obtained through self evaluation. *
Experience of Lead Partner/Proprietor/Individual	The Lead Partner/ Proprietor/ Individual, under whose supervision Secretarial Audit of CMPDIL will be carried out, should have minimum post Company Secretary (CS) Qualification experience of at least 10 years, out of which minimum 5 years should be in full time practice without any break). He/She should be Peer Reviewed by ICSI. The cut-off date for ascertaining experience will be 31.03.2022	20 marks for 10 years, 2 marks for each additional completed year beyond 10 years	**30**		
Firm or the Partner(s)/Proprietor/ Individual Conducted Secretarial Audit of at least two Companies either having Paid up Capital of Rs. 100 crore or more OR Net Worth of Rs. 200 crore or more or combination thereof , in the last three Financial years till 31st March,2022	Companies	20 marks for 2 Companies, 2 marks for each additional Companies beyond 2 companies	**30**		
Active Partners/Employee Strength as on 31.03.2022	3 Active Partners/ full time employees, who are qualified Company Secretaries.	12 marks for 3 Active Partners/ full time employees who are qualified Company Secretaries, 4 marks for each additional	**20**		

		partner/employee beyond 3.			
Average Annual Turnover from profession under Income Tax Return for the last 3 previous years	Rs. 15 Lakhs or more from practice in each of the last three Financial years till 31st March'2022**.**	10 marks for Rs. 15 Lakhs and 1 mark for each one lakh increment in average annual turnover beyond Rs. 15 lakhs.	**20**		

Note:-

*** The above marks obtained by the bidder or as authorized by him through self-evaluation will not be treated as Final. It will only act as a cross check at the time of evaluation by CMPDIL.**

Annexure-D

Letter of Bid

To
CMPDIL,
Company Secretariat Department,
Gondwana Place, Kanke Road,
Ranchi-834008.

Dear Sirs,

Sub: Tender No. :-

1. Having examined the Tender Document including Addenda/Corrigenda, if any (insert numbers), we, M/s. (..… name of the bidder firm.…….) represented by the undersigned, Mr/Ms………………… Employee/ Partner /Legal Attorney / Proprietor /Accredited Representative, offer to supply and deliver (description of Goods and Services) vide our offer No………………..dated …………in conformity with the said Tender Document.

2. We confirm to accept all terms and conditions contained in the tender document unconditionally.

3. We agree to abide by this bid for a period of 180 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. We confirm that until a formal appointment order is issued, this bid together with your written acceptance thereof and your Notification of Award, shall constitute a binding Contract between us.

5. We understand that you are not bound to accept the lowest or any bid you may receive.

6. We confirm that the contents of the offer are given after fully understanding and all information furnished by us are correct and true and complete in every respect.

7. We confirm that all information/ documents / credentials submitted alongwith the tender are genuine, authentic, true and valid.

8. We confirm that if any information or document submitted is found to be false / incorrect forged/tampered in any way, the said offer shall be considered absolutely null & void and action as deemed fit may be taken against us including termination of the contract, forfeiture of all dues and Banning of our firm along with all partners of the firm as per provisions of tender document/Purchase Manual of CIL/Provisions of law in force.

9. We have never been banned or delisted by any Government or Quasi-Government Agency or any Public Sector Undertaking in India.

OR

We were banned by the organization named "--------------------------------------" for a period of ------------------- year(s) effective from ------------------- to ---------------for ------------- (the reasons to be mentioned).

Dated this_______ day of ______ 20--

Signature_______________
Name ___________________
Designation____________
Seal______________

Duly Authorised to sign bid for and on behalf of ___________________

Note:

1. This letter should be on the letterhead of the Bidder and should be signed by a person competent and having the authority to bind the Bidder. The said document conferring authority upon the person should be submitted by the Bidder along with the LOB. If the said document conferring the authority is Article of Association of Company, Partnership Deed of a Registered Firm or any resolution of the company, then the notarized copy of the same should be uploaded. In other cases, the letter of authority should be a Power of Attorney sufficient to bind the bidder.

2. Power of Attorney should be on non-judicial stamp paper and sufficiently stamped.

3. In case the person who has signed LOB is not bidding himself and has authorized another person whose DSC is mapped in the name of bidder, to bid online on his behalf, then the further authorization on non-judicial stamp paper duly notarized (as per [Annexure-E] by the person signing the LOB in favour of person bidding online is required to be uploaded.

Annexure - E

Format for Authorisation to DSC holder Bidding Online by the person who has signed Letter of Bid

(On NON JUDICIAL STAMP PAPER)

We do hereby authorise M/s. /Mr………………………………… Address ………………………………….. whose DSC is mapped in the name of the bidder, for online bidding on behalf of us for Tender No. ……… dated …… invited by CIL on https://coalindiatenders.nic.in.

Name, Signature & Seal of the person who has signed Letter of Bid

And is Authorising the DSC Holder for online bidding.

Name, Signature & Seal of the DSC Holder having DSC mapped in the name of the bidder, Authorised for online bidding

Signature & Seal of the PUBLIC NOTARY

Annexure-F

Format for Bank Details for electronic payment

To
CMPDIL,
Gondwana Place, Kanke Road,
Ranchi-834008,
India.

Dear Sir,

Sub: Authorization of all our payments through Electronic Fund Transfer system/RTGS/NEFT.

We hereby authorize Coal India Ltd. to disburse all our payments through Electronic Fund Transfer system/RTGS/NEFT. The details for facilitating the payment are given below: -

1	Name of the Beneficiary, address with Telephone No.	
2	Bank name, address with Telephone No.	
3	Branch name & code	
4	Bank account number with style of account (Savings/Current)	
5	IFSC Code No. of the Bank	
6	PAN No. of the Beneficiary	
7	E-Mail No. and Mobile No. of the Beneficiary for intimation of release of payment.	

I/We hereby declare that particulars given above are correct and complete and if the transaction is delayed or credit is not effected due to incorrect information, I/we will not hold Coal India Ltd. responsible.

Authorized Signatory
Name:
Official Stamp with date

Bank Certification

It is certified that above mentioned beneficiary holds a Bank Account No. ……….. with our branch and the Bank particulars mentioned above are correct.

Authorized Signatory
Name:
Official Stamp with date