

M.P. MADHYA KSHETRA VIDYUT VITARAN CO. LTD. BHOPAL



TENDER SPECIFICATION NO. MD/MK/04/1033
DUE FOR OPENING ON: - 13.02.2024

**“Tender for Secretarial Audit of MPMKVVCL, Bhopal
for Financial Year 2024-25 to 2026-27.”**

CHIEF GENERAL MANAGER (PROCUREMENT)
Corporate Office,

M.P. Madhya Kshetra Vidyut Vitaran Co. Ltd.,
Nishtha Parisar, Bijlinagar, Govindpura, Bhopal-462023

Phone No.:(0755) 2602033-36, Fax No. :(0755) 2589821
Website:- <https://portal.mpcz.in>



M.P.MADHYA KSHETRA VIDYUT VITARAN CO. LTD.,
(Govt. of Madhya Pradesh Undertaking)
NISHTHA PARISAR, BIJLINAGAR, GOVINDPURA, BHOPAL-462023
PHONE NO. 0755-2602033-34 FAX NO.0755-10089821, Email-dgmp2.cz@mp.gov.in
Website:https://portal.mpcz.in, CIN Number:U40109MP2002SGC015119

TENDER NOTICE

Online tender is invited for supply of following item from Chartered Accountant Firms/Cost Accountant Firms only as per Tender Specifications. The Bid will be received online on the portal <http://www.mptenders.gov.in> up to date & time indicated below. The tender will be opened in the office of the undersigned as mentioned in tender time schedule (key date). If desired, the bidder or their duly authorized representatives may remain present at the time of opening of tender:-

Sr. No.	Tender Specification no.	Particular	Approx. Value (Rs. Lakh)	Tender fee (inclusive of GST @18%) (in Rs.)	Due date of opening of tender online from 15.30 Hrs.*
1.	MD/MK/04/1033	Secretarial Audit of MPMKVVCL, Bhopal for Financial Year 2024-25 to 2026-27	6.00	1180.00	13.02.2024

* For updated / extended due dates for opening of tender (EMD in cover-A & Techno-commercial bid in cover-B) please refer to the online key dates.

NOTE: -

- (1) Other details can be seen in the complete tender documents available on new implemented e-portal <https://mptenders.gov.in>.
- (2) Tender Documents can be downloaded from main portal <https://mptenders.gov.in> free of cost. However, for participation in the tender, the bidder shall have to pay non-refundable tender fee. In case, the tender is dropped without opening, the tender fees shall be refunded after deduction of necessary portal charges.
- (3) The Micro & Small Enterprises (MSEs) of Madhya Pradesh registered with District Industries Centre (DIC)/Khadi & Village Industries Commission (KVIC)/ Khadi & Village Industries Board (KVIB)/Cair Board/NSIC/Directorate of Handicraft and Handlooms / Udyog Aadhar Memorandum (UAM)/Udyam or any other body specified by Ministry of Micro, Small & Medium Enterprises on the date of opening of tender for the tendered item(s) shall be exempted from payment of tender fee. In support of above the bidders shall be required to upload the requisite documents on the portal of MP Tender, failing which their techno commercial bid shall not be considered for opening. ***Please note that, all the out State firms (i.e out of MP firms) are mandatorily required to submit the Tender Fees.***
- (4) The bid data should be filled in and the bid seals of all the envelopes and the documents which are to be uploaded by the bidders should be submitted online only as per time schedule (Key Dates).

- (5) The relevant portion of tender which tenderers have to fill online would be available on above website on date mentioned against each tender. The company reserves the right to reject any or all the tenders or accept any tender in full or part as considered advantageous to the company, whether it is lowest or not, without assigning any reason whatsoever it may be.
- (6) Since the bidders are required to sign their bids online using class III – Digital Certificates only, hence they are advised to obtain the same at the earliest. For further information, bidders are requested to contact Madhya Pradesh State Electronic Development Corporation Ltd, State IT Centre, 2nd Floor, 47-A, Arera Hills, Bhopal-462011, Telephone No. 0120-4001002/ 4200462/ 4001005, E-mail: **support-proc@nic.in**.
- (7) Bidders intending to participate in the Tender are required to get themselves trained on the e-Procurement System.
- (8) The required amount of EMD shall be accepted through online payment only.
- (9) The Bidders are required to invariably upload the valid documentary evidence of submission of online EMD (or EMD Exemption Certificate if applicable) in Envelope-A without which online offer i.e., Envelopes-B & C shall not be opened.
- (10) No offer will be accepted without valid Earnest Money Deposit, unless exempted by the Company. If on opening of tender, it is revealed that EMD amount is inadequate / any other discrepancy is noticed, the tender shall be rejected.
- (11) The corrigendum or addendum to the Bidding Documents, if any, as well as any change in due date(s) of opening of tender will be published on the website <https://mptenders.gov.in> & also Company's website www.mpcz.co.in but will not be published in newspaper. Hence participant bidders are advised to regularly visit the websites until the bid opening. The Company shall not be responsible in any way for any ignorance of the bidders about the corrigendum or addendum or change in the due date(s).
- (12) Last date for submission of Online Bid documents {Envelop- A (EMD) & Envelop-B (Techno Commercial Bid)} shall be as per online key dates. The same shall be opened as per key dates. The date of opening of EMD & Techno commercial bid shall be the date of opening of tender for all the purpose.
- (13) The Tender document will be available on portal <https://mptenders.gov.in> on or after **25.01.2024 at 18.30 hrs**. The interested bidders are advised to regularly visit the portal for the purpose.

CGM (Procurement)
M.P.M.K.V.V. Co. Ltd., Bhopal

-//SAVE ELECTRICITY//-

CRITICAL DATES & BASIC TENDER INFORMATION

Particulars	Details
Name of Work	Secretarial Audit of MPMKVVCL, Bhopal for Financial Year 2024-25 to 2026-27
Tender Specification Number	MD/MK/04/TS-1033
Due date of submission of Tender (EMD + Techno-Commercial Bid Online)	12.02.2024 up to 15:00 Hrs.

Key Dates:-

S.No.	Tender Stage	Date & Time
1.	Publishing Date	25.01.2024 18:00 Hrs.
2.	Document Download/Sale Start Date	25.01.2024 18:30 Hrs.
3.	Bid Submission Start Date	26.01.2024 15:00 Hrs.
4.	Bid Submission End Date	12.02.2024 15:00 Hrs.
5.	Bid Opening Date	13.02.2024 15:30 Hrs.

Basic tender information:-

1. Part-I (Envelop-1)-The bidder shall be required to deposit EMD online as specified in clause-5, section-1 of the tender specification and to upload a scan copy of the same in envelop-1. In case of exemption from payment of EMD as allowed in clause-5 (iii), section-1 of the tender, bidder shall upload the scan copy of duly notarized documents as required in the above clause.
2. Part-II (Envelop-2)- The bidders shall be required to upload documents digitally signed in the envelop-2 which shall form Techno commercial bid.

In case of error-ness/ non-submission/ missing of any of the documents, the purchaser will have full right to reject the bid or evaluate the bid with the documents submitted by the bidder, as the case may be. The purchaser may however ask the bidder for a clarification of its bid.

3. Part-III (Envelop - 3) the bidder shall quote their rates online only in the BOQ and shall be kept in envelop-III schedule-I.
4. The date of opening of financial/ price bid shall be informed separately. The bidders may please keep themselves updated of price bid opening from the e-portal.

CGM (Procurement)
M.P.M.K.V.V. Co. Ltd., Bhopal

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the MP TENDERS Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the MP TENDERS Portal, prepare their bids in accordance with the requirements and submitting their bids online on the MP TENDERS Portal.

More information useful for submitting online bids on the MP TENDERS Portal may be obtained at: <https://mptenders.gov.in/nicgep/app>

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://mptenders.gov.in/nicgep/app>) by clicking on the link **“Online bidder Enrollment”** on the MP TENDERS Portal **which is free of charge**.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the MP TENDERS Portal.
- 4) Upon enrolment, the bidders will be required to register **their valid Digital Signature Certificate** (Class II or **Class III Certificates with signing key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the MP TENDERS Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the MP TENDERS Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the MP TENDERS Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder should prepare the EMD as per the instructions specified in the tender document. The bidder has to submit EMD by making Online payment on mptenders portal until unless not exempted from EMD.
- 4) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 5) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) All the Documents submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any Bid Document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 7) The uploaded Tender Documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the Tender Document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to MP TENDERS Portal in general may be directed to the 24x7 MP TENDERS Portal Helpdesk.

Contractors / Vendors / Bidders / Suppliers are requested to visit e-procurement portal of Govt. of Madhya Pradesh (<https://www.mptenders.gov.in>). The details and relevant links are available in the Bidders Manual Kit on the right pane of website which is furnished here-

S.No	Particulars	Downloads
1	Notice to Bidders	<u>Notice to bidders v906.pdf</u>
2	Registration of Bidders	<u>Bidder Registration Manual Updated v906.pdf</u>
3	Uploading of My Documents	<u>MyDocument Updated v906.pdf</u>
4	Online e-Bid Submission	<u>Three Cover Bid Submission New v906.pdf</u> <u>Two cover bid submission new v906.pdf</u> <u>Four cover bid submission new v906.pdf</u> <u>Single Cover bid submission New v906.pdf</u>
5	Online Bid Withdrawal	<u>bid withdrawal updated v906.pdf</u>
6	Online Bid Re-submission	<u>Bid Resubmission Updated v906.pdf</u>
7	Clarifications (Tender Status, My Archive...)	<u>Enquiry Updated v906.pdf</u>
8	Trouble Shooting	<u>troubleshoot_document v906.pdf</u>
9	BoQ Preparation Guidelines	<u>ItemWise BOQ New v906.pdf</u> <u>Percentage BOQ Updated v906.pdf</u> <u>ItemRate BOQ Updated v906.pdf</u>

SECTION-I

GENERAL INSTRUCTIONS TO THE BIDDERS

1. The **CGM (Procurement)** on behalf of Madhya Pradesh Madhya Kshetra Vidyut Vitran Co. Ltd. hereinafter referred to as “MPMKVVCL” invites online Tender for Secretarial Audit of MPMKVVCL, Bhopal for Financial Year 2024-25 to 2026-27.
2. Here are some of very important instructions which every bidder should read carefully for compliance before submitting the bid.

3. VALIDITY OF BIDS

Offers should be kept open for acceptance for at least 180 days from the date of opening. Those who do not agree for a validity of 180 days will do so at their own risk and no request for extending the validity is likely to be made from this office. However, if due to any circumstances, beyond control, bidders are advised to extend the validity, they shall not be permitted to revise their rates, offer any rebate or concession while extending the validity which may materially result in any reduction or increase in the computed prices of their original offer.

4. EARNEST MONEY

The bidder shall deposit the Earnest Money vis-à-vis the value of the tender as per the table given below:-

NIT Value	Earnest Money
Upto INR 50,000.	Nil
Above INR 50,000.	@1% of tender value, subject to minimum INR 1,000 and maximum INR 1 lac.

- i. No offer will be accepted without Earnest Money Deposit, unless exempted by the Purchaser. If on opening of tender any discrepancy in EMD amount is noticed, the offer shall be rejected.
- ii. The required amount of EMD shall be accepted through online payment only. The Bidders are required to invariably upload the valid documentary evidence of submission of EMD (or EMD Exemption Certificate if applicable) in Envelope-A without which online offer i.e., Envelopes-B & C shall not be opened.
- iii. The following are exempted from payment of EMD:
The Micro & Small Enterprises (MSEs) of Madhya Pradesh registered with District Industries Centre (DIC)/Khadi & Village Industries Commission (KVIC)/ Khadi & Village Industries Board (KVIB)/Cair Board/NSIC/Directorate of Handicraft and Handlooms / Udyog Aadhar Memorandum(UAM)/Udyam or with any other body specified by Ministry of Micro, Small & Medium Enterprises on the date of opening of tender for the tendered item(s). The SSI units of MP registered with DIC shall be exempted from payment of EMD on production of valid competency certificate. In support of above the bidders shall be required to upload the requisite documents on the portal of MP Tender, failing which their techno commercial bid shall not be considered for opening. ***Please note that, all the out State firms (i.e out of MP firms) are mandatorily required to submit the EMD.***

- iv. Forfeiture of Earnest Money Deposit:
 - a. If a bidder withdraws or revokes its bid during the period of bid validity specified by the bidder.
 - b. If a bidder modifies its bid in any manner before the validity of the bid expires.
 - c. In the case of a successful bidder, if the bidder fails to furnish the Performance Security within the prescribed time.
 - d. In the event the bidder withdraws its bid after opening of price bid, the firm may be debarred along with forfeiture of EMD.
- v. Return of earnest money to bidders.
 - a) EMD shall be returned to the unsuccessful bidders, as soon as possible, after the tender is decided.
 - b) EMD of bidders on whom the orders have been placed, shall be returned on acceptance of security deposit.

5. Submission of bid- Bidders shall submit the tender online only in following three parts parts.

- i. Part-I (Envelop-1)-The bidder shall be required to deposit EMD online as specified in clause-5, Section-I of the tender specification and to upload a scan copy of the same in envelop-1. In case of exemption from payment of EMD as allowed in clause-5 (iii), Section-I of the tender, bidder shall upload the scan copy of duly notarized documents as required in the above clause.
- ii. Part-II (Envelop-2)- The bidders shall be required to upload documents digitally signed in the envelop-2 which shall form Techno commercial bid.

In case of error-ness/ non-submission/ missing of any of the above documents, the purchaser will have full right to reject the bid or evaluate the bid with the documents submitted by the bidder, as the case may be. The purchaser may however ask the bidder for a clarification of its bid.

- iii. Part-III (Envelop- 3) the bidder shall quote their rates online only in the BOQ and shall be kept in envelop-III schedule-I.

6. DATE AND TIME OF OPENING OF BIDS - CHANGES

Tender shall be opened on the due date and time as notified in the presence of the bidders or their authorized representatives who may be present. If the due date of opening/ submission of tender documents are declared a holiday by the Central/ State Government or Local Administration, it will automatically get shifted to the next working day, for which no prior intimation shall be given. The tender opening shall be continued on subsequent days, in case the opening of all the tenders is not completed on the day of opening.

It may please be noted that the due date/ time of opening can be altered, extended, if felt necessary by the purchaser, without assigning any reason thereof. However, due intimation shall be communicated in such a case.

7. OPENING OF E.M.D. & COMMERCIAL AND TECHNICAL BID

The first envelope of Earnest Money Deposit shall be opened on the due date and time, as notified in the Notice Inviting Tenders. The requirement for EMD shall be verified and thereafter, the second part, i.e. the Commercial & Technical Bid, shall be opened on the same date in respect of eligible bidders.

8. REQUIREMENT FOR OPENING OF PRICE BIDS

After opening of first two parts (i.e. Part-I and Part-II), the deviations from the Company's terms & conditions, if any, proposed by the tenderer in regard to Technical Bid, as per prescribed schedules given along with the tender documents, shall be notified and clarifications as may be required by Company, shall be submitted by the tenderers either at the time of scrutiny of tender or within the time prescribed. After opening of Part-I EMD and Part-II Techno-commercial bid scrutiny will be done. In case of error-ness/ non-submission/ missing of any of the above documents, the purchaser will have full right to reject the bid or evaluate the bid with the documents submitted by the bidder, as the case may be. The purchaser may however ask the bidder for a clarification of its bid.

The Price Bids of such offers shall be opened who have:-

- i. Accepted all Commercial terms & conditions and Technical Specifications.

Please ensure that the Online documents furnished are legible.

9. BIDS IN OPEN FORM

Open bids through Telegram/Fax will not be considered under any circumstances.

10. ALTERNATIVE BIDS

Bid should be submitted as per intent of Tender Documents; any alternative offers are liable for rejection.

11. MISTAKES IN BIDS

Rates should be quoted in both; figures and words. In case of ambiguity between rates in figures and words, lower of the two/beneficial to the Purchaser shall be considered. Such offers can also be rejected.

12. LUMPSUM BASED BIDS

In case prices for some items or all items are given as a lump sum, instead of unit prices as required in the tender specifications, Purchaser can summarily reject such incomplete tender.

13. PRINTED TERMS AND CONDITIONS IN BIDS

Supplier's printed terms and conditions will not be considered as forming part of the tender under any circumstances whatsoever.

14. ALTERATIONS/CORRECTIONS IN BIDS

Any alteration/correction in the tender document should be counter-signed. Further, no post tender alteration/correction shall be entertained.

15. INCOMPLETE BIDS

Tender which is incomplete or obscure is liable for rejection.

16. AMBIGUITIES IN CONDITIONS OF BIDS

In case of ambiguous or self-contradictory terms/conditions mentioned in the bid, interpretation as may be advantageous to the Purchaser shall be taken without any reference to the tender.

17. LANGUAGE OF BIDS

All tenders should be made in English only.

18. CANVASSING OF BIDS

Tenders shall be deemed to be under consideration, after opening of tender/ bid, till placement of order. During this period, the bidders or their authorized representatives or other interested parties are advised strongly, in their own interest, to refrain from contacting by any means any of the Purchaser's personnel or Representative, on matters relating to tender under process.

19. ACCEPTANCE OF PART/WHOLE BIDS-RIGHTS THEREOF

Purchaser reserves the right to accept/ reject wholly or partly any tender without assigning any reason whatsoever. The Purchaser in this regard shall not entertain any correspondence.

20. FILLING OF QUESTIONNAIRE /SCHEDULES

All the Questionnaire / Schedules along with specification are enclosed for technical/ commercial terms & conditions. It is compulsory on the part of the bidder to furnish all details as sought in these. In case, these are not filled in and enclosed with the offer, the Bid will be rejected.

21. DEVIATIONS FROM TERMS & CONDITIONS

Offers with deviations in the terms of payment, liquidated damages, security deposit and performance guarantee are liable to be rejected outrightly.

22. AUTHORISATION/LOCAL REPRESENTATIVE

Only authorized representative, possessing necessary authority letter (on Rs. 50/- non judicial stamp paper) from the bidder/supplier who have participated in the tender shall be allowed to attend the tender opening and further submission/collection of documents in the event of order.

23. POOL RATES

The bidders are advised to quote their own individual rates. It may please be noted that if more than one bidder quotes the same rate, suggestive of a cartel, then such offers may not be considered by the Purchaser. It may also please be noted that the competitive rate quoted by each bidder may be one of the main criteria for quantity to be ordered on each successful bidder.

24. *The Purchaser reserves the right to accept/reject wholly and partly any tender without assigning any reason, whatsoever. No correspondence in this regard shall be entertained by the Purchaser.*

CGM (Procurement)
M.P.M.K.V.V. Co. Ltd., Bhopal

SECTION-II

Madhya Pradesh Madhya Kshetra Vidyut Vitaran Company Limited (MPMKVVCL) is a registered Company under the Companies Act 2013, and is an undertaking of Government of Madhya Pradesh.

At present the Authorized share capital of the company is Rs. 8000 Crores and the paid up share capital is Rs. 63,06,95,51,700. To know more about the Company, please visit our Website portal.mpcz.in.

MPMKVVCL intends to appoint reputed Practicing Company Secretary/Firm as Secretarial Auditor for the F.Y. 2024-25 to 2026-27 in accordance with the provisions of Companies Act 2013.

Please quote your lowest rates for the mentioned Scope of Work through the online bidding process enclosed in Schedule-I.

The online bid for the Secretarial Audit of MPMKVVCL, Bhopal for the Financial Year 2024-25 to 2026-27 will be governed with terms & conditions mentioned below:

I. SCOPE OF WORK: -

The illustrative (but not exhaustive) scope of work under secretarial Audit is given in Section-III for understanding and ready reference.

II. ELIGIBILITY CRITERIA: -

The criteria for selection of a Practicing Company Secretary (Individual/Firm) for conducting the Secretarial Audit of the Company as Secretarial Auditor are given below:-

1. The Practicing Company Secretary (Individual/Firm) shall possess a valid certificate of practice from the Institute of Company Secretaries of India.
2. The Practicing Company Secretary (Individual/Firm) should not have been convicted of any offence or debarred or imposed punishment by any Court/Statutory Authority/ICSI (Undertaking and declaration for the same shall be submitted).
3. The Practicing Company Secretary (Individual/Firm) shall possess Fellow membership of The Institute of Company Secretaries of India.
4. The Practicing Company Secretary (Individual/Firm) shall be Peer Reviewed.
5. The Practicing Company Secretary (Individual/Firm) should have a continuous experience of 12 Years or more in full time practice, out of which they should have conducted at least 8 Secretarial Audits with minimum of 5 Secretarial Audit of a Government Company/PSUs.
6. Any misrepresentation/non-declaration/false disclosure in information and supporting documents will result in disqualification and suitable action by the Company.

NOTE:-

- The Practicing Company Secretary (Individual/Firm) qualifying the above eligibility criteria shall be considered for online bid.
- For the above, the documentary proof in support should be mandatorily submitted with online bid.

III. TERMS & CONDITIONS: -

- i. **Completion of Audit:** The Secretarial Audit Report should be submitted up to 30th September of the relevant Financial Year. It is also expected that the Secretarial Audit has to commence within 7 days from the award of the contract.
- ii. **Place of Audit:** The Audit work has to be conducted at the corporate office of the Company situated at Nishtha Parisar, Govindpura, Bhopal 462023.
- iii. **Rates:** Quoted price will be inclusive of all the travel, stay, out of pocket expenses, cost of producing documents etc. MPMKVVCL will not pay or reimburse anything over and above the quoted price.
- iv. **Payment Terms:** 100% assured payment shall be made within 30 days after completing the scope of work for “Secretarial Audit of MPMKVVCL, Bhopal for Financial Year 2024-25 to 2026-27” in all respect and submission of required report to the Board of Directors of the Company. The bill shall be submitted by appointed Practicing Company Secretary to the Company Secretary, MPMKVVCL, Bhopal who will verify & pass bills through ERP.
- v. **Taxes:** The rates should be inclusive of all the taxes and charges.
- vi. The quotation should be complete in all respect.
- vii. Your rates should be according to the scope of work only. No alternative offer should be mentioned. The offer contrary to scope of work will not be considered.
- viii. Your offer should be valid at least for 180 days.
- ix. The undersigned reserves right to reject any or all the quotations or increase / reduce the scope of work, without assigning any reason thereof.
- x. **Liquidated Damages:** The appointed firm shall have to submit complete report up to 30th September every year. Penalty @ 0.5 % per week subject to condition that maximum of 10 % will be imposed in case of late submission of report.
- xi. **Assignment Responsibility:** It may be ensured that this assignment is carried out only through employees of the firm. If it comes to our notice that the assignment has been carried out by any other firm/persons, the appointment is liable to be cancelled.
- xii. **Confidentiality of Information:** Distribution of any information pertaining to MPMKVVCL without prior written consent of Company Secretary of MPMKVVCL, Bhopal shall be treated as breach of contract and shall be dealt accordingly.
- xiii. All the liabilities towards employees engaged in Secretarial Audit work during the tenure will be of the Secretarial Audit firm. MPMKVVCL will not be liable towards them in any case.

IV. SUBMISSION OF ONLINE BID

Tender documents can be downloaded from main portal <https://mptenders.gov.in> free of cost. However, for participation in the tender, the bidder has to pay non-refundable tender fee amount of Rs. 1000/- + GST @18%. Only in case if the tender is dropped without opening, the tender fees shall be refunded after deduction of necessary portal charges. Manual purchase of tender is not allowed.

The bidders are required to upload all the documents in support of eligibility criteria and other requirement as per Tender. The MPMKVVCL Bhopal may ask to produce original documents for verification purpose. **No physical submission of document/bid is required.**

- V. The Bidders are required to invariably upload all the documents in support of eligibility criteria and other requirement as per Tender. The bidders have to accept all the mandatory condition of the Tender e.g. Penalty Clause, Payment terms & conditions etc. Deviation from terms & condition of the Tender shall not be accepted.

Please note that in absence of the supporting documents the offer may not be evaluated & is liable for rejection.

- VI. The bidder has to quote their rates online only in 'Schedule-I: Price Schedule' to upload online as per key dates. Please note that the Schedules of price bid, i.e. Financial offer (Envelope-B) will not be accepted physically.

The date of opening of financial / price bid may be informed after techno-commercial evaluation & related issues. The bidders may please keep themselves updated regarding price bid opening from the E-portal.

VII. PERIOD OF CONTRACT: -

The contract is for the preparation and audit of Secretarial record for the Financial Year 2024-25 to 2026-27. The Company at its discretion may extend the contract by another two years, one year at a time, on same rates and same terms and conditions.

In case of any clarifications required in this regard the undersigned could be contacted at **dgmp2.cz@mp.gov.in**

MPMKVVCL reserves right to reject/cancel/restrict/enlarge/modify/postpone/extend the date of receipt/opening of bid or withdraw the bid notice without assigning any reason(s) whatsoever. In such case the bidder should not be entitled to any form of compensation from the Company.

VIII. CONFLICT OF INTEREST

Bidder shall not have a conflict of interest with one or more parties. Participation by bidder(s) with a conflict of interest situation will result in the disqualification of all bids in which it is involved. Purchaser considers a conflict of interest to be a situation in which a party has interest that would improperly influence that party's performance of official duties or responsibilities, contractual obligations or compliance with applicable laws and regulations, and that such conflict of interest may contribute to or constitute a prohibited corrupt practice. A bidder may be consider to be in a conflict of interest with one or more parties if including but not limited to :-

- i. Have controlling shareholders as his/her family members viz spouse, son, daughter, father, mother or brother in common or
- ii. Have a relationship with each other, directly or through common third parties that puts them in as position to have access to information about or influence on the bid of another bidder.
- iii. Has a close business or family relationship (Spouse, Son, Daughter, Father, Mother or brother) with a professional staff of the employer (or of the project implementing agency, or of a recipient of a part of the loan) who: (i) are directly or indirectly involved in the preparation of the tender documents or specifications of the contract, and/or the tender evaluation process; or (ii) would be involved in the implementation or supervision of such contract.

IX. SNAP BIDDING

- i. In case the Purchaser opts for snap bidding, then all the initial Price Bids shall be discarded by the purchaser and shall invite all the bidders, who were technically qualified, to submit the new Price Bids as per terms and conditions of the bidding document. The timeline for submission and price bid opening of such price bids shall be intimated separately to all such Bidders by the Purchaser. Bidders submitting new Price Bids electronically shall follow the electronic bid submission procedures specified in the bid document for resubmission of Price Bids.

The quoted price in the Price bid shall not be allowed to be increased above the L-1 rates. If any bidder bids above the lowest evaluated price during the initial bidding, his bid shall be treated as non-responsive and bidder shall not be considered for award.
- ii. In case any of the invited technically qualified bidder does not submit new Price Bid during the snap bidding then he shall not be considered for any further evaluation by the Purchaser.
- iii. Re-submitted new Price bids shall be again evaluated by the Purchaser as per terms and conditions of the bidding document. The Purchaser shall evaluate the price bids and derive the lowest evaluated bid (L1). However, in case, even after submission of new price bids by the bidders, the Purchaser has right to reject the lowest Evaluated Bid Price. If the bid is rejected by the purchaser then the entire bidding process shall be annulled.

Chief General Manager (Proc.)
M.P.M.K.V.V. Co. Ltd., Bhopal

SECTION-III

SCOPE OF WORK

- i. The instant Tender is for the appointment of Practicing Company Secretary for “Secretarial Audit of MPMKVVCL, Bhopal for the Financial Year 2024-25 to 2026-27” as per the provisions of the Companies Act, 2013.
- ii. The work includes audit of the Secretarial records for the Financial Year 2024-25 to 2026-27.
- iii. As per Section 204 (1) of the Companies Act, 2013 and Rules made there under obtaining Secretarial Audit Report is mandatory for the Company. The provisions of Section 204 (1) and Rules made thereunder are reproduced hereunder: -
 - a) Every listed Company and every Public Company belonging to such other classes of Companies as may be prescribed shall annex with its Board’s Report made in terms of sub-section (3) of Section 134, a Secretarial Audit report, given by a Company Secretary in Practice, in such form as may be prescribed.
 - b) It shall be the duty of the Company to give all assistance and facilities to the Company Secretary in Practice, for auditing the Secretarial and related records of the Company.
 - c) The Board of Directors, in their report made in terms of sub-section (3) of Section 134, shall explain in full any qualification or observation or other remarks made by the Company Secretary in Practice in his report under sub-section (1).
- iv. Secretarial Audit Report (Rule 9): -

For the purpose of sub section (1) of section 204, the other class of companies shall be as under:-

 - Every Public Company having a Paid up Share Capital of 50 crore rupees or more or
 - Every Public Company having a Turnover of 250 crore rupees or more or
 - Every Company having outstanding Loans or Borrowings from banks or public financial institutions of one hundred crore rupees or more.

The format of the Secretarial Audit Report shall be in Form No. MR-3.
- v. Ensuring compliance with various provisions of the Companies Act, rules framed for Electricity Distribution Industries.
- vi. Since, our Company is covered under these rules, the Company has to appoint Practicing Company Secretary to conduct Secretarial Audit commencing for the Financial Year 2024-25 to 2026-27.

Chief General Manager (Proc.)
M.P.M.K.V.V. Co. Ltd., Bhopal

SCHEDULE-I (A)
PRICE AND QUANTITY

WE QUOTED OUR LOWEST RATES AGAINST TENDER SPECIFICATIONS AS UNDER:

(As applicable, as per respective items)

Sr. No.	Particulars	Lumpsum Quoted Price for 3 FYs (Rs.)	GST %age on total (Ex works + F&I)			Total GST Amount (INR)	Total Lumpsum Quoted Price for 3 FYs inclusive of all the Travel, Stay, Out of Pocket Expenses, Cost of Producing Document etc. and GST (Rs.)
			CGST	SGST	IGST		
			%	%	%		
1	2	3	4	5	6	7=3X(4+5+6)	8=3+7
1.	Secretarial Audit of MPMKVVCL, Bhopal for Financial Year 2024-25 to 2026-27.						

NOTE

1. GST Registration Number of Bidder - (Enclose copy of Registration Certificate).
2. GST Registration Number of Madhya Pradesh Madhya Kshetra Vidyut Vitran Company limited is -23AADCM6799G2Z4.
3. The bidder shall fill either rate/value of CGST & SGST or IGST as applicable.
4. The prices are to be filled in strictly in this format only.
5. Responsibility of any lack of clarity leading to confusion will rest with bidders.
6. Rates in various tapering steps shall not be considered.
7. M.P. Madhya Kshetra Vidyut Vitran Company Ltd., Bhopal is Registered under Goods & Service Tax (GST) and GSTIN Number is 23AADCM6799G2Z4. Therefore necessary declaration form, wherever applicable, shall be issued after receipt of material at destination. This should be kept in mind by the bidder while quoting the prices.

No conditions should be attached or otherwise your price would be rejected outright.

GST Registration No. of the Bidder..... (enclose copy of Registration Certificate)

8. It is to certify that the relevant portion of input tax credit has been accounted for while quoting the above prices.

DATE
PLACE

SIGNATURE OF THE BIDDER
WITH SEAL OF THE FIRM

SCHEDULE – II (A)

SCHEDULE OF QUESTIONNAIRE PART “A”: GENERAL INFORMATION

(TO BE KEPT IN THE ENVELOPE PART-II, (COMMERCIAL/TECHICAL BID))

- (i) Separate sheets should be used, wherever necessary.

Sl. No.	Particular	Reference/Unit	To be filled by Bidder
1.	(a) Name & Address of the firm/Company etc		
	(b) Registered office		
	(c) Address		
	(d) Telegraphic address	Office ----- Works ---- -----	
	(e) Telephone Nos.	Office ----- Works ---- -----	
	(f) Fax Nos.	Office ----- Works ---- -----	
	(g) Email		
2.	Confirm whether bidder is a Chartered Accountant Firm / Cost Accountant Firm	Yes / No.	
3.	Whether the firm is an MP SSI Unit	Yes / No	
	(a) If yes, write registration No.		
	(b) Whether documentary evidence regarding registration enclosed		
	(c) Items of registration		
	(d) Period of Registration		
	(e) Furnish latest copy of competency certificate	Yes/ No	
4.	Any other information that bidder If yes, whether document evidence enclosed.	If yes, give details may like to give in order to highlight his bid	

PLACE:

DATE

SIGNATURE OF BIDDER

NAME IN FULL

DESIGNATION/ STATUS IN THE FIRM

COMPANY SEAL

SCHEDULE – II (B)

PART “B”: COMMERCIAL INFORMATION

(TO BE KEPT IN THE ENVELOPE PART-II, (COMMERCIAL/TECHICAL BID))”

(i) Separate sheets should be used, wherever necessary.

Sl. No.	Particular	Unit/Reference	To be filled by bidder
1.	i Earnest Money details		
	ii (a) Amount of EMD	Rs.	
	(b) Particulars/details		
	iii If exempted, state whether the bidder is	SSI Unit of M.P./ Small Scale unit registered with NSIC/ Fully owned State/ Central Govt. Unit.	
	iv Whether reference of documentary evidence regarding exemption enclosed.	Yes/ No	
	v Whether the firm is registered under MSME Act.		
2.	Whether the offer is valid for 180 days from the date of opening of commercial / technical bid	Yes/ No (If no, state validity period).	
3.	State whether the quoted prices are		
4.	PAYMENT TERMS		
	Whether Purchaser's terms of payment is acceptable to the bidder.	Yes/ No	
5.	COMPLETION PERIOD		
	Whether agreeable to Purchaser's Completion Period Clause.	Yes/ No	
6.	PENALTY CLAUSE		
	Whether agreeable to Purchaser's penalty clause.	Yes/ No	
7.	ASSIGNMENT RESPONSIBILITY		
	Whether agreeable to Purchaser's Assignment Responsibility clause.	Yes/ No	
8.	EXTENSION ORDER		
	Whether Purchaser's terms of extension order is acceptable to the bidder.	Yes/ No	
9.	Have you noted that you have quoted prices in the desired format		

10.	Please furnish information in respect of firm's Bank Account in support of payment term.		
	(i) Name of Bank and Branch address.		
	(ii) Firm's Bank Account Number.		
	(iii) IFS code of the Branch for RTGS transfer.		
11.	Copy of GST Registration with Number		
12.	Indicate PAN No. (with copy)		
13.	Details of Tax quoted (Whether exemption or concessional rate support with necessary document)		
A	CGST		
B	SGST		
C	IGST		

PLACE:

DATE

SIGNATURE OF BIDDER

NAME IN FULL

DESIGNATION/ STATUS IN THE FIRM

COMPANY SEAL

SCHEDULE - III

UNDERTAKING / DECLARATION BY THE BIDDER

The following declaration/Undertaking must be submitted by all the bidders on non-judicial stamp paper worth Rs.100/- duly notarized

(A) “Regarding Conflicting of Interest”

I sole proprietor / partner / Director of M/s,..... under take that I am not interested as a proprietor and/or partner and/or in any other party/firm, participated in tender No. ----- of Purchaser due for opening on ____/____/20__ for procurement of -----.

(B) “Regarding Black listing/Debarring of the firm ”

We hereby undertake and submit the declaration that our firm/company is not debarred / black listed for future business with any of the Discoms of M.P.

In case, at any stage if the above declaration is found false or incorrect, the Purchaser shall be free to take any punitive / legal action against us, as may be deemed fit, which shall be acceptable / binding on us and the consequences shall be to our account.

(C) “Regarding information/details given”

I,....., the Sole proprietor / partner/ authorized signatory of M/S....., participating in the bidding process against tender No..... undertake that I am not interested as a proprietor and/or partner in any other firm participated in the tender for procurement of....., and specifically undertake that our firm/Company

- (i) Not follow & shall not follow unethical/unfair/fraudulent practice in any manner.
- (ii) Has no conflict of interest with any bidder/firm participating in the tender as required under clause-8 of Section-II of the tender.
- (iii) Not concealing any material information.
- (iv) Not given any false document/information, misleading fact or statement related to eligibility criteria or to get any advantage in bidding process, in the offer/bid submitted against the tender,
- (v) Has not been debarred/blacklisted for future business with Purchaser/other Discom of MP.

Further, the MPMKVCCL will have full right to cancel the Purchase Order, if awarded and forfeit the EMD/Bid Security & Performance Guarantee as applicable in the event of the above condition/situation is observed, even at a later date i.e. after opening of Price Bid / award of Purchase Order.

Note: *The undertaking should be given by the proprietor / Partner/ Director/ Authorized signatory of the Company*

SIGNATURE OF TENDER
NAME IN FULL
DESIGNATION / STATUS IN THE FIRM
COMPANY SEAL

SCHEDULE-IV

SCHEDULE OF COMMERCIAL DEVIATIONS

Bidder's Name & Address:

To,

The Chief General Manager (Purchase),
Corporate Office.,
MPMKVV Co. Ltd.,
NishthaParisar, Bijlinagar,
Govindpura, Bhopal-23

Dear Sir,

Sub: - **Commercial Deviations.**

The commercial Deviations & variations to the specifications stipulated in the tender, for the item quoted are, as under:-

Sl. No.	Condition	Clause No. of tender document	Page No. of Tender document	Statement of deviations and variations
1	2	3	4	5

2. Except aforesaid deviations, the entire order, if placed, on us shall be executed in accordance with your specifications and any other conditions, variations/deviations etc. if found, elsewhere in our offer should not be given any considerations while finalizing the tender.

PLACE:

DATE

SIGNATURE OF BIDDER

NAME IN FULL

DESIGNATION/ STATUS IN THE FIRM

COMPANY SEAL