ENGINEERING PROJECTS (INDIA) LTD
(A Government of India Enterprises)

Tender Notice

Tender No: DLI/CON/SEC/660     Date: 27.09.2019

Last Date & Time of Submission of Tender: 21.10.2019 upto 12.00PM
Date & Time for opening of Envelope-1 (Technical Bid): 21.10.2019 at 02.30PM

TENDER ENQUIRY IN TWO BID SYSTEM

1. TENDER FOR “CARRYING OUT SECRETARIAL AUDIT OF ENGINEERING PROJECTS INDIA LIMITED (EPIL) FROM FINANCIAL YEAR 2019-20”.

2. Sealed tenders are invited by Engineering Projects (India) Ltd. in two separate envelopes for “carrying out secretarial audit of engineering projects India limited (EPIL) from financial year 2019-20” with paper as per the specifications given below:

   1st Envelope: Technical Bid
   2nd Envelope: Price Bid

Technical Bid:

Technical specifications with Terms & Conditions of Supply along with Pre-Qualification documents and un-priced copy of Price bid in Duplicate and EMD (Earnest Money Deposit) in one sealed cover duly superscripted “Technical Bid” in 1st Envelope.

Price Bid:

The Bidders are required to quote as per enclosed “Price Bid Format” in the second sealed envelope duly superscripted “Price Bid” in 2nd Envelope.

Note: Both the above envelopes should be kept in 3rd sealed Envelope.

Brief about Engineering Projects (India) Limited {EPI}

Set up in April, 1970, Engineering Projects (India) Limited is a Public Sector Enterprise under the Department of Heavy Industry, Ministry of Heavy Industries & Public Enterprises with paid-up Share Capital of Rs.35.42 crores.

The Company has been a pioneer in the field of turnkey project management and project exports and process expertise in the areas like Civil & Structural work, Material Handling Systems, Metallurgical Sector, Process Plants, Environment & Pollution Control, Oil & Petrochemicals, Defense-related projects, Transmission Lines/Substations, etc. The services rendered by the Company include the specialized activities such as Feasibility Studies, Detailed Project Reports, Design & Engineering, Supply of Plant & Equipment, Quality Assurance, Civil & Structural Works, Erection, Trial-runs & Commissioning and Overall Project Management.
Operating Turnover of the Company for the Financial Year 2018-19 was Rs.1791 Crores.

To know more about the Company please visit [www.engineeringprojects.com](http://www.engineeringprojects.com)

**Selection of the Firm will be from amongst those whose proposal is technically selected.**

Interested firms may submit their proposal in prescribed Performa for relevant Experience/ Capability Criteria given in Annexure-I in an envelope super ccribed with “Offer for shortlisting/ appointment of Secretarial Auditor-Technical Bid” and Professional Fee given in Annexure-II in a separate envelope super ccribed with “Offer for shortlisting/ appointment of Secretarial Auditor- Financial Bid” addressed to Executive Director (Contracts), ENGINEERING PROJECTS (INDIA) LIMITED, Core-3, SCOPE Complex,7 Institutional Area, Lodhi Road, New Delhi-110003 latest by 21.10.2019 at 12.00 Hrs.

The firm(s) may carefully read the Scope of work.

3. **SCOPE OF WORK**:

The broad scope of Secretarial Audit includes verification of the compliances under the following enactments, rules, regulations and guidelines as may be applicable on the company:

- The Companies Act, 2013, and Rules made thereunder, including any amendment thereof, wherever applicable
- Secretarial Standards issued by The Institute of Company Secretaries of India (ICSI)
- Secretarial Audit shall be in adherence to the relevant orders/ clarification issued by Ministry of Corporate Affairs, Govt. of India from time to time and
- The Memorandum of Association and Articles of Association of the Company
- Guidelines on Corporate Governance 2010 applicable for CPSEs issued by the Department of Public Enterprises, Govt of India
- Other laws as may be applicable specifically to the company

The aforesaid scope of work is illustrative/ indicative and may be modified and finalized based on discussions with successful firm.

EPI is not a listed Company on and therefore, listing agreement, SEBI Act 1995 and their laws rules regulations guidelines standards are not applicable.

Bidder’s employee deployed on a job will use their own infrastructure when working from EPI premises. The user’s responsibility will be restricted to provide work space and environment for the consultants’ work related to the assigned job.

4. **Pre-Qualification Criteria**:

- Registered with the Institute of Company Secretaries of India, New Delhi as Practising Company Secretary and having a valid COP of not less than 5 years as on the date of application.
- Should have minimum 2-year experience of PSU of Central/State Government.
- The Head office/ Branch office of the PCS / Firm must be located in New Delhi/NCR.
- Should have office at Delhi/NCR.
• Should have valid PAN.
• The bidder should have registration under GST & should have valid GSTIN number. The bidder must submit as compliances of GST Act, the invoices in GST compliant format, failing which the GST amount shall be recovered/adjusted by EPI without any prior notice from the next invoices or available dues with EPI. The bidder is requested to update/upload the GST/Taxes data periodically so as to avail Input Tax Credit (ITC) by EPI, failing which it shall be recovered/adjusted by EPI without any prior notice from the next invoices or available dues with EPI. Also bidder need to consider all ITC received/receivable by it so as to ensure that as per GOI orders quoted prices are after due passing or the ITC benefit to the consumer.
• Bidders should submit Affidavit Annexure A along with Technical Bid.

5. SELECTION CRITERIA:-

The following shall be the basis of point for the selection and selection will be made on the basis of attainment of higher points (detailed format to be filled as per Annexure I).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Selection Criteria</th>
<th>Basis for awarding of Points</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Experience in Practice (No. of years from the date of registration with Institute of Company Secretaries of India)</td>
<td>2 Points for every year experience of firms after its Registration.</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Experience of conducting Secretarial Audit of Central PSU/State PSU</td>
<td>1 point for each such work/assignment (falling within last two F.Y. i.e. 2017-2018 and 2018-19)</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Experience related to issuance of Certificate on Corporate Governance / Compliance Certificate/ Secretarial Audit.</td>
<td>1 Point for a completed Corporate Governance Audit / Secretarial Audit (falling within last two F.Y. i.e. 2017-2018 and 2018-19)</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>No. of Active partners in full time practice and/ or full time employees, who are qualified Company Secretaries.</td>
<td>1 Point for each partner.</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>List of clients, if any (i.e., Companies with paid up capital of Rs 10 crore or more)</td>
<td>1 Point for each such client.</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

Note:
1. Clear and complete details in separate sheets, for determination of points in support of information against Item Sl. No. 1 to 5 above are to be furnished.
2. The firm securing at least 50% marks based on above system shall be considered as qualified.
3. In case of the tie in prices, the following sequence shall be adopted for selection.
   a) Firm with longer experience will be preferred based on the year of establishment.
   b) Firm with a higher number of Fellow and/ or Associate Members of the Institute of
      Company Secretaries of India as partners will be considered.

6. OTHER TERMS AND CONDITIONS

   • The process for appointment will be initially for a period of one financial year i.e.
     2019-20, which can be extended through mutual consent for a further period of
     one year, subject to the Provisions of applicable laws. The appointment for next
     financial year(s) shall be subject to the satisfactory performance and EPIL Board
     approval.

   • Overwriting/correction/erase or use of white ink should be avoided in the offer. However if any overwriting/ correction/ erase is inevitable, the same should be
     authenticated by signature and seal of authorized person of applicant firm.

   • Documentary evidences in respect of all the information above by the applicant
     firms must be furnished along with the proposal.

   • All the pages of the proposal document shall have to be signed by the applicant
     firms with the firm’s seal and document submitted along with the offer shall also
     have to be authenticated by authorized signatory of the applicant firm with firm’s
     seal.

   • The Company reserves the right to accept or reject any or all the responses and
     to request additional submission or clarification from one or more applicants at
     any stage or to cancel the process entirely at its sole discretion without assigning
     any reason whatsoever.

   • The firms are required to submit their GST registration number/Certificate, if
     applicable, in their offer.

7. COMPLIANCES/ DECLARATION/ CERTIFICATE BY FIRMS ON APPOINTMENT:

   The Practising Company Secretary/Firm of Company Secretaries has to comply
   with and furnished declaration and certificates as required under statutory/ Company
   rules, upon appointment of Secretarial auditor, as under

   i. The Practising Company Secretary/Firm of Company Secretaries shall not
      sub-contract the Secretarial audit work.

   ii. The Secretarial audit team will work in strict confidence and will ensure that
       the Secretarial data and any other information in respect of minutes of the
       meetings are dealt with in strict confidence and secrecy.

   iii. No partner of the Practising Company Secretaries firm should be related to
        either Managing Director or any Whole Time Director of Part Time Director of
        the Company within the meaning of the Companies Act, 2013.
iv. Neither the Practising Company Secretaries firm nor its partners or associated should have any interest in the business of the Company.

v. The Secretarial auditor will be required to issue the Secretarial Audit Report in form MR-3.

vi. Practising Company Secretary/Firm of Company Secretaries shall have prime responsibility to ensure that the maximum number of audit limits specified under Companies Act, 2013 are not violated.

vii. Practising Company Secretary/Firm of Company Secretaries shall have to be free from any disqualification mentioned under The Companies Act, 2013. In addition to this, the Practising Company Secretaries firms must not be holding any assignment as Statutory Auditors or Internal Auditors of the Company.

8. SECRETARIAL AUDIT FEES:

The Secretarial audit fee for the year 2019-20 required to be quoted by Practising Company Secretary/Firm of Company Secretaries and the work shall be awarded to the Company Secretary/Firm who quoted lowest fee. Fee quoted should be as per format given in Annexure II.

9. Documentary proof for all the Pre Qualification Criteria specified above is to be submitted. Bidders who fail to provide documentary proof of pre-qualification criteria are liable to be rejected.

10. Tenders shall be accompanied by An Earnest Money Deposit (EMD) of Rs.2000/- (Rupees Two Thousand Only) by way of a Bank Demand Draft in favour of “Engineering Projects (India) Ltd.” payable at New Delhi. Tenders not accompanied by Earnest Money Deposit are liable to be rejected.

11. Bidders have to submit confirmation letter whether they are registered under MSME Act or not and if yes, then relevant copies of the registration letter (Registered under single point registration scheme of NSIC, Govt. of India, Ministry of MSME, New Delhi vide Gazette Notification dated 26.03.2012 along with the form of Memorandum-2 with the concerned DIC) to be enclosed in Envelope-1 i.e. Technical Bid and a request letter for exemption from submission of Tender fee and EMD.

12. The Price bid of those bidders whose bid has been technically accepted on the basis of documents shall be opened with prior intimation to them. However, it is made clear that the offer of the L-1 bidder shall be accepted subject to the confirmation of the authenticity of the PQ document from the concerned department.

13. The offer should be valid for a period of 90 days from the date of opening of price Bids of Tender.
14. EPI reserves the right to accept or reject any or all tenders or to annul this tender process and also the right to place orders for full or part quantities or distribute amongst various bidders without assigning any reason whatsoever.

15. Tender document is to be drop at Tender box placed near Reception at Ground Floor and addressed to:

   Executive Director (Contracts)
   ENGINEERING PROJECTS (INDIA) LTD.
   Core-3, SCOPE Complex,
   7, Lodhi Road,
   New Delhi-110003
   TEL No. 011-24361666 Extn.2313
   FAX No. 011-24363426

   E-mail - contracts@engineeringprojects.com, Website - www.epi.gov.in

   Tender documents comprising of the following are available on EPI’s Website www.epi.gov.in / CPP Portal www.eprocure.gov.in

   Enclosures:

   i) Technical Specifications - Annexure-I
   ii) Professional Fee Format- Annexure-II
   iii) Affidavit Annexure A
Annexure-I

(To be given on the Audit Firm’s Letter Head)

Format for submission of Offer

1. Name of Practising Company Secretary/Firm of Company Secretaries:

2. Registration Number of the Practicing Company Secretary/Firm of Company Secretaries with Institute of Company secretaries of India(ICSI):

3. Year of Registration with ICSI:

4. Particulars of Practicing Company Secretaries Firm:

   i) (a) Address of the Firm as registered with ICSI:
      (b) Address of the Firm at Delhi (if different from above)

   ii) (a) Telephone No. with STD code:
        (b) Mobile No. of the Senior Partner (for contact purpose)

   iii) Fax No. with STD code:

   iv) Email address of the Firm:

   v) Websites of the Firm, if any:

   vi) PAN No. of the Firm:

   vii) GST Registration/Certificate of the Firm:

5. Technical Details (Separate Annexure may be attached if required for these technical details)

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</table>
| 1 | Experience in Practice  
   (No. of years from the date of registration with Institute of Company Secretaries of India) |
| 2 | Experience of conducting Secretarial Audit of Central PSU/State PSU |
| 3 | Experience related to issuance of Certificate on Corporate Governance /Compliance Certificate/ Secretarial Audit. |
| 4 | No. of Active partners in full time practice and/or full time employees, who are qualified Company Secretaries. |
| 5 | List of clients, if any (i.e., Companies with paid up capital of Rs 10 crore or more) |

6. We hereby confirm the acceptance of all provisions and the terms & conditions of the invitation without any deviation.

Place:  
(Authorized Signatory)  
With Official Stamp

Date:
FORMAT FOR PROFESSIONAL FEE FOR SECRETARIAL AUDIT FOR THE YEAR 2019-20

The professional fee to be quoted on Lumpsum basis in the following Format (in separate sealed envelope):

**Tender No DLI/CON/SEC/660 dated 27.09.2019**

<table>
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<tr>
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<th>Rupees in Words</th>
<th>Rupees in Figure</th>
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<tbody>
<tr>
<td>Fee(Lumpsum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total :</td>
<td></td>
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The fee is payable on completion of assignment and submission of report.
ANNEXURE - A

AFFIDAVIT

(To be submitted by bidder on non-judicial stamp paper of Rs. 100/- (Rupees Hundred only) duly attested by Notary Public)

(To be submitted in Envelop-1 i.e. Technical bid)

Affidavit of Mr. ...............................................S/o.............................................
R/o.............................................

I, the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s ................................................................. Having its Head Office/Regd. Office at.................................................................

2. That the information/documents/Experience certificates submitted by M/s............................................ along with the tender for .................................. (Name of work)......... To EPI are genuine, true and nothing has been concealed.

3. I shall have no objection in case EPI verifies them from issuing authority(ies). I shall also have no objection in providing the original copy of the document(s), in case EPI demand so for verification.

4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect / false / fabricated, EPI at its discretion may disqualify / reject / terminate the bid/contract and also forfeit the EMD / All dues.

5. I shall have no objection in case EPI verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards EMD and Performance Guarantee from the Zonal Branch /office issuing Bank and I/We shall have no right or claim on my submitted EMD before EPI receives said verification.

6. That the Bank Guarantee issued against the EMD issued by (name and address of the Bank) is genuine and if found at any stage to be incorrect / false / fabricated, EPI shall reject my bid, cancel pre-qualification and debar me from participating in any future tender for three years.

I,....................................., the Proprietor / Authorized signatory of M/s............................................. do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from..................... and that no part of it is false.

Verified at .....................this.....................day of.....................

DEPONENT

ATTESTED BY (NOTARY PUBLIC)