

JAIPUR VIDYUT VITRAN NIGAM LIMITED

CIN: U40109RJ2000SGC016486

Regd. Office: Vidyut Bhawan, Jyoti Nagar, Jaipur – 302005

Tele: 0141-2740381, Extn:1038

Website: <https://energy.rajasthan.gov.in/jvvn1>

No. JVVNL / CS / FORMS-TN / 191

Date: 07.06.2024

Sub: Inviting price bids for appointment of Practicing Company Secretaries / Practicing Chartered Accountants / Practicing Cost Accountants for filing various Statutory Forms on MCA Portal and Due Diligence Report (Half Yearly basis) for submission to Banks.

1. INTRODUCTION

Jaipur Vidyut Vitran Nigam Limited is 100% undertaking of Government of Rajasthan. Jaipur Discom was incorporated on 19.06.2000 under the Companies Act, 1956 for Distribution of Power in the various parts of Rajasthan.

Jaipur Discom invites price bids from eligible and experienced Practicing Company Secretaries / Practicing Chartered Accountants / Practicing Cost Accountants for the following services:

1. Filing of various statutory forms on the Ministry of Corporate Affairs (MCA) portal.
2. Preparation and submission of half-yearly Due Diligence Reports to banks.

2. SCOPE OF WORK

i. Filing of Statutory Forms

- Preparation and filing of necessary statutory forms and returns on the MCA portal.
- Ensuring compliance with applicable laws and regulations.
- Timely submission of forms to avoid penalties and ensure regulatory compliance.

ii. Due Diligence Report (Half Yearly basis)

- Preparation of comprehensive Due Diligence Report for submission to banks.
- Ensuring the accuracy of data and completeness of the reports.
- Adhering to the timelines provided by the organization and banks.

3. ELIGIBILITY CRITERIA FOR SUBMISSION OF TECHNICAL BID

Qualifying criteria for appointment of Practicing Company Secretaries / Practicing Chartered Accountants / Practicing Cost Accountants are as under:

- i. The Lead Practicing Partner / Proprietor / Individual possess minimum continuous experience of 5 years or more in filing statutory forms on the MCA portal and proven track record in preparing Due Diligence Reports for banks and;

- ii. Practicing Company Secretaries / Practicing Chartered Accountants / Practicing Cost Accountants should have minimum one active partner / employee in full time practice who is the member of ICSI / ICAI / ICMAI respectively and;
- iii. Practicing Company Secretaries / Practicing Chartered Accountants / Practicing Cost Accountants must comply with all regulatory requirements and have a clean professional record.

4. TECHNICAL BIDS AND FINANCIAL BIDS

- i. **Technical Bid:** The bidder has to provide the details, as per Performa available at "Annexure A".
- ii. **Financial Bid:** The bidder should give an all inclusive lump sum Profession Fees excluding GST, where applicable, as per Performa available at "Annexure B".

5. TERMS AND CONDITIONS

- i. **Tenure of Price Bid:** The tenure of Price Bid is for two years only and extendable for further one year on same price and terms & conditions.
- ii. **Payment Terms:** Payment will be released within 30 days from the date of submission of bill by the Practicing Company Secretaries / Practicing Chartered Accountants / Practicing Company Secretaries after filing of Forms and submission of Due Diligence Report.
- iii. **Disputes:** In case of any disputes arising during execution of contract, an appropriate solution may be arrived at with discussions. However, in case of dispute remains unresolved, decision of Company Secretary, Jaipur Discom will be final.

Practicing Company Secretaries / Practicing Chartered Accountants / Practicing Cost Accountants, satisfying / fulfilling above criteria, may download the Tender Documents ("Annexure A" & "Annexure B") for Technical Bid and Financial Bid respectively, from our website <https://energy.rajasthan.gov.in/jvvn1>.

Last date for submission of Technical Bid & Financial Bid: Technical Bid and Financial Bid formats are available at <https://energy.rajasthan.gov.in/jvvn1> and should be duly signed and submitted in separate sealed envelopes as 'Technical Bid' and 'Financial Bid' for "Offer for filing various Statutory Forms on MCA Portal and Due Diligence Report (Half Yearly) for submission to Banks" and should reach on or before 18th June, 2024 before 03:00 PM at the following address:

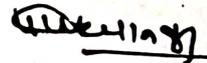
**Administrative Officer O/o Company Secretary
JAIPUR VIDYUT VITRAN NIGAM LIMITED
Vidyut Bhawan, Jyoti Nagar, Jaipur – 302005**

Opening of Technical Bid: Technical Bids will be opened on 18th June, 2024 at 03:30 PM at Vidyut Bhawan in the presence of applicants, who desire to be present there. The Technical Bids received after the specified date / time, incomplete / unsigned, in open envelope will not be considered and will be rejected.

Opening of Financial Bid: After evaluation of technical bids on predetermined criteria, Financial Bids will be opened of eligible bidder only on 18th June, 2024 at 04:00 PM at Vidyut Bhawan in the presence of bidders, if they desire so. The successful and eligible Bidder who will quote the lowest fee would be considered for filing various Statutory Forms on MCA Portal and Due Diligence Report (Half Yearly) for submission to Banks of Jaipur Discom. In case of equality of fee, the experience criteria of (Firm, who have more relevant experience) will be considered.

In case of any clarification / doubt in this regard, the undersigned may be contacted.

Yours faithfully,



(Pappu Dhanka)
Administrative Officer

PERFORMA FOR TECHNICAL BID

(Filing of various Statutory Forms on MCA Portal and Due Diligence Report (Half Yearly) for submission to Banks)

To,

Administrative Officer O/o Company Secretary,
Jaipur Vidyut Vitran Nigam Limited,
Vidyut Bhawan, Jyoti Nagar,
Jaipur - 302005

S.No.	Particulars	Reply
1.	Name of the Practicing Company Secretary / Practicing Chartered Accountants / Practicing Cost Accountants / other eligible Practicing Professional: <ul style="list-style-type: none"> • Whether Partnership / Proprietorship / Individual • Name of the Lead Partner / Proprietor / Individual / In-charge • Name(s) of the Contract person (s) and the Contract details 	
2.	<ul style="list-style-type: none"> • Date of commencement of Practice • Date of approval of name of the Firm from ICSI / ICAI / ICAI • Certificate of Practice (COP) Number / Registration Number. (Please attach Documentary evidence) 	
3.	Details of office(s) <ul style="list-style-type: none"> • Address: • Telephone No. : • Mobile No. : • Email : • Website : 	
4.	Post Qualification Experience in full time practice of Lead Partner / Proprietor / Individual under whose supervision the filing of various Statutory Forms on MCA Portal and Due Diligence Report (Half Yearly) for submission to Banks of Jaipur Discom will be conducted.	
5.	PAN No. GST Regn. No.	
6.	Number of active Partners in the Firm and / or Number of employees with PCS / PCA, (Please attach details including name, membership no., experience etc. of active partner / employee.)	
7.	Average Annual Turnover of the PCS / PCA / Firm in preceding three Financial Years based on ITR / Balance Sheet	
8.	Details of work undertaken / being done in Government Companies in last 3 years	
9.	Any other relevant information	

Declaration:

- 1 All the information provided by me / us herein above is correct.
- 2 I / We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We have read all the terms & conditions of bid and the instructions and these are acceptable to me / us.

Signature: -----

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

Stamp of the PCS/ PCA: -----

Date: -----

Place: -----

“ANNEXURE B”

PERFORMA FOR FINANCIAL BID

(Filing various Statutory Forms on MCA Portal and Due Diligence Report (Half Yearly) for submission to Banks)

To,

Administrative Officer O/o Company Secretary,
Jaipur Vidyut Vitran Nigam Limited,
Vidyut Bhawan, Jyoti Nagar,
Jaipur 302005.

**(PRICE BID)
Schedule of Rates**

S. No.	Description	Professional fee per form
1.	Professional fees for preparation of Form MGT-14 for filing resolutions, Form PAS-3 for return of allotment, Form DIR-12 for appointment and cessation of Directors, collecting documents, filing, certification and submission of entire set of filed form with challan (in hard copies). (Inclusive of all expenses, excluding GST)	
2.	Professional fees for preparation of Form CHG-1 for creation / modification of charge and Form CHG-4 for satisfaction of charge, collecting documents, filing, certification and submission of entire set of filed form with challan (in hard copies). (Inclusive of all expenses, excluding GST)	
3.	Professional fees for preparation of Form SH-7 along with GNL-2 and GNL-1 for increasing in authorized share capital and extension of AGM of Company. Collecting documents, filing, certification and submission of entire set of filed form with challan (in hard copies). (Inclusive of all expenses, excluding GST)	
4.	Professional fees for preparation of Form AOC-4 for filling Financial Statements along with register in Xtensible Business Reporting Language (XBRL). Collecting documents, filing, certification and submission of entire set of filed form with challan (in hard copies). (Inclusive of all expenses, excluding GST)	
5.	Professional fees for preparation of Form MGT-7 for filling Annual Return with the Registrar. Collecting documents, filing, certification and submission of entire set of filed form with challan (in hard copies). (Inclusive of all expenses, excluding GST)	
6.	Professional fees for preparation & Issuance of Form MGT-8 for company having paid share capital of Rs. 10 crore or more or turnover of Rs. 50 crore. Filling, certification and submission of entire set of filed form with challan (in hard copies). (Inclusive of all expenses, excluding GST)	
7.	Professional fees for obtaining DSC (USB token) in only signing category of an individual for class 3 having validity of 2 years and registering the same on MCA portal and to submit the physical Digital Signature at concerned office.	
8.	Professional fees for preparation & Issuance of Form MSME-I for maximum permissible entries per Form with collecting documents, Filling and submission of entire set of filed form with challan (in hard copies). (Inclusive of all expenses, excluding GST)	
9.	Professional fees for preparation & Filing of Form ADT-1 for appointment of Auditors with collecting documents, Filling and submission of entire set of filed form with challan (in hard copies). (Inclusive of all expenses, excluding GST)	
10.	Professional fees for preparation & Filing of Form CSR-2 for furnish a report on Corporate Social Responsibility. Collecting documents, filing, and submission	

	of entire set of filed form with challan (in hard copies). (Inclusive of all expenses, excluding GST)	
11.	Professional fees for preparation & filing Form CRA-2 for Appointment of Cost Auditors and Form CRA-4 for filing Cost Audit Report. Collecting documents, filing and submission of entire set of filed form with challan (in hard copies). (Inclusive of all expenses, excluding GST)	
12.	Due Diligence Report on half yearly basis. Collecting documents, filing and submission of entire set of filed form with challan (in hard copies). (Inclusive of all expenses, excluding GST)	
13.	Professional fees for facilitating and preparation of DIR-3 KYC (Web based) for Directors.	

Note : (a) The bidder should give an all-inclusive lump sum Professional Fees excluding Government Fees and GST, if applicable.

Signature: -----

Date: -----

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

Place:-----

Stamp of the PCS / PCA: -----