

**NOTICE INVITING TENDER FOR EMPANELMENT OF PRACTICING FIRMS OF COMPANY SECRETARIES/ CHARTERED ACCOUNTANTS/ COST ACCOUNTANTS TO FILE APPLICATIONS/FORMS/ RETURNS ETC. OF BCCL**

“Sealed Tenders in the prescribed Format are invited by the Company Secretary, Bharat Coking Coal Limited, Koyla Bhawan, P.O. BCCL Township, Dist-Dhanbad-826005, Jharkhand, from practicing firms of Company Secretaries/Chartered Accountants/Cost Accountants registered with the Institute of CS / CA/ CMA having Registered / Branch Office at Dhanbad with relevant experiences to perform the following Company Secretarial jobs on behalf of the Company and not engaged / functioning as Auditor / Consultant in BCCL on the date of Tender.

| <b>Item No.</b> | <b>Name of work</b>   | <b>Annual estimated Qty.</b> |
|-----------------|---|------------------------------|
| 1.              | DIN No. Application   | 03                           |
| 2.              | Verification and Filing of form DIR-12, MGT-14 and 20-B   | 12                           |
| 3.              | Conversion of Annual Accounts into XBRL mode and verification and filing of return in form Nos. 23 AC & 23 ACA. | 01                           |
| 4               | Any Other Forms as applicable under the Companies Act,2013  | 06                           |

In order to **establish their eligibility, Tenderer must submit following details** in a separate neatly typed plain paper, with documentary evidences in support of the details submitted:

1. Name of the Firm
2. Registered Office Address with Pin Code
3. Office Address at Dhanbad with Pin Code
4. Contact details (Telephone no., mobile no, email-id etc.)
5. PAN No.
6. Service Tax Registration No. & Date
7. Details of Bank Account including IFSC code
8. Firm Registration No. & Date of Registration with the Institute of CS / CA/ CMA as a Practicing Firm
9. Details of Partners / Proprietor of the Firm as on date of Tender (Name, Membership No., Date of joining the Firm etc.)
10. Details of Qualified Assistant (Final passed) of the Firm as on date of Tender (Name, Details of passing the Final Exam, and Date of joining the Firm etc.)
11. Experience of the Firm in the relevant Field  
(Name of the Organization, Period of Appointment, and Job assigned etc.)
12. Whether engaged / functioning in BCCL as Auditor / Consultant on the date of Tender

The documents attached to the offer must be serially numbered and duly signed by the Partner with Official seal.

**Tenderer has to submit Price Bid also on a separate neatly typed in a plain paper in the following Format:**

| <b>Item No.</b> | <b>Name of work</b>   | <b>Rate Quoted ( )</b> |
|-----------------|---|------------------------|
| 1.              | DIN No. Application   |                        |
| 2.              | Verification and Filing of form DIR-12, MGT-14 and 20-B   |                        |
| 3.              | Conversion of Annual Accounts into XBRL mode and verification and filing of return in form Nos. 23 AC & 23 ACA. |                        |
| 4.              | Any other Forms as applicable as per the Companies Act,2013   |                        |

Service Tax as applicable will be paid extra. In addition to this, any statutory payment deposited by the Firm through challan in respect of the above jobs will be reimbursed on actual basis.

Eligible Firms quoting overall minimum Annual Rate will be selected for the job. In case of a tie between two or more Firms, Firm having more experience will be selected.

**Other terms and conditions are as follows:**

1.

i) Firms of Chartered Accountants / Cost Accountants already engaged in BCCL for Statutory Audit, Internal Audit or Cost Audit for the year 2013- 14 & 2014-15 as well as Firms not having registered / Branch Office at Dhanbad are not entitled to apply for the present assignment.

ii) **Period of assignment:** Five years renewable each year on satisfactory performance.

iii) **Date, time and place of submission of Tender:** Upto 07.11.2014, between 10.00 AM to 1.00 PM at the office of Company Secretary, Bharat Coking Coal Limited, Koyla Bhawan, P.O. BCCL Township, Dist-Dhanbad, Pin-826005, Jharkhand by hand. If the office happens to be closed on the date of submission of tender, the tender will be submitted on the next working day at the same time and venue.

iv) **Date, time and place of opening of Tender:** On 13.11.2014 (Part-I) and on 19.11.2014 (Part-II) at 3.30 PM, at the Office of Company Secretary, Bharat Coking Coal Limited, Koyla Bhawan, P.O. BCCL Township, Dist-Dhanbad, Pin-826005, Jharkhand. If the office happens to be closed on the date of opening of tender, the tender will be opened on the next working day at the same time and venue.

v) Only neatly typed Tender on plain paper duly filled in and signed by the Tenderer or his authorized representative in each page with official seal with supporting documents serially numbered and duly signed by the Partner with Official seal shall be considered.

vi) Incomplete Tenders are liable to be rejected.

**vii)** No Tender Documents will be received by Post.

**viii)** Tenders must be submitted in two parts i.e. Part-I and Part-II, each in separate sealed covers super scribing the name of the work. Part-I shall contain documents fulfilling the eligibility criteria of NIT and Part-II shall contain price bid only. All the sealed covers of Part-I and Part-II should be placed in another envelope duly sealed and indicating on the top of the envelope, the tender notice and a certification that this sealed covers contains Part-I, Part-II, for the particular job. Bidder shall be solely responsible for the correctness of the tender documents. Submission of incomplete tender document will be rejected.

**ix)** Price bid (Part-II) will be opened of those bidders only who are found eligible in Part-I with due intimation.

**x)** BCCL reserves the right to accept or reject partly or fully all the tenders without assigning any reason thereof.

**xi)** Validity: 90 days.

**xii)** Paying Authority: Payment will be made from the office of HOD (Pay) In-charge, HQ, Koyla Bhawan, Dhanbad-826005, within 21 days after receipt of Bill/Challan.

**xiii)** The Firm should submit their bill to the O/o Company Secretary for authentication of job done / payment made.

**xiv)** The provisions of Companies Act, 2013 or any other applicable acts shall be the criteria for selection of the firm.

**xv)** A certificate will be submitted by the Firm along with the Tender confirming that all the information / documents submitted are absolutely correct and genuine and accepting the Terms & Conditions of NIT without any conditions.

**xvi)** A panel consisting of 3 (three) practicing firms of Company Secretaries/Chartered Accountants/Cost Accountants will be made on the basis of the rate quoted by firm i.e., **L1,L2,L3**.

**xvii)** The empanelment does not amount the firm to right to receive any work from company.

**xviii)** Where the L1 firm is not able to complete the work in due time/ unsatisfactory performance/ dispute between firm and company/ any other valid reasons to be decided by the company, jobs awarded will be given in *seriatim* to the empanelled firms. For this all the participating firms are to give a declaration that they are ready to take up the jobs in event of such eventualities. In case the L1 firm fails to execute the job, the firm will be debarred from taking up jobs of any kind in BCCL in future for a period of three years with intimation to the concerned institute/authority.