

# **Bharat Coking Coal Limited**

(A Miniratna Company)

**Tender No.: BCCL/IA/Practicing Firm/ 2023-24/53/N**

**Dated 06.07.2023**

**Open e-Tender**

## **Tender Document**

**For Empanelment of a One Practicing Firm of Company Secretary/Chartered Accountant/Cost Accountant to do Company Secretarial Jobs**



**Bharat Coking Coal Limited**

**Koyna Bhawan, Koyna Nagar,  
Dhanbad – 826005, Jharkhand, India**

### **Invitation for Bids (IFB)**

Bharat Coking Coal Limited, A Miniratna Company, (Subsidiary of Coal India Limited) having its registered office at Koyla Bhawan, Dhanbad-826005, Jharkhand, India, invites online bids through open e-tender through CIL's e-procurement portal (<https://coalindiatenders.nic.in>) from the eligible bidders from India for Empanelment of a one Practicing Firm of Company Secretary/Chartered Accountant/Cost Accountant to do Company Secretarial Jobs. Purchaser herein in the NIT/ITB would mean BCCL.

1. 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 BCCL's website [www.bcclweb.in](http://www.bcclweb.in) and Central Public Procurement portal (<http://eprocure.gov.in>) for downloading only.
2. 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.
3. Details of tender:-

1	Tender No.	<b>BCCL/IA/Practicing Firm/ 2023-24/53/N</b>	
2	Type of Tender	Open Domestic e-Tender	
3	Estimated value of Tender	Rs1,61,421/- (Rupees One Lakh Sixty One Thousand Four Hundred Twenty One only) inclusive of present applicable GST rate of 18%.	
4	Tender Fee	NIL	
5	Earnest Money Deposit	Not Applicable	
6	Subject of Tender	For Empanelment of a One Practicing Firm of Company Secretary/Chartered Accountant/Cost Accountant to do Company Secretarial Jobs	
7	e-Publishing date of Tender		
8	Downloading of Tender Document		
	(i) Starts on	06.07.2023	4.00 PM
	(ii) Closes on	17.07.2023	4.00 PM
9	Seeking Clarification		
	(i) Starts on	06.07.2023	4.00 PM
	(ii) Closes on	10.07.2023	4.00 PM
10	Online Submission of Offers		
	(i) Start Date and Time	06.07.2023	4.00 PM
	(ii) Last Date and Time	17.07.2023	4.00 PM
11	Due date of Opening of Tenders	18.07.2023	4.00 PM

4. 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. The Purchaser shall not be responsible, if bids couldnot be uploaded due to such local problems at the bidder's end.
8. The interested bidders may obtain further information from the office of the Purchaser as per address given below:

Company Secretary, BCCL  
Bharat Coking Coal Limited,  
Koyla Bhawan, Dhanbad -826005  
Jharkhand, Phone: 0326-2230190  
Email address: [cos.bccl@coalindia.in](mailto:cos.bccl@coalindia.in)

**Company Secretary, BCCL**  
**For and on behalf of Bharat Coking Coal Limited**

## **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, the Purchaser 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 III Digital Signature Certificate (DSC) issued by a Certifying Authority authorized by Controller of Certifying Authority (CCA) and which can be traced up to 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 the Purchaser as well as the e-procurement portal by post/ fax/ e- mail/ SMS shall be deemed as valid communication. The bidder must provide complete address, fax number, 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 the Purchaser 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. The Purchaser will respond to such requests for clarification of the Bid Documents, which are received not later than 07 (seven) days prior to the deadline for the online submission of bid. Purchaser'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 ITB.

**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 purchaser'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:**

BCCL 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 authorised 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-C 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 Firm/ LLP" LOB along with "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 "TECHNICALDOCS" 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-D) by the person signing 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 2 (Two) cover :

1. Cover - I 'Technical Bid': Authenticated and Scanned copies of format/documents as specified in Annexure-A, Annexure-C, Annexure-D and Annexure-E shall be uploaded in folders named as "TECHNICAL DOCS".
2. Cover-II 'Price Bid': The Price Bid containing the Bill of Quantity (BOQ) comprises of BOQ Sheet in Excel Format and will be uploaded during tender creation. The Price bid/BOQ will be downloaded by the bidder and he will quote the rates without tax for the each item on this Excel file. Thereafter, the bidder will upload the same Excel file during bid submission. The Price-bid will be in Item Rate BOQ format and the bidder will quote for all the tendered items and the L-1 will be decided on the total of rates of all items multiplied with quantity. The Price bid of the tenderers will have no condition. The Price Bid which is incomplete and not submitted as per instruction given above will be rejected.

NOTE: The price for determining status of the bidders shall be automatically calculated by the system based on the inputs values provided by respective bidder in their price bid.

All the documents 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. The bidder will have to upload scanned copies of various documents as specified in NIT for the evaluation process for techno-commercial evaluation.
- ii. The online bids will be opened on the pre-scheduled date and time of tender opening. The bids will be decrypted on-line and will be opened by the "Bid Opener" with their Digital Signature Certificates and upon opening of the tender by the bid openers.
- iii. 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.
- iv. Bids which has not been submitted with valid documents will not be considered for further evaluation.
- v. **Shortfall Documents / Confirmatory Documents:** In case the evaluation committee finds that there is some deficiency in uploaded documents by a firm then same will be specified online by Evaluator clearly indicating the omissions/ shortcomings in the uploaded documents and indicating start date and end date allowing 7 (7x 24 hours) time for online resubmission by firm. 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 7 days.

- vi. If the techno-commercial acceptability of L1 bidder is established upon verification of uploaded documents and shortfall documents/ Confirmatory Documents if any, the case shall be considered for further evaluation.
- vii. Bids which has not been submitted with valid documents will not be considered for further evaluation.

If the L1 bidder happens to be defaulter upon verification, the documents of the next lowest bidder shall be downloaded for evaluation and shortfall documents/ Confirmatory Documents obtained if required. This process shall continue sequentially till techno-commercially acceptable L1 is established.

**Note:**

- i. All the details of Techno Commercial bid and Price bid will be kept preserved in the archives for auditing purposes and the same can be accessed with special authorization. The IP address of all the bidders who has participated in the bid along with timing and date will also be kept preserved in the system.
- ii. The offers will be evaluated in accordance with the details submitted as per Annexure – 'A' 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.
- iii. In case the firm submits requisite documents online as per tender document, then the firm will be considered eligible for next level.
- iv. In case the firm fails to submit requisite documents online as per tender document or 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.
- v. In case none of the firms complies the technical requirement, then necessary action as deemed fit by management will be taken.
- vi. It is responsibility of firms to upload legible/clearly readable scanned copy of all the required documents as mentioned above.

### **13. Payment terms & Invoice**

100% payment will be made at half yearly basis within 21days of submission of GST Compliant invoice (if applicable) in favour of BCCL duly accepted of Invoice of the successful bidder along with satisfactory work completion certificate issued by the Company Secretary, after successful completion of the work.

Payment Authority: HOD (Pay), BCCL

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 -E 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.

14. Scanned copy (PDF) of supporting documents duly signed and stamped should be uploaded in the Folder provided for this purpose. However, BCCL reserves the right to verify such documents with the original, if necessary. Bidder has to submit the originals to BCCL 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. BCCL 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. BCCL 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 finalisation of tender by BCCL 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 authorised 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 BCCL or submission of any additional documents, not specifically asked for by BCCL, will be allowed and even if submitted, they will not be considered by the purchaser.

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

**22. Period of Assignment:** Three years renewable each year on satisfactory performance.

**23.** Firms of Chartered/Accountants/Cost Accountants already engaged in BCCL for Statutory Audit, Internal Audit or Cost Audit for the year 2021-22 & 2022-23 as well as Firms not having registered/Branch Office at Dhanbad are not entitled to apply for the present assignment.

Encl.: Annexures

### **Annexure-A**

Tenderer must submit following details (online mode) on the letter head of the firm, 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. Self attested copy of PAN Card of Firm/LLP.
6. Self attested copy of GST Registration Certificate (if applicable)
7. Self attested copy of Certificate of Practice issued by ICAI/ ICSI/ ICMAI.
8. Self attested copy of Registration Certificate of Firm/LLP issued by ICAI/ ICSI/ ICMAI.
9. Details of Partners/ Proprietor of the Firm as on date of Tender (Name, Membership No, Date of joining the Firm etc.)
10. The documents uploaded online to the offer must be serially numbered and duly signed by the bidder with official seal.
11. Undertaking for not engaged/functioning in BCCL as Auditor/Consultant on the date of Tender.
12. 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.

**Annexure-B**

A format of price bid as given online in .xls format for the proposed jobs to be assigned for the three years to be submitted by the bidder.

Item No	Name of work	Qty.	Rate (in Rs.)	Amount (In Rs.)
1.	Preparation of Digital Signature Certificates (DSC)(Class-III) for two years for filing of various return with MCA, ROC, etc.	24		
2.	DIN No. Application, DIR-3 KYC etc.	45		
3.	Verification and Filing of form DIR-12, ADT-1 etc.	30		
4.	Conversion of Annual Accounts into XBRL mode and verification and filing of return in form AOC- 4 XBRL	03		
5.	Any Other Forms as applicable which required only uploaded at MCA portal without verification by practicing firm under the Companies Act,2013	18		
	TOTAL			

**GST as applicable will be payable extra.**

**Letter of Bid**

To  
Bharat Coking Coal Limited,  
Dhanbad-826005  
Jharkhand,  
India

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/ LLP.) 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 along with 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 anyway, 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-D] by the person signing the LOB in favour of person bidding online is required to be uploaded.

**Annexure - D**

**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 authorize 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 BCCL 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**

**Format for Bank Details for electronic payment**

To  
Bharat Coking Coal Limited,  
Dhanbad-826005  
Jharkhand,  
India

Dear Sir,

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

We hereby authorize Bharat Coking Coal Limited 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 Bharat Coking Coal Limited 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