



BID DOCUMENT

TENDER FOR: APPOINTING FIRMS FOR APPOINTMENT OF SECRETARIAL AUDITOR OF WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED.

Tender no. : EOT/COM/22-23/00054R (2ND CALL), Date: 03.11.2022

Due Date: 10.11.2022

TWO PART BID

PART-1: TECHNO-COMMERCIAL BID

PART-2: FINANCIAL BID

**WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION
LIMITED**

(A Govt. of West Bengal Undertaking)

**Webel Bhavan, Block-EP & GP, Sector-V, Salt Lake, Bidhannagar,
Kolkata:-700091**

NOTICE INVITING TENDER NO. : EOT/COM/22-23/00054R (2ND CALL), Date: 03.11.2022

Sealed offers are invited from reputed firms For Appointment of Secretarial Auditor of West Bengal Electronics Industry Development Corporation Limited.

| Brief description of work | Tender Document Money (Rs) | Earnest Money Deposit (EMD) (Rs) | Start date of Tender availability at Office | Last date and time of Tender submission | Date of opening of Tender (Technical Part) |
|---|--|--|---|---|--|
| Appointing Firms For Appointment of Secretarial Auditor of West Bengal Electronics Industry Development Corporation Limited | Rs.500/- (In the form of DD in favour of WBEIDC Limited) | Rs.3,000/- (In the form of DD in favour of WBEIDC Limited Payable at Kolkata) | 03.11.2022 | 10.11.2022 (3 P.M) | 11.11.2022 (12.00 PM) |
| Bid Submission & Venue for opening bids | West Bengal Electronics Industry Development Corporation Limited | | | | |

The bidder can also download the tender documents from WBEIDC's website www.webel.in and submit the bid with a Demand Draft of Rs. 500/-(Rupees Five hundred only) in favour of **WBEIDC Limited** payable at Kolkata.

For technical queries regarding this tender and for other terms and conditions relating thereto, please contact Mr.Anand Kumar Jha, Company Secretary, WBEIDCL, by e-mail at mail ID anand.jha@webel-india.com on or before 11.00 Hrs of 07.11.2022. No queries will be entertained thereafter. If the Tender Committee considers it fit appropriate corrigendum will be hosted in our web site before 07/11/2022 for the information of all prospective bidders.

Canvassing in any form at any stage of the bidding process shall be liable for disqualification.

WBEIDC Limited reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

CONTENTS

The Tender document comprises the following:

| | |
|-------------|--|
| SECTION – A | SCOPE OF WORK |
| SECTION – B | ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER |
| SECTION – C | INSTRUCTION TO BIDDERS |
| SECTION – D | GENERAL TERMS & GENERAL TERMS & CONDITIONS |
| SECTION – E | SPECIAL TERMS & CONDITIONS |
| SECTION – F | BID FORM |
| SECTION – G | PRICE BID |

SECTION-A

SCOPE OF WORK

1. To conduct Secretarial Audit for the FY 2022-23 and submission of Secretarial Audit Report as per the provisions of section 204 (1) of the Companies Act, 2013.
2. All related work of Annual Return (MGT-7) including filing and certification of Annual Return i.e issue of Form MGT-8
3. Tenure: Initial appointment is only for FY 2022-23 and thereafter it can be renewed subject to satisfactory performance.

SECTION – B

ELIGIBILITY CRITERIA FOR PARTICIPATION IN THE TENDER

Criterion to be considered for Appointing Firms For Appointment of Secretarial Auditor of West Bengal Electronics Industry Development Corporation Limited

1. Practicing Company Secretary or firm of Practicing Company Secretaries having experience of minimum 10 years in full time practice.
2. The Practicing Company Secretary or firm of Practicing Company Secretaries should have average turnover of minimum Rs.10 Lakh or more in preceding three years,

In absence of any one of the above, the offer will be treated as non-responsive and will be summarily rejected.

SECTION – C

INSTRUCTIONS TO BIDDERS:

Interested Bidders are required to submit their technical proposals and commercial proposal in two separate sealed envelopes as per instructions given below: -

The firm shall seal & mark various parts of the proposal as follows:

- A. Techno Commercial Bid in one envelope super- scribed with words: -
“Techno Commercial Bid for Appointment of Secretarial Auditor for WBEIDC Limited”. This envelope will also contain the EMD and Tender Document Fees (if the tender document is downloaded from the website) in separate small envelope inside it.
- B. Financial Bid in one envelope super- scribed with words “Financial Bid for Appointment of Secretarial Auditor for WBEIDC Limited. “Tender no. EOT/COM/22-23/00054R (2ND CALL), dated 03.11.2022“.
- C. All the envelopes shall be sealed in a covering envelope super scribed with words “Techno Commercial Bid & Financial Bid for Appointment of Secretarial Auditor firm for WBEIDC Limited”.

The sealed envelope containing the sealed Techno Commercial Bid and Financial Bid should be addressed to the General Manager (Commercial) , WBEIDC Limited, Block-EP & GP, Sector –V, Salt Lake, Kolkata -700 091, through post / speed post / Courier or dropped personally within the stipulated time in the tender box kept in the WBEIDC Limited office . No other mode of delivery shall be accepted. WBEIDC Ltd will not be responsible for any postal delay. Late submission of Bid will not be accepted.

D. TECHNO COMMERCIAL BID

The Techno Commercial Bid should consist of the following documents:

1. Proposals submission cover letter on the letterhead of the firm clearly indexing the enclosures. This proposal submission cover letter should bear the reference no. and date, without which the bid will be treated as non-responsive.
2. Details of Experience of the firm in Secretarial Audit.
3. Details of the Partners viz. name, qualification, membership no. and auditing experience in detail (i.e. name of organization served, capacities in which worked, nature of job done, No. of years served in each capacity, Experience in Secretarial Audit, Experience if any in the secretarial auditing of the Government Departments and Enterprises, etc.)
4. Details, qualifications and experience of full time paid assistants / professional staff.
5. Copies Acknowledged Income Tax Return of the last 3 preceding financial years to be submitted.
6. Bid Form duly filled and signed as per format on the letterhead of the bidder.
7. Original Tender document duly stamped & signed on each page, as a token of acceptance of all terms and conditions laid down in the tender document.

8. Detailed profile of the Firm.
9. Copy of PAN Card, GST Registration and Firm's Registration Certificate. The Firm should operate in the same name and style at least for the last three years.
10. Tender Document Fees (if downloaded from the web site) in a separate envelope.

E. FINANCIAL PROPOSAL

Financial Bid as per format provided in the relevant section to be submitted in a separate envelope as mentioned in the tender document. Insertion of Financial bid in the techno-commercial proposal will lead to summary cancellation of the bid.

SECTION – D

GENERAL TERMS AND CONDITIONS

1. Schedule of the Tender

The tender document shall be submitted on or before 10.11.2022, at 15.00 Hrs. to The General Manager Commercial, WBEIDC Limited, Block-EP & GP, Sector –V, Salt Lake Electronics Complex, Kolkata -700 091.

2. Amendment of Invitation

At any time 3 days prior to the deadline for submission of proposals, WBEIDC reserves the right to add / modify / delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents (Techno Commercial as well as Financial Bid).

3. Clarification Regarding Tender Document

A prospective Bidder requiring any clarification about the tender document and scope of work may contact the person through e-mail / letter as mentioned aforesaid in the Notice Inviting Tender.

4. Awarding of Contract

WBEIDC Ltd will award the contract to the successful bidder whose bid has been valued as per Price and Other criteria. WBEIDC reserves the right not to accept the Lowest Price bid without assigning any reason what so ever and the bidder will not challenge such decision in any forum what so ever WBEIDC also reserves the right to split the order and / or drop any line item as per direction of the end customer. The successful bidder will have to give security deposit of 3% of total value of the LOI in the form of BANK GURANTEE for a period of 60 days+ the maximum warranty period among the items quoted. After receiving the PBG, firm P.O will be issued.

5. Amendment of Proposals

In order to afford prospective Bidder reasonable time to make amendment in their proposals, WBEIDC Limited may, at its discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on WBEIDC.

6. Language of Proposal & Correspondence

The proposal submitted by the Bidder should be in the English language only. All the documents relating to the proposal (including brochures) supplied by the firms should also be in the English language and the correspondence between the Bidder & WBEIDC will be in English language too. A duly signed formal copy must subsequently confirm any correspondence by fax / e-mail.

7. Proposal Currency

Prices shall be quoted in Indian Rupees as in the Financial Bid.

8. Period of Validity of Proposals

The price offers as in the Financial Bid shall remain firm within the currency of contract and no escalation of price will be allowed. The quoted offer and / or rate must be valid for a minimum period of 180 Days from the date of opening of the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder. The price validity will remain unaltered irrespective of any reason.

Variation in statutory rates of taxes and duties as levied by the Government on professional services will however be reflected for both reduction and escalation.

9. Formats and Signing of Proposals

The original proposal shall be neatly typed and shall be signed by an authorized signatory / Signatories on behalf of the Bidder. The authorization shall be provided by written Power of Attorney and as per notarized copy of the Registered Deed of Partnership accompanying the proposal. The person or persons signing the proposal shall initial all pages of the proposal, except for un-amended printed literature. The proposal shall contain no interlineations, erasures or overwriting. In order to correct errors made by the Bidder, all corrections shall be done & initialed with date by the authorized signatory after striking out the original words / figures completely.

10. Sealing and Marking of Proposals

Bidder shall seal & mark various parts of the proposal as mentioned in the Instruction to bidders above.

Every envelope and forwarding letter of various parts of the proposal shall be addressed as follows:

General Manager (Commercial)

WBEIDC Limited Block – EP & GP, Sector-V Salt Lake Electronics Complex, Kolkata-700 091.

Signing across all joints & pasting with good quality transparent adhesive tape on top of such joints & signatures with Firm's seal shall seal the envelope without which the bid will be summarily rejected. The envelope should bear the name and address of the bidder very neatly written in the left lower corner, without which the bids cannot be recognized and hence will be summarily rejected. Proposals sent through telex / telegrams / fax / e-mail shall not be accepted. WBEIDC Limited shall not be responsible for delay on account of delivery by the postal authorities as well as of courier companies. Such delivery shall be at the risk and cost of the vendor / bidder.

If the envelopes are not sealed and marked as required above, WBEIDC Limited shall assume no responsibility for the proposal's misplacement or premature opening with the bid being summarily rejected.

11. Deadline for Submission of Proposals

Proposals will be received by WBEIDC at the specified address not later than 10.11.2022, at 15.00 Hrs. WBEIDC may, at its discretion, extend this deadline. WBEIDC may also extend this deadline for any other administrative reason.

12. Late Proposals

Any proposal received by WBEIDC after the deadline for submission of proposals, as referred above shall not be accepted.

SECTION – E

SPECIAL TERMS AND CONDITIONS

1. Interpretation of documents

If any bidder should find discrepancies or omission in the specifications or other tender documents, or if he should be in doubt as to the true meaning of any part thereof, he shall make a written request to the tender inviting authority for correction / clarification or interpretation before 7 days of opening of the bid.

2. Payment Terms

Payment will be made within 30 (Thirty) days after submission of Final Reports of all segments described in the scope of work against submission of bills and satisfactory performance certificate.

3. Preparation of Tender

Tender shall be submitted in accordance with the following instructions:

- a) Tenders shall be submitted in the prescribed forms. All signatures shall be in longhand. Where there is conflict between the words and the figures, the figure shall govern.
- b) All notations must be in ink or type written. No erasing or overwriting will be permitted. Mistakes may be crossed out and corrections typed or written with ink adjacent thereto and must be initialed in ink by the person or persons signing the tender.
- c) Tenders shall not contain any recapitulation of the work to be done. Alternative proposals will not be considered unless called for. No written, oral, electronic, telegraphic or telephonic proposals for modifications will be acceptable.
- d) Tenders shall be delivered to the office as notified on or before the date and time set for the opening of tenders in the Notice Inviting Tender. The packet of documents including the tender shall be enclosed in sealed envelope having the title of the work and the name of the bidder.
- e) Tenders subject to any conditions or stipulations imposed by the bidder are liable to be rejected.
- f) Each and every page of the tender document must be signed with date and Firm's Seal by the bidder. This is required to show that the bidder had accepted all the terms and conditions mentioned in this tender document.

4. Withdrawal from Tender

Any bidder may withdraw his tender by written request at any time prior to the scheduled closing time for receipt of tenders and not thereafter.

5. Opening of Tender

The tenders shall be opened at the time set forth in the document. Bidders or their authorized representatives are invited to be present and to put their signatures on the records of tender opening as each tender is opened.

6. Assignments

No Consortiums will be allowed.

7. Deduction of Tax at Source.

Deduction of all statutory and necessary Tax from each bill will be made as per Government Rules prevailing at the time of payment. The Company will issue necessary tax deduction certificate in due course of time.

8. Tax Registration Certificate

Bidders submitting a tender shall produce up to date VAT, Service Tax / GST, Income Tax and Professional Tax registration as well as copy of latest returns submitted in the standard form from the Tax Authority or a Certificate that the assessment is under consideration. All such clearance certificates shall remain valid on the last date of permission and should be attested by a Gazetted officer.

9. Canvassing

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the panel of Firms as may be maintained by WBEIDC Limited.

10. Delivery

Appointment of Secretarial Auditor of all segments as described in the SOW, to be submitted within 30 days of completion of Financial Year to Company Secretary, WBEIDC.

11. Acceptance of Tender

The acceptance of the tender will rest with the accepting authority who is not bound to accept the lowest or any tender and reserves the right to reject any or all tender(s) received.

12. Withdrawal from Tender

If any bidder withdraws his tender before acceptance or refusal within a reasonable time without giving any satisfactory explanation for his withdrawal, he/she shall be disqualified for participation in any tender of this organization for a minimum period of 2 (two) years.

13. Non escalation of Price

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

14. Price Validity

The quoted offer and/ or rate must be valid for a minimum period of 180 Days from the date of opening the tender. The tender inviting authority reserves the right for seeking extension of validity of offered rates from the successful bidder. Acceptance of such request during actual offer is however optional to the bidder.

15. Price

- a) Price should be quoted in the Financial Bid format only in Indian Rupees
- b) No deviation in any form in the Price Bid sheet is acceptable.
- c) Price quoted should be firm.
- d) Percentage / specified amount of taxes & duties should be clearly mentioned otherwise WBEIDC Limited reserves the right to reject such offer.
- e) The total cost of the entire job should be inclusive of all prices as mentioned in the enclosed Price Bid format.
- f) No extra cost, other than that mentioned in Price Bid would be taken into account.

16. Discrepancies and Adjustment thereof

In the event of any discrepancy between description in words and figures, that which is in words quoted by the bidder, shall be taken as correct.

Discrepancy in totaling or carry forward in the amount quoted by the bidder shall be corrected.

17. Disputes and Arbitrations

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Managing Director, WBEIDC Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties.

In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Managing Director shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The Firm will have no objection in any such appointment and that the arbitrator so appointed being an employee of WBEIDC Ltd. The adjudication of such arbitrator shall be governed by the provisions of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

The arbitration shall be held in Kolkata only.

18. Governing Laws

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

19. Force Majeure Condition

If the execution of the contract is delayed beyond the period(s) stipulated in contract as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood, natural calamities', terrorism or any such act of nature, then WBEIDC LTD may allow such additional time by extending the execution timeframe in respective intervals of reporting deliverables as considered to be justified under the circumstances and its decision will be final. If additional time is granted by the WBEIDC Limited, contract shall be read and understood as if it had contained since its inception with the execution date(s) as if extended.

SECTION - F

BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

Ref No: (Mandatory)

Date: (Mandatory)

To,
The General Manager (Commercial) WBEIDC Limited
Webel Bhavan
Block EP & GP, Sector-V
Salt Lake Electronics Complex Kolkata-700091

Dear Sir,

Having examined the Bid documents we, the undersigned, offer to undertake the job of "Appointment of Secretarial Auditor firm -----" as per the Tender No. ----- dated ----

We agree to abide by this bid for the period of 6 (six) months from the date fixed for the opening of the Financial Bid and it shall remain binding upon us for acceptance at any time before the expiry of the aforesaid period.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that WBEIDC Limited reserves the right to accept in full / part or reject any or all the bids received or split the successful bids without any explanation to bidders and its decision on the subject will be final and binding on the Bidder. We also understand that WBEIDC Limited is not bound to accept the lowest price quote viz. L-1 bid as qualifying for placement of order.

Dated, thisday of 2022

..... Signature
.....

(In capacity of duly authorized to sign bid for and on behalf of (Name and Address of the Bidding Firm)
(Affix Official Seal)

SECTION – G
FINANCIAL BID FORMAT

(Bidders have to submit the price bid strictly in this format, otherwise the bid will be rejected)

Ref. No. (Mandatory)

Date: (Mandatory)

Tender for Appointment of Secretarial Auditor _____

Tender No....

Dated

To,
The General Manager (Commercial)
WBEIDC LTD

In response to the above tender, we offer our price as below:-

| Sl. No. | Description | Amount (Rs.) | GST (%) | GST Amount (Rs.) | Total Amount (Rs.) |
|---------|----------------------------------|--------------|---------|------------------|--------------------|
| 1 | Job Description as per Section A | | | | |

Grand Total In Words: -

[Signature and Seal of authorized signatory)

Note: FINANCIAL BID MUST BE SUBMITTED IN SEPARATE SEALED ENVELOPE IN ABOVE FORMAT.