



**JHARKHAND STATE AGRICULTURE DEVELOPMENT CORPORATION LIMITED
(JSADCL)**

**Request for Proposal (RFP)
(Tender Document)**

For Appointment of Practicing Company Secretary Firm (part time CS) for JSADCL

December 2023

Issued by:

**JHARKHAND STATE AGRICULTURE DEVELOPMENT CORPORATION LIMITED 4th floor,
Krishi Bhawan, Kanke Road, Ranchi-834006**

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Disclaimer & Disclosures:

Bidders shall be deemed to have full knowledge of the requirements of the work. JSADCL will not accept any responsibility or liability for any errors, omissions, inaccuracies or errors of judgment with respect to information or materials provided by JSADCL in this RFP Document or otherwise, with respect to this Project. Although such information and materials are to the best of JSADCL belief, however, their verification is the sole responsibility of Bidder.

JSADCL has prepared this document to give background information on the captioned project to the interested bidders/agencies/contractors. While JSADCL has taken due care in the preparation of the information contained herein and believe it to be accurate, neither JSADCL nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested firms are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by JSADCL in submitting the Request for Proposal. The information is provided on the basis that it is non-binding on JSADCL or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

JSADCL reserves the right not to proceed with the project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any bidder submitting the RFPs.

No contractual obligation on behalf of JSADCL, whatsoever, shall arise from this RFP unless & until a formal contract is signed and executed by duly authorized officers of JSADCL and the bidder in due course after the invitation of tenders. JSADCL may modify any / all of the terms of this RFP process giving due notification through the Agriculture Department's website or Website of ICSI Ranchi Chapter.

JSADCL will not be liable for any costs incurred by the Bidders in the preparation of the RFP & its presentation. The preparation of Bidder's proposal will be made without obligation by JSADCL to acquire any of the items included in the Bidder's product, or to select any Bidder's proposal, or to discuss the reasons why a particular Bidder's proposal is accepted or rejected. All information included by the bidders in their proposal will be treated in strict confidence. In case of any query the bidder can e-mail their query/concern at jsadc2017@gmail.com.

Glossary

“Addendum / Amendment” means any written amendment / addendum /corrigendum to this RFP, from time to time issued by JSADCL to the prospective bidders.

“Applicable Laws” means all the provisions of Companies Act applicable to the Company.

“Bidder” or “Tendered” or “Consultant” means any entity which is a sole proprietorship firm, a partnership firm or a company, in title and assigns which is submitting its bid pursuant to RFP Documents.

“Bid Due Date” means Bid Submission end date and time given in the tender.

“Tender Fee” means the non- refundable amount to be submitted by the Bidder along with RFP documents to JSADCL in the form of Demand Draft.

“JSADCL” means Jharkhand State Agriculture Development Corporation Limited (or “Corporation” or “Employer”).

“Party” means Consultant or Corporation (together they are called **“Parties”**)

“Re. or Rs. or INR” means Indian Rupee.

“Selected Bidder” means the bidder who has been selected by JSADCL, pursuant to the bidding process for award of Contract

The words and expressions beginning with capital letters and defined in this document shall,unless repugnant to the context, have the meaning ascribed thereto hereinabove.

DETAILS OF RFP

1	Name of the Bid	RFP for Appointment of PRACTICING COMPANY SECRETARY FIRM for JSADCL
2	Time-period of contract	3 years; Extension may be granted as per mutual terms.
3	Method of selection	On the basis of Highest Marks.
4	Tender Fee	Rs 2,000/- (Rupees Two Thousand Only) through Demand Draft only payable in favour of “ <i>Jharkhand State Agriculture Development Corporation Limited</i> ” (Non Refundable)
5	Bid System	Technical Bid Only as the Financial Amount is already fixed by the JSADCL.
6	Name of the Corporation and Official	Managing Director Jharkhand State Agriculture Development Corporation Limited Email: JSADC2017@gmail.com
7	Bid Validity Period	180 days
8	Bid Language	English
9	Bid Currency	INR
10	Key Dates	Schedule
	Uploading of Bid Document	18.12.2023
	Last Date of Bid Submission	26.12.2023
	Date of Technical Bid Opening	27.12.2023
11	Consortium to be allowed	No
12	Sub-contracting is allowed	No

Section 1: General Information

Background

Jharkhand State Agriculture Development Corporation Limited is a State Government Company, incorporated on 20th January, 2016. By virtue of its constitution it is a private company and is classified as 'company limited by shares'.

JSADCL invites Bids for selection of Appointment of Company Secretaries Firm for JSADCL.

In this regard, the Corporation invites interested Bidder/s to submit their proposals as per provisions of this Request for Proposal Document.

If JSADCL will shortlist the Bidders on the basis of evaluation criteria mentioned in this RFP Document. On the basis of the minimum evaluation criteria, qualified Bidders will be shortlisted and financial proposal of only qualified Bidders will be opened.

Communication

All communications should be addressed to -

Managing Director

Jharkhand State Agriculture Development Corporation Limited

4th Floor Krishi Bhawan, Kanke Road Ranchi 834008

Email: JSADC2017@gmail.com

Section 2: Terms of Reference

Tenure:

The Corporation intends to appoint a Practicing Company Secretary Firm for providing following services on a contractual basis to JSADCL for a period of 3 (three) year, which may be extended for a further period of 2 (two) years on mutual agreement.

Price Schedule:

The Selected Firm will be paid consolidated fee amounting Rs. 20,000/- Exclusive of Taxes (Rupees Twenty Thousand Exclusive of Taxes) Per Month as consideration of the service provided. The Challan Charges or any fee for any other assignments other than as specified in Scope of Work will be paid separately as per the mutual agreement.

Scope of Work

- Advice on Statutory requirements under the Companies Act, 2013 and other applicable laws to Jharkhand State Agriculture Development Corporation Limited.
- Advice on various questions and interpretations of law from time to time to Jharkhand State Agriculture Development Corporation Limited, Government of Jharkhand.
- Assistance in preparing and vetting of Board Agenda, Committees Agenda Meeting of Jharkhand State Agriculture Development Corporation Limited.
- Assist in necessary documentation as per the requirement of laws such as CSR Policy, refining of existing documents etc.
- Prepare returns and records required by statute to ensure that the organization conducts its Operations in a legal and proper manner as required under Companies Act, 2013.
- Submission of returns to the Registrar of Companies.
- To ensure that the company complies with the applicable secretarial standards.
- To facilitate the convening of meetings and general meetings and draft and maintain the minutes of these meetings;
- To represent before various regulators, and other authorities under the Act in connection with discharge of various duties under the Act;
- To assist the Board in the conduct of the affairs of the company;
- To assist and advise the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices; and

Section-3

Tender Fee

Bidders shall submit, along with their Bids, Tender Fee of **Rs. 2,000/- (Two Thousand only)**, in the form of a Demand Draft in favour of Managing Director, Jharkhand State Agriculture Development Corporation Limited, GoJ and should be valid for at least 3 months from the due date of the tender, RFP.

Tender Fee will not be refunded by the Corporation.

The bid/proposal submitted without Tender Fee, mentioned above, will be summarily rejected.

Tender Fee exemption & other exemptions for Micro and Small Enterprises (MSEs): NO Exemption is available under this tender to MSME's.

Submission of Proposal:

The bidders should submit their tender as per the format in the following manner:

Technical Proposal in separate envelope.

Tender Fee in the form of Demand Draft in a Separate envelope

The Technical proposal envelop & envelope containing Demand Draft (Tender Fee) should be covered in separate sealed envelope super-scribing

“Request for Proposal (RFP)

For Appointment of Practicing Company Secretary Firm (CS) for JSADCL

All envelop should also indicate clearly the Name of bidder, Official address with contact number & Official E-mail ID of bidder.

All pages of the bid shall be initiated and stamped by the person or persons who sign the Bid.

In case of any discrepancy observed by the committee in the content of the submitted bid, document bid will be rejected by the committee immediately. No further corrections / over writing will be allowed for the same.

Tender Evaluation Process

The Evaluation Committee shall verify the documents and award marks to the bidder as per the documents demanded in Section-5 of this RFP. Failure to submit requisite supporting documents/documentary evidence, may lead to rejection.

The firms having highest marks will be selected.

The decision of the Evaluation Committee shall be final.

Each of the responses shall be evaluated on the basis of documents submitted by the bidder.

Section 4: Qualification, Evaluation and Selection Process

Eligibility Criteria:

The Bidder's competence and capability is proposed to be established by the following parameters. The Bidder should meet all the criteria given in this section:

- i. The practicing Company Secretary (CS) firm or the Lead Partner / Proprietor should be serving as Practicing Company Secretary for at least 5 years without any break as on 31st March 2023.
- ii. The firm / Lead Partner / Proprietor must be Peer Reviewed by ICSI. The cutoff date for ascertaining the Peer Review Certificate is 31st July 2023.
- iii. The Firm should have experience of working as Company Secretary on Retainership Basis or Part Time Basis for at least One State PSU. PSU here means State Government Companies or Corporations. Kindly submit copy of work order.
- iv. The Firm should have minimum two Active Partners in full time practice or the PCS/ Firm should have at least one full time employee other than the proprietor in case of Proprietorship Firm who is a qualified Company Secretary. Kindly submit the details of Partner/employee/employees along with substantial proof evidencing the same.
- v. The firm should not have been blacklisted/ debarred /declared ineligible for corrupt and fraudulent practices by the Govt. of India, State Govt./ Reserve Bank of India (RBI)/ ICAI/ ICSI or any court of law and should not have any disciplinary proceedings pending against the applicant firm or any of the partner with ICAI/ ICSI/ RBI in last Five (5) financial years.
- vi. JSADCL, if required, may seek clarifications from bidders during the technical evaluation.

Note:

No consortium is allowed.

Section-5:List of Documents to be submitted for evaluation and on the basis of which Company Secretary Firm will be selected.

- i. Documents evidencing Experience of Lead Partner / Proprietor of the Company Secretary Firm.
- ii. Peer Review Certificate issued by the Institute of Company Secretaries of India.
- iii. Copy of all work orders with regard to experience of working as Company Secretary on Retainership basis / Part-Time Basis for the State Government Corporations i.e. State PSU.
- iv. Copy of all work orders with regard to experience of handling Secretarial work of State Government Corporations i.e. State PSU. (Secretarial Work here means Secretarial Audit, Form Filing or any other work related to Company Law).
- v. Copy of all work orders with regard to experience of handling Secretarial work of Central Government Corporations i.e. Central PSU. (Secretarial Work here means Secretarial Audit, Form Filing or any other work related to Company Law).
- vi. Details of all Partner's & employees of the Company Secretary Firm who is a Qualified Company Secretary.
- vii. Copy of all work order with regard to experience of handling Income Tax Return Filing or GST Return Filing or Professional Tax Returns Filing of Central / State PSU.

Note:-

- i. The Firm who will meet the minimum eligibility will be considered for marks evaluation.
- ii. The Firm who will get Highest Marks on the basis of documents submitted as per Section-5 of this RFP will be selected and will be appointed by the Corporation.
- iii. Experience of Lead Partner/Proprietor/Individual will be calculated from date of issue of Certificate of practice (CoP) by ICSI.
- iv. During the evaluation the work order will be considered on PSU wise not year wise i.e. If the firm has 3 work orders evidencing experience of working as Company Secretary on Retainership Basis for different financial years but from same Central / State PSU then in that case only One Work order will be considered for evaluation.
- v. Those work order which has been considered as experience of working as Company Secretary on Retainership Basis in respect of any Central / State PSU then that work order will not be considered for experience evidencing handling of Secretarial Work of that Central / State PSU or Income Tax Return Filing or GST Return Filing or Professional Tax Return Filing.
- vi. Final Selection will be made based on highest marks obtained by a firm out of total 100 marks.
- vii. The fee has been fixed in advance as total of ₹20,000/- Per Month (Rupees Twenty Thousand only) Per Month plus taxes as applicable for each month for the Legal requirements as prescribed and additional scope of work as per expectations listed herein.

The bidder is expected to respond to the tender using the forms given in this section and all documents supporting Technical evaluation criteria:

Forms to be used in Technical Proposal:

Form 1: Letter of Proposal

Form 2: Details of Firm.

Form 3: Technical Criteria Check List.

Form 4: List of Documents to be submitted & Details to be filed in the table format as given in the RFP.

Form 5: Format of Non-Blacklisting Certificate (Undertaking).

Form 1: Letter of Proposal Submission

[Location, Date]

To
The Managing Director
Jharkhand State Agriculture Development Corporation Limited
Address: Krishi Bhawan, Ranchi, Jharkhand-834001.

Subject: Proposal for Appointment as Company Secretary on Retainership / Part-Time Basis for JSADCL

Dear Sir,

We, the undersigned, offer to provide the services in accordance with your RFP Document dated[Insert Date] and our Proposal. We are hereby submitting our Technical Proposal in a sealed envelope. We confirm that we have read the RFP Document in totality and abide by the terms and conditions stated in the document.

We have filled the complete information correctly in **Form 2**.

I/We agree to keep the quoted rate open for acceptance for 180 days from the due date of submission thereof and not make any modification in its terms and conditions.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Proposal is binding upon us.

We understand you are not bound to accept any Bid you receive.

Yours Sincerely,

Authorized Signature [In full and initials]:Name and Title of Signatory:

Name and address of Firm:

Form 2: Firm Details

Details of the Firm/ Applicant:

Name of Firm/ Applicant:

Name of the Lead Partner:

Address:

Tel No. (with code) :

Contact Person:

Name and Designation :

Address, Telephone No. and Email address:

Peer Review Number of the Firm:

Date of Registration of the Firm :

Registration number of firm :

Legal status of the Firm (with supporting documents):

GST Registration No:

PAN of the firm with copy of the IncomeTax Returns:

Brief description of the firm and organization structure:

Details of Partners & employee

S.No.	Name of the Partners/ Proprietor	Membership No.	COP Details	Date of joining the firm as a partner (Full time)

Details of Head Office and Branch Office :

We agree with all the terms and conditions of this document.

Authorized signatoryName:

Date:

Name of the Applicant with seal

Form 3: Technical Criteria Check List

I. No.	Specific Requirement	Document Required	(Yes/No)	Remarks
1.	The practicing Company Secretary (CS) firm or the Lead Partner / Proprietor should be serving as Practicing Company Secretary for atleast 5 years without any break as on 31 st March 2023.	Certificate of Practice issued by ICSI		
2.	The firm / Lead Partner / Proprietor must be Peer Reviewed by ICSI. The cutoff date for ascertaining the Peer Review Certificate is 31 st July 2023.	Peer Review Certificate issued by ICSI.		
3.	The Firm Should have experience of Working as Company Secretary on Retainership Basis or Part Time Basis for atleast One State PSU. PSU here means State Government Companies or Corporations. Kindly submit copy of work order.	Copy of Work Order		
5.	The Firm should have minimum two Active Partners in full time practice or the PCS/ Firm should have at least one full time employee other than the proprietor.	Partnership Agreement Consent Letter Declaration by the bidder along with Membership Certificate of every Partner / Employee.		
6.	The firm should not have been blacklisted/ debarred /declared ineligible for corrupt and fraudulent practices by the Govt. of India	Certificate of Notary (Affidavit)		
7.	Tender Fee in the form of Demand Draft of Rs. 2,000/- (Two Thousand Only) in favour Jharkhand State Agriculture Development Corporation Limited	Demand Draft		

Form 4: Details to be filed in the Table & Documents to be Submitted evidencing the statements mentioned in the table.**Kindly Refer Section-5 of this RFP****1. Experience of Lead Partner / Proprietor of the Company Secretary Firm.****Table No:-1:**

S.No	Name of the Lead Partner / Proprietor of the Company Secretary Firm	Membership Number	Date of Issue of COP by ICSI	Details of Break in COP, if any	Experience as on 31 st March 2023
1.					

Note: Kindly submit the copy of Certificate of Practice of the Lead Partner / Proprietor issued by ICSI.

2. Details of Peer Review:**Table No:2:-**

S.No	Peer Review Certificate No	Date of Issue of Peer Review Certificate	Date of Validity of Peer Review Certificate
1.			

Note: Kindly submit the Copy of Peer Review Certificate.

3. Details of experience of working as Company Secretary on Retainership basis / Part-Time Basis for the State Government Corporations i.e. State PSU.**Table No:3:-**

S.No	Name of the State PSU	Year of Experience in that PSU.	Nature of Work (Company Secretary on Retainership Basis / Part-Time Basis)
1.			
2. So on...			

Note: Kindly submit Copy of all work orders with regard to experience of working as Company Secretary on Retainership basis / Part-Time Basis for the State Government Corporations i.e. State PSU. Only One Work Order will be considered for one State PSU even it is issued for different Financial Years.

4. Details of experience of handling Secretarial work of State Government Corporations i.e. State PSU. (Secretarial Work here means Secretarial Audit, Form Filing or any other work related to Company Law). In this Section, Retainership Work Order will not be considered.**Table No:4:-**

S.No	Name of the State PSU	Year of Experience in	Nature of Work
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		that PSU.	
1.			
2. So on..			

Note: Kindly submit Copy of all work orders with regard to experience of handling Secretarial work of State Government Corporations i.e. State PSU. (Secretarial Work here means Secretarial Audit, Form Filing or any other work related to Company Law). In this Section, Retainership Work Order will not be considered and Only One Work Order will be considered for one State PSU even if it is issued for different Financial Years and for different Secretarial Work.

5. Details with regard to experience of handling Secretarial work of Central Government Corporations i.e. Central PSU. (Secretarial Work here means Secretarial Audit, Form Filing or any other work related to Company Law).

Table No:5:-

S.No	Name of the Central PSU	Year of Experience in that PSU.	Nature of Work
1.			
2. So on..			

Note: Kindly submit Copy of all work orders with regard to experience of handling Secretarial work of Central Government Corporations i.e. Central PSU. (Secretarial Work here means Secretarial Audit, Form Filing or any other work related to Company Law). In this Section, Retainership Work Order will not be considered and Only One Work Order will be considered for one Central PSU even if it is issued for different Financial Years and for different Secretarial Work.

6. Details of all Partner's & employees of the Company Secretary Firm who is a Qualified Company Secretary.

Table No:6:-

S.No.	Name of the Partner / Employee(who is Qualified Company Secretary)	Membership Number	Post Membership Experience
1.			
2. So on...			

Note: Kindly submit the copy of the membership certificate issued by the ICSI for each Partner / Employee.

7. Details of Experience of handling Income Tax Return Filing or GST Return Filing or Professional Tax Returns Filing of any Central / State PSU.

Table No:7:-

S.No	Name of the State / Central PSU	Category (Central / State PSU)	Nature of Work
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		Kindly clarify	
1.			
2. So on..			

Note: Kindly submit the Copy of all work order with regard to experience of handling Income Tax Filing or GST Filing or Professional Tax Returns Filing of Central / State PSU. In this Section, Retainership Work Order will not be considered and Only One Work Order will be considered for one Central PSU / State PSU even if it is issued for different Financial Years and for different Secretarial Work.

**Form 5:
Undertaking
(To be Notarised)**

Name of Work: Appointment of Practicing Company Secretary Firm for JSADCL

I confirm that M/S.....

Has not have been blacklisted/ debarred /declared ineligible for corrupt and fraudulent practices by the Govt. of India, State Govt./ Reserve Bank of India (RBI)/ ICAI/ ICSI or any court of law and should not have any disciplinary proceedings pending against the applicant firm or any of the partner with ICAI/ ICSI/ RBI in last five (5) financial years.

Does not have any pending litigation & non-performing contracts during last 5 (five) years. Further, has not been barred by any government/government-undertaking/ semi- government/ govt. controlled institutions/ private organizations in India.

Has not abandoned any work in last 5 (five) years.

Has not delayed in similar work completion during orders executed in last 5 (five) years.

Does not ever been terminated due to poor performance.

Has not suffered Bankruptcy/ insolvency in last 5 (five) years.

Has not been blacklisted by any organization.

Has not submitted any misleading information in the Bid.

Is financially sound to perform the work.

Signature of the bidder with seal

Dated:

Witness:

Address: