JHARKHAND BIJLI VITRAN NIGAM LIMITED

(CIN : U40108JH2013SGC001702)
Engineering Building, HEC, Dhurwa, Ranchi – 834004,
Email:- accounts.compilation@jbvnl.co.in

Expression of Interest (EOI) through E-TENDER

NIT No/ EOI No. / PR/ JBVNL/ 2026-27

Notice for Expression of interest (EOI) for appointment of Secretarial Auditor of the Company to conduct secretarial audit of JBVNL at Headquarter as well as all field offices for the FY 2024-25, 2025-26 Extendable upto 2026-27, 2027-28 & 2028-29 as per the EOI.

Timelines for participating in the all the above e-tender is detailed below:

Sl. No.	Event	Timelines
i	Date of Publication of Notice in Newspaper	06.11.2026
ii	Start date & time for downloading the tender documents	From 06.11.2026 from 15:30 Hrs.
iii	Last date & time for submission of clarification, if any on the document for pre-bid meeting / Pre-bid Queries (Through E-mail Only)	Up to 12/11/2026 at 18:00 Hrs.
iv	Pre-bid meeting	On 19/11/2026 at 12:30 PM Hrs.
v	Last date & time of receipt of bid documents (Online)	Up to 30/11/2026 at 17:00 PM Hrs.
vi	Due date for opening of Technical Bid	01/12/2026 at 17:00 Hrs.

Bid uploading / opening will be through e-tendering norms only. The complete Tender documents can be downloaded through website www.jharkhandtenders.gov.in Bidder may contact help desk of e-Procurement system at the following web address: www.jharkhandtenders.gov.in.

Note: - Pre-bid meeting shall be conducted at Conference Hall, JBVNL HQ, Engineering Building, HEC, Dhurwa Ranchi at date and time mentioned above.

Tendering Authority:
General Manager (Accounts & Revenue)
Mob No.: 9431353131
For any Enquiry:-
Nimesh Anand, Company Secretary
Mob. No. 9934118745

Call Center 24 x 7
18003456570 /18001238745
Centralised Complaint NO. 1912

Sd/-
(Sudhanshu Kumar)
General Manager (Accounts & Revenue)

JHARKHAND BIJLI VITRAN NIGAM LIMITED

Regd. Office , Engineering Building, Dhurwa, Ranchi-834004
Fax No. – (0651) – 2400799 (E-mail – cs.jbvnl@jbvnl.co.in)

EOI No.– /PR/JBVNL/2026-27

For

Expression of Interest for appointment of Secretarial Auditor in Jharkhand Bijli Vitran Nigam Limited for the Financial year 2024-25 & 2025-26 and extendable upto 2026- 27, 2027-28 & 2028-29

Date of Publication of EoI	00-00-2026
Date of Downloading	00-00-2026 from 10:00AM
Last date/Time of receipt of EOI	00.0.2026 up to 03:00PM
Date & time for Opening of Technical bid	00.00.2026 on 3:00PM

INVITATION OF EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF SECRETARIAL AUDITOR FOR THE FINANCIAL YEAR 2024-25 & 2025-26 AND EXTENDABLE UPTO 2026- 27, 2027-28 & 2028-29

1. General

Jharkhand Bijli Vitran Nigam Limited (The Company), a Limited Company, incorporated under the Companies Act, 1956, came into existence October 23, 2013 (CIN U40108JH2013SGC0-01702), as a result of the unbundling of the erstwhile Jharkhand State Electricity Board (JSEB) into four companies.

Jharkhand State Electricity Board unbundled into four (04) following companies: -

i. Jharkhand Urja Vikas Nigam Limited (JUVNL) - Holding Entity
ii. Jharkhand Bijli Vitran Nigam Limited (JBVNL) - DISCOM
iii. Jharkhand Urja Sancharan Nigam Limited (JUSNL) - TRANSCOM
iv. Jharkhand Urja Utpadan Nigam Limited (JUUNL) – GENCO

The Company is a wholly owned subsidiary company of "Jharkhand Urja Vikas Nigam Ltd. (The Holding Company). The main objective of the Company is distribution of reliable and quality supply of electricity at reasonable and competitive tariff so as to boost agriculture, industrial and overall economic growth and development of Jharkhand. In order to achieve the main objective, the company has undertaken the activities of distribution to all consumers irrespective of the voltage, provision, supply, wheeling, purchase, sale, import, export and trading of electricity, introduce open access in distribution as per the Jharkhand Electricity Regulatory Commission directives. The tariff of the company is regulated by the Jharkhand Electricity Regulatory Commission.

The registered office of the Company is located at **Engineering Building, HEC, Dhurwa Ranchi - 834004**, in the State of Jharkhand. JBVNL is a state-owned public-sector company engaged in the business of electricity distribution. The company is involved in distribution of electricity to different categories of consumers like HT, LTIS, DS, NDS, IAS, etc. in the entire location of Jharkhand State.

Presently, There are 25 accounting units comprises of 07 (Seven) Area offices (viz Ranchi, Dhanbad, Jamshedpur, Hazaribag, Giridih, Dumka, & Medininager), 15 (Fifteen) Circle offices (viz Ranchi, Gumla, Dhanabd, Chas, Jamshedpur, Chaibasa, Hazaribag, Koderma, Ramgarh, Giridih, Deoghar, Dumka, Sahibganj, Daltonganj & Garhwa), all Divisions & Sub-Divisions if required and 03 Accounting Units at Corporate Office (viz RE/ HQ & Sectt.).

Information regarding e-tendering norms:

I.	EOI submission/opening will be through e-tendering norms only.
II.	Participating firm shall submit the General, Qualification and Technical/ Financial details as per requirement mentioned in this EOI document through www.jharkhandtenders.gov.in
III.	Necessary technical e-forms for e-tendering will be uploaded on website www.jharkhandtenders.gov.in.
IV.	The Participants shall submit their eligibility and qualification details, etc., in the online standard formats displayed in e-Procurement website. The Participants shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria and other certificates/documents in the aforesaid website. **The Participants shall Sign with seal/electronically sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness/authenticity.** The Participants shall have to attach all the required documents as per the tender notice and EOI after uploading the same, during the submission of hard copy of EOI to tendering authority.
V.	Participants who wish to participate in this EOI will have to register on http://www.jharkhandtenders.gov.in and have to procure Digital Signature Certificate. For information on Registration with e-procurement and online Bid submission, Participants may contact help desk of e-Procurement system at the following web address: www.jharkhandtenders.gov.in.
VI.	The complete EOI documents have been published on www.jharkhandtenders.gov.in for the purpose of downloading. No hard copy of the EOI documents will be provided to the Participants through this office.

2. Summary Sheet

Tender Notice No.	.....
Period of Contract	Initially the contract is for 2 (Two) Financial Years i.e. For FY 2024-25 & 2025-26, which may be extended for further 03 (Three) financial years i.e. For FY 2026-27, 2027-28 & 2028-29 based on the satisfactory performance during the contract period. The total period of the engagement shall be upto 05 (Five) Years at the sole discretion of the Company.

Project summary	EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF SECRETARIAL AUDITOR FOR THE FINANCIAL YEAR 2024-25, 2025-26 AND EXTENDABLE UPTO 2026- 27, 2027-28 & 2028-29
EOI Document Fee	NIL
Clarifications/ pre- EOI discussion.	All queries relating to this Tender document can be raised on e-mail ID cs.jbvnl@jbvnl.co.in or can be submitted in hard copy to the Company Secretary, Jharkhand Bijli Vitran Nigam Limited, Engineering Building, HEC, Dhurwa, Ranchi-834004, latest by ..... In case of any other clarification, the following officials may be contacted during the office hour on any working day. 1. Sri Nimesh Anand, Company Secretary- 9934118745 2. Sri Sangam Kumar, Head Clerk - 9022791121
Start date and time for downloading of EOI document	From ..... at ..... Hrs
Last date and time of receipt of EOI online	Upto ..... at ..... Hrs
Date of opening of EOI	Date of opening of EOI ..... at ..... Hrs
Bid to be addressed to	**General Manager (Accounts & Revenue),** Jharkhand BijliVitran Nigam Ltd Engineering Building, H.E.C, Dhurwa, Ranchi – 834 004 E-mail: cs.jbvnl@jbvnl.co.in
Web-site	www.jharkhandtenders.gov.in
EOI Validity	Proposals will be valid for 180 days after the submission date.
Uploading of Proposals	EOI is through "e-tendering" basis. Only Successfully uploaded documents will be considered for evaluation.

If the due date for receiving /opening the EOI happen to be declared holiday, then the tenders will be received/opened on the subsequent working day, for which no prior intimation shall be given.

3. **Secretarial auditor is to be appointed**

Company intends to appoint Secretarial auditor for F.Y. 2024-25 & 2025-26 which may be further extended for a period of three years i.e. For FY 2026-27, 2027-28 & 2028-29. However, the appointment shall be formalized strictly subject to satisfactory performance evaluation by the Company. **Firms having head office/ branch office located at Ranchi/ Jharkhand shall be considered for appointment of Secretarial Auditors.**

4. **Scope of work**

Detailed scope of work shall be as under

4.1 To carry out Secretarial audit of all the units of company mentioned in Sl. No. 1 (General) of this documents in accordance with the provision of Section 204 of the Companies Act, 2013 and provisions of the Rules made there under as amended from time to time. Secretarial Audit shall be in adherence to the relevant orders/ clarification issued by Ministry of Corporate Affairs, Govt. of India and the Secretarial Accounting Standards issued by the Institute of Company Secretaries of India, from time to time.

4.2 Compliance with any other instruction issued in respect of Secretarial audit under Companies Act, 2013.

4.3 Verification and certification of annexure to Secretarial audit report.

4.4 The Secretarial audit firm shall submit a single Secretarial audit report for each year containing separate segment on compliance of Labour and other applicable Laws in respect of Headquarter as well as field offices Viz Area Boards, Divisions, Sub-divisions and TRWs apart from the reporting requirements prescribed in MR-3 Form.

4.5 Attending formal meetings with the company management i.e. Audit Committee/ Annual General Meeting (AGM)/ Board of Director meeting of the Company in connection with the Secretarial Audit work.

5. **Secretarial Audit Team**

Secretarial audit team should consist of adequate number of qualified/ semi-qualified assistants led by a senior partner of the firm for the Secretarial audit work.

6. **Secretarial Audit Fee**

6.1 For Secretarial audit financial year wise fee is to be quoted by the bidder in financial bid Performa (Annexure-III).

No TA/ DA shall be payable to the firm. The firm shall make its own arrangement for their travel to different accounting units.

6.2 Except for GST no other statutory taxes or levies shall be payable separately.

6.3 The interested firm/ company will have to quote the price in prescribed Performa financial bid (Annexure-III)

7. Submission of Report

The Secretarial Audit Report shall be submitted within 30 days after availability of all the compliances report from the company. However, Secretarial Audit Report for the FY 2024-25 must be submitted within 45 (forty five) days from the date of receipt of appointment.

8. Eligibility Criteria for empanelment of Secretarial Auditor

8.1 The audit firm shall be registered with the Institute of Company Secretaries of India.

8.2 The firm/ PCS should have its head office/ branch office in Ranchi/ Jharkhand.

8.3 The firm/ PCS should have at least five years of experience.

8.4 The Firm/ PCS must have valid PAN and GST Registration (copy of PAN & GST Certificate required).

8.5 The firm/ PCS should have file Income Tax Return for last three financial years (Copy of ITR acknowledgement required).

8.6 The Firm/ PCS should have completed their own accounts audited for last three financial years (copy of audited Balance Sheet required).

8.7 The firm should have at least two paid assistants along with the proprietor.

8.9 The average annual turnover should be Rs. 10.00 Lakhs during any of the three preceding financial year out of last five financial years.

8.10 The firm must have carried out at least two Secretarial Audits of Public Sector/ Power Sector (Central & State PSUs) or Private Sector Public Companies having turnover of 1000 Crore during the preceding five financial years.

9. Selection Criteria

9.1 The selection of the Secretarial auditor shall be as per qualitative criteria, which is based on the overall suitability of the firm and its experience in the Secretarial audit. The following criteria will be the basis of marks assigned to the firms and selection will be made on the basis of attainment of highest marks in final score sheet prepared by Co.

Sl. No.	Selection Criteria	Minimum Criteria	Basis of Marks	Marks per criteria	Max. marks	Supporting documents
1.	Firm's experience in practice (from date of Registration with the institute of Secretarial Auditors of India	5 Years as on 31.03.2026	No. of years in establishment after completion of 5 years	4 Marks per year	20	Certification of registration & registered offices issued by ICSI
2.	Proprietor/ no. of partners/	ACS/ FCS	No. of partners/	3 Marks for every ACS and 4	20	Certificate of membership

	Company Secretaries (Associated with the firm for not less than 3 years)		Company Secretaries	marks for every FCS		issued by ICSI
3.	Semi qualified Assistant		Inter-qualified CA/ CMA/ CS	2 Marks for each semi qualified assistant	20	Resume of the semi-qualified staff with experience and Certificate of passing intermediate exam conducted by ICSI
4.	Turnover	Rs. 10.00 Lakhs		1 Marks per lakhs over Rs. 10.00	10	Turnover Certificate duly certified by CA along with UDIN number is to be attached
5.	Firm experience in conducting Secretarial Audit in Central/ State PSUs		No. of Assignment	4 marks per completed Secretarial audit	20	Certificate of successful completion of the assignment specifying full detail of work duly signed by the competent authority along with the copy of Work Order.
6.	Firm experience in conducting Secretarial Audit in Power Sector		No. of Assignment	5 marks per completed Secretarial audit	10	Certificate of successful completion of the assignment specifying full detail of work duly signed by the competent authority along with the copy of Work Order.

9.2 From the EOI received by the company, a panel of Secretarial Auditors / Firms of Secretarial Auditor who secures at least 50 marks as per selection criteria given in

above clause 9.1 will be qualified for opening of financial bid. Out of qualifying firm the assignment/ work will be awarded to L1 bidder/ firm.

9.3 In case of a tie, the following sequence shall be adopted for selection.

a) Secretarial Auditors/ Firm of Secretarial Auditors with longer experience shall be given preference based on the years of registration.

b) Firm with a higher number of fellow and/ or associate members of the Institute of Company Secretaries as partner shall be given preference.

9.4 **Prerequisite of considering rankings.**

Requisite documentary evidence (s) in support of Criteria at 9.1 mentioned table above is required to be submitted. Proposals without the required documentary evidence (s) shall not be considered for evaluation.

10. Terms and conditions

i) The tenure of appointment shall be at the sole discretion of the Company. The tenure shall be for a maximum of five (05) financial years i.e. For FY 2024-25, 2025-26, which may be extended for further 03 (Three) financial years i.e. For FY 2026-27, 2027-28 & 2028-29 at the sole discretion of the company. However, it is expressly stated here that the said tenure is not to be construed as assured and the company reserve the right not to reappoint at its sole discretion without assigning any reason, therefore.

ii) The company reserve the right to accept/ reject any or all the offers without assigning any reason whatsoever, therefore.

iii) Company Secretaries/ All partner of the firm of Secretarial Auditors should be a member having availed full time certificate of practice issued by the Institute of Company Secretaries of India.

iv) Overwriting/ correction/ erase and/ or use of white ink should be avoided in the offer. However, if any overwriting/ correction/ erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant firm.

v) Information related to Secretarial Audit firms and qualifying criteria shall be submitted in the Annexure-I alongwith supporting documents for filled information.

vi) Declaration that Secretarial Audit firm have not been banned/ de-listed/ de-barred from business by any PSU/ Govt. Department during last 03 (three) years shall be submitted in Annexure-II.

vii) Company shall deduct TDS/ any other tax/ levy as per prevailing rules/ rates.

viii) All the pages of the proposal document shall have to be signed by the applicant firm (s) with the firm's seal and documents submitted along with the offer shall also

have to be authenticated by the authorized signatory of the applicant firm (s) with the firm's seal.

11. <u>Compliance/ Declarations/ certificate by firm (s) on appointment</u>

i) The Secretarial Audit/ Companies Secretaries firm shall not sub-contract the assigned Secretarial audit work.

ii) The Secretarial audit team shall work in strict confidence and shall ensure that the dates, statement and Secretarial information and any other information in respect of the Company is dealt with in strict confidentiality and secrecy. **A certificate to maintain confidentiality to be provided by Secretarial auditor before commencement of work.**

iii) Assigned Secretarial audit work of the company shall be completed within time frame specified by the company in the work order.

iv) No partner of the Secretarial audit firm should be related to any whole time Director or Part Time Director or KPMs of the Company within the meaning of the Companies Act 2013

v) Neither the Secretarial audit firm nor its partner (s) or associates should have any interest in the business of the company.

vi) The Secretarial auditor will be required to submit a certificate that –

a. The individual or the firm is eligible for appointment and is not disqualified for appointment under the Companies Act 2013 and the rules made there under.

b. The individual or the firm satisfies the criteria provided in section 141 of the companies Act 2013, so far as may be applicable.

c. the proposed appointment is within the limits laid down by or under the authority of the companies Act 2013; and

d. The list of proceedings against the Secretarial auditor or audit firm or any partner of the audit firm pending with respect to professional matters of conduct, as disclosed in the certificate, is true and correct.

vii) The Secretarial audit/ Company Secretaries firm (s) shall be free from any disqualification under the Company Act, 2013.

viii) The Secretarial auditor shall ensure that data given to the auditor by company and any information generated from the data provided shall not be used by the Auditor for any other purpose.

12. <u>Debarring provision</u>

The audit firm will be debarred from getting in future, the Secretarial audit or any other assignment of JBVNL:

i) If the firm obtains the appointment on the basis of false information/Misstatement.

ii) If the firm does not take up audit in terms of appointment letter.

iii) If the firm fails to maintain/ honour confidentiality and secrecy of the company's Secretarial data, Secretarial statement and Secretarial information.

iv) If the firm fails to comply with any of condition laid down in clause 9 & 10 above.

13. Amendment of Tender Documents

i) At any time prior to the deadline for submission of the Bids, JBVNL may amend the terms and conditions of Tender document by issuing Corrigendum/Addendum.

ii) To give prospective Participants reasonable time in which to take a Corrigendum/Addendum into account in preparing their Bids, JBVNL may, at its discretion, extend the deadline for the submission of the Bids.

Annexure-I

Details of Secretarial Audit firm and qualifying criteria

Format of the offer

Sl. No.	Particular	Information provided
1	Name of the Company Secretaries, Secretarial Auditor/ firm of Secretarial auditor (indicate whether proprietary concern/ partnership firm/ LLP)	
2	Office address I) Permanent Address II) Correspondence Address III) Telephone No. IV) Fax No. V) Email Address VI) Website	
3	Year of establishment	
4	Firm registration no.	
5	No. of partners in the firm (ACS/ FCS)	
6	Annual average Turnover for last 03 years	
7	No. of semi qualified assistant (inter qualified CA/ CMA/CS) in the firm	
8	The firm having the experience of conducting Secretarial audit in Central/ State PSUs/	
9	Firm experience in conducting Secretarial Audit in Power Sector	
10	Pan of the firm	
11	GST Registration No.	
12	Certificate of practice of the partner	
13	Membership no. of the partner.	

Note: -

1) Documentary evidence of all the information as stated above are to be furnished along with the offer.
2) All the pages of offer and documents are to be signed by the partner/ owner of the firm along with seal of the firm.

Signature and seal of the firm

Annexure-II

Declaration of Ineligibility

(by the Company Secretaries / Secretarial audit Firm)

I/ We, M/s _____ (Name of Company Secretary / Secretarial audit firm) hereby certify that I/ We have not been banned/ de-listed/ de-barred from business by any PSU/ Govt. Department during last 03 (three) years.

Signature and seal of the firm

Place: _____

Dated: _____

Membership No. _____