

**JHARKHAND BIJLI VITRAN NIGAM LIMITED**

(CIN: U40108JH2013SGC001702)

Regd. Office: - Engineering Building, H.E.C., Dhurwa, Ranchi - 834004.

Telephone: - 0651-2400760 & Fax: 0651-2446055

**OFFICE OF THE COMPANY SECRETARY INVITES REQUEST FOR PROPOSAL (RFP) /**

**EXPRESSION OF INTEREST (EOI)**

**FROM PRACTICING COMPANY SECRETARY (PCS)/ FIRM (S) OF COMPANY  
SECRETARIES FOR EMPANELMENT OF SECRETARIAL AUDITOR**

**OF**

**Jharkhand Bijli Vitran Nigam Limited and its All Field Offices for conducting Secretarial Audit  
for the F.Y. 2024-25, 2025-26 & 2026-27.**

  
Company Secretary  
JBVNL

## NOTICE

**Notice inviting Request for Proposal (RFP) / Expression Of Interest (EOI) for Empanelment of Company Secretary in practice or a Firm of Company Secretaries to conduct the Secretarial audit of JBVNL at Headquarter as well as all field offices for the FY 2024-25, 2025-26 & 2026-27.**

Jharkhand Bijli Vitran Nigam Limited (JBVNL) invites Request for Proposal (RFP) /Expression of Interest (EOI) from reputed Company Secretary in practice or a Firm of Company Secretaries [including Limited Liability Partnerships (LLPs)] for empanelment 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 & 2026-27. The RFP/ EoI documents embodying details related to eligibility criteria, scope of works and other instructions can be downloaded from the website [www.jbvnl.com](http://www.jbvnl.com) of the company.

Professional Firms may apply for empanelment as Secretarial Auditor of JBVNL, for conducting Secretarial Audit at Nigam Hqr. and all field offices. JBVNL reserves the right to include/ exclude projects as per future requirements. The lump sum fee for financial year 2024-25 is **Rs. 2,00,000/- (Rupees Two Lakh)** only inclusive of all taxes including Pocket expenses and any other expenditure and if re-appointed for another term then an increment of **5%** from base year fee will be given for subsequent financial year.

Interested Firm of Company Secretaries [including Limited Liability Partnerships (LLPs)] are requested to submit applications which must reach on or before **22.08.2025 by 06:00 PM**, In a sealed envelope addressed to:--

**Company Secretary**  
**Jharkhand Bijli Vitran Nigam Limited**  
Regd. Office: - Engineering Building,  
HEC, Dhurwa, Ranchi-834004

Note: The EOI is also uploaded in our website: [www.jbvnl.co.in](http://www.jbvnl.co.in)

After careful scrutiny of applications, the eligible firms will be called to attend the interaction meeting with selection committee, which may be intimated individually also.

Firms may carefully read the details of Conduct, Frequency, Reporting Format and Scope of work given in enclosure **Annexure A**. More details may be obtained from our website [www.jbvnl.co.in](http://www.jbvnl.co.in).

Any further clarifications can be sought from:--

(Nimesh Anand)  
Company Secretary  
Mobile No. 9934118745  
Email: [csjbvnl@gmail.com](mailto:csjbvnl@gmail.com)



## Annexure-A

### 1. EOI Schedule

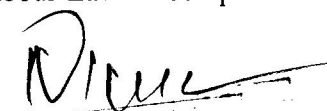
Sl. No.	Particulars	Date/Time
1.	Date of publication	
2.	Date of submission of EOI in physical form	
3.	Date of opening of Technical Bid	

- 1.1 The EOI shall be opened in the office of the undersigned as per schedule given above in the presence of the prospective bidder or their representatives who may like to be remained present. The undersigned reserves the right to accept or reject any or all EOIs in part or whole without assigning any reason, whatsoever.
- 1.2 Before the last date for the receipt of EOI, JBVNL may amend any of the EOI conditions as may be desired if such an amendment is necessary and the same shall be uploaded in JBVNL official website only.
- 1.3 The sealed proposal containing Expression of Interest (EOI) should be submitted *separately Technical Bid (Annexure-I) and Financial Bid (Annexure-II)*. The Technical bid envelope must be sealed and super-scribed with "Offer for Short listing /Appointment of Secretarial Auditor-**Technical Bid**" and the financial bid envelope must be sealed and super-scribed with "Offer for Short Listing /Appointment of Secretarial Auditor-**Financial Bid**". The Name & Address of the Applicant Firm must also be mentioned on the body of both envelopes. Both envelope be put in a separate cover after affixing proper seal and should be super scribed on "EOI for Secretarial Audit of JBVNL and its field Offices for the FY 2024-25, 2025-26 & 2026-27" before due date and be sent to the above mentioned address.
- 1.4 If the date mentioned above for opening of EOI is declared as a Government holidays, the EOI will be opened on the next working day at the same time as mentioned in the schedule.
- 1.5 JBVNL reserves the right to request additional submissions or clarification from one or more applicant (s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.

### 2. Scope of Work for Secretarial Audit.

The broad scope of Secretarial Audit includes verification of the compliances under the following enactments, rules, regulations and guidelines at **Headquarter as well as field offices level i.e. Area Boards, Circles, Divisions, Sub-Divisions, Transformer Repair Workshop (TRW) and any other offices required by Law from time to time :-**

- (i) The Companies Act, 1956 & 2013 and the rules made there under;
- (ii) The Securities Contracts (Regulation) Act, 1956 (SCRA) and the rules made thereunder;
- (iii) Secretarial Standards issued by "The Institute of Company Secretaries of India" and
- (iv) The Secretarial Audit Report shall include separate section for Labour Law compliances for every Area Boards of the company apart from MR-3.

  
**Company Secretary**  
**JBVNL**

(v) Industry specific laws and general laws:-

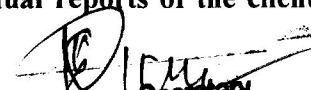
- (a) Electricity Act, 2003
- (b) Industrial Dispute Act, 1947
- (c) Employees Provident Fund & Miscellaneous Act, 1952
- (d) ESIC Act, 1948
- (e) Workman Compensation Act,
- (f) Payment of Gratuity Act, 1972
- (g) Payment of Wages Act,
- (h) Bonus Act,
- (i) Minimum Wages Act,
- (j) Standing Order,
- (k) Maternity Benefit Act, 1961
- (l) Prevention of Sexual Harassment Act,
- (m) Factories Act,
- (n) Contract Labour Act, 1970 & Jharkhand Contract Labour Rules
- (o) Miscellaneous Provision Act,
- (p) Apprentice Act, 1961
- (q) Hazardous and other Waste Rule, 2016
- (r) Environmental Protection Act,
- (s) Public Liability Insurance Act,
- (t) Right to Information Act, 2005
- (u) Micro Small & Medium Enterprises Development Act, 2006
- (v) Sexual Harassment (Prevention and Redressal) Act, 2013

Any other Acts/ Laws/ Regulations as may be applicable from time to time.

Note:- *Review report need to be given by the Secretarial Auditor in respect of Headquarter as well as field offices level i.e. Area Boards, Circles, Divisions, Sub-Divisions, Transformer Repair Workshop (TRW) and any other offices on sample basis pertaining to applicable laws.*

**3. Eligibility Criteria for submission of Technical Bid:**

- 3.1 The Practicing Company Secretary (PCS)/ Firm of Company Secretaries (Proprietorship /Partnership/Limited Liability Partnership) should have minimum 10 years of continuous practicing experience (without any break) as Practicing Company Secretary. The PCS/Firm must provide documentary proof in support of practicing certificate issued in its favour by the Institute of Company Secretaries of India.
- 3.2 The Head office of the Practicing Company Secretary (PCS)/ Firm of Company Secretaries must be located in Jharkhand and Branch office at Ranchi. The PCS/Firm must provide documentary proof in support of the same.
- 3.3 The PCS/Firm should have worked with or conducted Secretarial Audit of Central/State Public Sector Undertaking having presence spread over the Geographical area of Jharkhand and having turnover of not less than Rs. 200 crore, in the last three financial years i.e., 2021-22, 2022-23 and 2023-24. Exposure in Power Sector would be preferable; **(Enclose copies of Work orders /contracts/engagement letter along with Annual reports of the client Company of last three financial years).**


  
**Company Secretary**  
**JBVNL**



- 3.4 The PCS / Firm should have infrastructure to carry out secretarial audit i.e. adequate no. of employees to visit and check compliance i.r.o. applicable laws to the **Area Boards, Circles, Divisions, Sub-Divisions, Transformer Repair Workshop (TRW)**.
- 3.5 The Audit firm/PCS must not sub contract the work.
- 3.6 The Audit Firm/PCS shall certify that neither the firm nor any of its partners have any interest in the business of the company.
- 3.7 The appointee firm/PCS before appointment shall certify that if appointed as Secretarial Auditor, it will not exceed the limits specified under the companies Act, 1956/ 2013, if any.
- 3.8 The Practicing Company Secretary (PCS)/ Firm of Company Secretaries must have experience of Secretarial work of at least 05 (five) years of any PSU/ Government Company having presence spread over the Geographical area of Jharkhand. In support of the experience, the PCS/Firm must provide the list of PSUs undertaken with years/ months of experience duly countersigned by the Proprietor/Partner along with completion certificate.
- 3.9 Proprietor / any partner of the Secretarial Audit Firm should not be related to any Director of the company within the meaning of the Companies Act, 2013.
- 3.10 The PCS/ Firm should have an Average Annual Turnover of Rs. 10 Lakh or more while considering the combined Average of preceding three financial years, i.e., 2021-22, 2022-23, and 2023-24 (**Enclose copy of ITRs etc.**)
- 3.11 The PCS/Firm should not have been penalized by the ICSI/MCA/ROC or any other regulatory Authority in any disciplinary proceedings during the last 05 (five) years (at the time of submission of RFP).(**Enclose Self – declaration in format**)

**NOTE:**

1. The bidder has to qualify individually in all the criteria which are mandatory.
2. Kindly ensure submission of relevant paper in support of eligibility criteria for better evaluation.

  
**Company Secretary**  
**JBVNL**

## **Evaluation Criteria and Process for Selection of Secretarial Auditor**

### **A. Technical Evaluation:**

Bids found to be substantially responsive after the preliminary scrutiny and fulfillment of the minimum qualification criteria will be taken up for detailed evaluation.

### **B. Financial Evaluation:**

1. Financial bids of only those participants who have cleared the Technical Evaluation will be opened and evaluated.
2. Where there is a discrepancy between the amounts in figures and in words, the amount written in words shall be governed.

### **C. Method of Appointment of the Participant:**

The participant qualified in technical bid and quoted lowest in financial bid would be the L-1 participant.

## **DISCLAIMER**

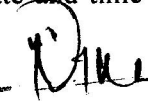
This Request for Proposal (RFP) document is not an agreement or offer by JBVNL to the prospective Bidders or any other party. The purpose of this RFP is to provide interested parties with relevant information.

The RFP and the information contained herein are to be used only for the intended purpose.

*This document is meant for the exclusive purpose of Bidding as per the Specification, Terms, Conditions and Scope indicated and shall not be transferred, reproduced or otherwise used for purposes other than for which it is specifically issued.*

## **4. Terms & Conditions.**

- 4.1 JBVNL will examine the applications to determine whether they are complete, have been properly signed/ digitally signed and whether the offer is generally in order. On scrutiny, the RFPs found NOT in appropriate format /illegible/incomplete/not containing clear information or failing to fulfill the relevant requirement will not be entertained and will be rejected without assigning any reason thereof. Any incomplete offer shall not be entertained and rejected without assigning any reason thereof.
- 4.2 Before the last date for the receipt of RFP, JBVNL may amend any of the RFP conditions as may be desired if such an amendment is necessary and the same shall be up-loaded as a corrigendum and will be made available on the website [www.jbvnl.co.in](http://www.jbvnl.co.in). Hence, the participants in RFP are advised to keep visiting the above website regularly for any updates in this regard.
- 4.3 If the date mentioned above for opening of RFP is declared as a Government holiday or a holiday declared under NI Act, the RFP will be opened on the next working day at the same time as mentioned in the schedule.
- 4.4 The RFP shall be evaluated based upon the criteria as envisaged in the document under the heading Evaluation & Ranking. Proposal shall be considered responsive after preliminary scrutiny and fulfillment of the minimum qualification criteria will be taken up for detailed evaluation.
- 4.5 JBVNL reserves the right to verify the validity of information provided in the RFPs and to reject any bid where the contents appear to be incorrect, inaccurate or inappropriate at any time during the process of RFPs or even after award of contract.
- 4.6 Any application received by JBVNL after the scheduled closing date and time will not be accepted.

  
**Company Secretary**  
**JBVNL**

- 4.7 The Company reserves the right to request additional submissions or clarification from one or more participant (s) at any stage or to cancel the process entirely or to modify terms & conditions of these documents at its sole discretion without assigning any reason whatsoever.
- 4.8 Matter relating to any dispute or difference arising out of present RFP, and subsequent contract based on the submission of the offer shall be subject to exclusive jurisdiction of courts at Ranchi only.
- 4.9 a) RFP shall be submitted in two envelopes, one envelope containing Technical & Experience details of the firm and another envelope containing financial bid. The process of electronic submission of online application as well as submission of hard copy is stated in the instruction to the bidder.
- b) The financial proposal shall only be opened for those PCS /firms who are technically qualified on the basis of the process, as envisaged in details in this document under the heading of Evaluation Criteria and Process for Selection of Secretarial Auditor. Proposal shall be considered responsive after preliminary scrutiny and fulfillment of the minimum qualification criteria will be taken up for detailed evaluation.
- 4.10 The tenure of the empanelment shall remain valid for a maximum period of 4 (four) years. However, it is expressly stated here that the said tenure is not to be construed as assurance for appointment and the Company reserves the right to appoint any of the empanelled PCS / firm at a stretch of 04 (four) years or on yearly basis at its sole discretion without assigning any reason thereof. JBVNL reserve the right to cancel the empanelment any time before the expiry of 04 (four) years without assigning any reason thereof.

**4.11 Financial Terms:**

1. The minimum professional fees for the Financial year 2024-25 shall be Rs. 2,00,000/- (Rupees Two lakh only) exclusive of out of pocket expenses, travelling expenses, etc and applicable taxes. In the succeeding year(s), the professional fee shall only be increased upon receipt of request from the awarded PCS / firm subject to approval of the competent authority (ies).
  2. Out of pocket expenses and travelling expenses shall be payable in accordance with the applicable rules of the Company in respect of auditors.
  3. PCS / Firm shall be considered disqualified if they quoted the professional fee exclusive of taxes and other expenses less than the fee as specified in serial 15 (a), even though such firm has obtained highest rank, i.e., R-1 in technical evaluation.
  4. If any PCS/ Firm quoted the professional fee without mentioning 'taxes' or specifying 'exclusive of taxes' it shall be considered that the quoted professional fee is inclusive of taxes.  
*For instances- if the professional fee is quoted only Rs. 2,00,000/- then the evaluation rate shall be  $Rs. 2,00,000/118*100 = Rs 1,69,492$ .*
  5. All price evaluation shall be done on the basis of exclusive of taxes. However, any PCS/ Firm who are not eligible to pay applicable taxes then they should mention clearly in their application.
- 4.12 If there is a scenario, where two or more PCS / Firm have quoted the same rate then their candidature shall be determined based upon their technical score, even there may be a scenario where the technical score are equal of two or more PCS / Firms, and then their candidature shall be determined upon experience in power sector and on turnover basis. Moreover, if there is a scenario where rank of the firms is same then their selection shall be done on the basis of technical score.
- 4.13 Copies of PAN Card, Service Tax Registration, Trade License, Partnership Deed, Certificate of incorporation (for Firms) and Certificate of Practice/ Registration (for Partners) shall be

- invariably be attached to the RFP. Further all the details of the contact person or authorised Partner with complete address of the PCS/ Firm and telephone /fax number along with email id shall also have to be submitted.
- 4.14 The application shall be digitally signed by the person(s) on behalf of the organization having necessary Authorization/Power of Attorney to do so. Each page of the application format, RFP document, testimonials and other documents shall be signed and copy of Power of Attorney (in case of partnership firm) wherever applicable shall be furnished along with application.
- 4.15 The RFP Proposal should be submitted strictly as per the terms & conditions laid down in the document. Proposal should not contain any conditions other than the prescribed ones. The proposal, which deviates from these terms and conditions, shall be liable to be rejected.
- 4.16 The Offer in the prescribed Format together with all relevant documents and testimonials must be submitted in physical form to the address as given. This clause needs to be followed in conjunction with the requirement of online application. Non receipt of the hardcopy on or before the schedule date shall be constructed as application has not been made even though online application in the portal has already been made and vice versa.
- 4.17 The last date for receipt of the RFP proposal is 06:00 PM by 22nd August, 2025 at the following address:

**Company Secretary**  
**Jharkhand Bijli Vitran Nigam Limited**  
**Regd. Office: - Engineering Building,**  
**HEC, Dhurwa, Ranchi-834004**

**4.18 Disqualifications: PCS/Firm(s) falling under any of the following conditions would be liable for disqualification:**

- a. PCS / Firm or any partner thereof has been cautioned or any action has been taken against the Firm or any partner by ICSI.
- b. Willful misrepresentations of any fact in the Request for Proposal.
- c. Any court case or arbitration relating to disciplinary case pending against the firm or any of its partners/ designated partner.
- d. Any action / disqualification taken by any Government Company / Govt. Body / Govt. Authority / State or Central Govt. relating to any ground.


Further the Company reserves the right to cancel the empanelment/contract at any stage if the firm falls under the conditions mentioned at 23 (a to d) subsequent to its empanelment/award of contract.

**N.B 1.: Where the word firm appears in this document, it also includes Limited Liability Partnership (LLPs).**

**N.B 2.: The participants require to file the application through online mode & offline mode and need to follow the instruction, as stated in the General Guidance for submission of RFP as well as this document.**

**N.B 3.: Applicable rule for procurement shall be applicable to this RFP.**

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

  
**Company Secretary**  
**JBVNL**

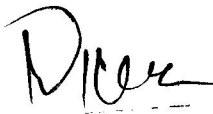
4.20 All the Bidders shall also attach documents pertaining to Income Tax, PAN No., and GSTIN with complete address of the firm and telephone /fax number along with the Technical Bid. The Bidder shall furnish a declaration in the Technical Bid as per the followings:-

**DECLARATION/ACCEPTANCE**  
**(on Non-Judicial Stamp paper of Rs. 10)**

I \_\_\_\_\_ S/o Sh. \_\_\_\_\_ working as \_\_\_\_\_ in (name of the PCS/ firm/ firm address in full be mentioned), hereby solemnly affirm and declare that I have been authorized by the firm to sign the EOI proposal. I hereby declare and certify through the firm that I have accepted all the terms & conditions mentioned in this EOI and I shall abide by all the terms & conditions of EOI/work award letter in the event of acceptance of my/our EOI.

Place:  
Dated:

Signature of Authorized Person of the firm/  
Proprietor etc. with seal & Stamp.  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Membership No. \_\_\_\_\_

  
**Company Secretary**  
**JBVNL**

**Power of Attorney in favour of Signatory of the Bid**  
(To be executed on non-judicial stamp paper of Rs 10)

KNOW ALL MEN BY THESE PRESENTS THAT WE, .....[insert the name of the Bidder] ..... a Firm/LLP incorporated under the Indian Partnership Act 1932/Limited Liability Partnership Act 2008 and having its registered office at ..... [insert address] ..... (Hereinafter referred to as the Bidder) having been authorized by the Partners, inter alia, to execute contracts in the name of and for and on behalf of the Firm/LLP. I ..... [insert name of the person giving the power of attorney] ..... presently holding the position of ..... (Insert designation of the person giving the power of attorney) .....in the Firm/LLP do hereby constitute, appoint and authorize Shri..... (insert name, designation and residential address of the person to whom the power of attorney is being given) ..... as our true and lawful attorney to do in our name and on our behalf all such acts, deeds, things necessary and incidental for submission of our bid against RFP no. .... floated by WBSETCL. I hereby further authorize the above attorney for signing and submission of the bid and all other documents, information related to the bid including undertakings, letters, certificates, declarations, clarifications, acceptances, guarantees, any amendments to the bid and such documents related to the bid, and providing responses and representing us in all the matters before the Purchaser in connection with the Bid for the said tender till the completion of the bidding process.

I accordingly hereby nominate, constitute and appoint above named ..... severally, as my lawful attorney to do all or any of the acts specifically mentioned immediately herein above.

WE do hereby agree and undertake to ratify and confirm whatever either of the said Attorney shall lawfully do or cause to be done under and by virtue of this power of Attorney and the Acts of Attorney to all intents and purposes are done as if I had done the same on behalf of the Firm/LLP if these presents had not been made.

IN WITNESS whereof I, ..... have executed these presents this the ..... day of .....at .....

.....  
EXECUTANT

Designation.....  
Name of firm/LLP.....

.....  
Specimen Signature of Attorney  
Name.....  
Designation.....

Signature of the Attorney  
Attested

.....  
EXECUTANT

Name.....  
Designation.....  
Office Seal.....

**N.B.: For Sole Proprietor, the word like Partnership/ Limited Liability partnership wherever it appears can suitably be modify without any changes in the content.**



- 4.21 The Bidder will not be allowed to withdraw his offer once the EOI is submitted.
- 4.22 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.
- 4.23 The EOI Proposal should be submitted strictly as per the terms & conditions laid down in the document. Proposal should not contain any conditions other than the prescribed ones. The proposal, which deviate from these terms and conditions, shall be liable to be rejected.

The Offer in the prescribed Format at **Annexure-I & Annexure-II** must be submitted in physical form to the address mentioned above. Offers submitted in any other form shall not be considered.

- 4.24 The successful Bidder shall provide their consent for acceptance within 7 days of communication from JBVNL.
- 4.25 In the event of failure by the successful bidder (L-1), JBVNL is at liberty and also reserves the right to get the Secretarial Audit conducted from the next lowest bidder (L-2) to ensure uninterrupted conduct of Audit.

**NOTE:**

1. **Submission of attendance/ visitor record for visiting field offices of JBVNL by Secretarial Auditor.**
2. **Submission of Audit Plan/programme for conducting Secretarial Audit for Nigam Hqr. and all field offices.**

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**Company Secretary**  
**JBVNL**

**Annexure-I**

(On letter head of Practicing Company Secretary/Firm of Company Secretaries)

**PROFORMA FOR TECHNICAL BID**

**(For conducting Secretarial Audit of JBVNL for FY 2024-25, 2025-26 & 2026-27)**

To,  
**Company Secretary,**  
Jharkhand Bijli Vitran Nigam Limited  
Regd. Office: - Engineering Building,  
HEC, Dhurwa, Ranchi-834004,

**Technical Details:**

Sl. No.	Particulars	Reply
1.	Name of the Bidder	
2.	Name of partners/Proprietors along with their Membership Number	
3.	Address of the Bidder (copy of proof to be enclosed)	
4.	Firm Registration No. ( If any)	
5.	Phone No./Fax/e-mail ID	
6.	Whether Proprietary firm or partnership firm/ LLP PCS	
7.	Previous experience in conducting Secretarial work of State Govt. of Jharkhand PSU( copy of proof to be enclosed)	
8.	Income Tax PAN No. GSTIN No. (If any) ( copy to be enclosed)	
9.	Experience in Company Secretary practice (No. of years) ( copy of proof to be enclosed)	
10.	Signed declaration/acceptance of EOI terms & conditions in attached format.	

Signature of Authorized Person of the firm/  
Proprietor etc. with seal & Stamp.

Place:

Name\_\_\_\_\_

Dated:

Designation:\_\_\_\_\_

Membership No.\_\_\_\_\_





**Annexure-II**

(On letter head of Practicing Company Secretary/Firm of Company Secretaries)

**PROFORMA FOR FINANCIAL BID**

**(For conducting Secretarial Audit of JBVNL for FY 2024-25, 2025-26 & 2026-27)**

To,  
**Company Secretary,**  
Jharkhand Bijli Vitran Nigam Limited  
Regd. Office: - Engineering Building,  
HEC, Dhurwa, Ranchi-834004,

(Price Bid)

Description	Lump sum price (In Rs.)
Fixed Amount (inclusive of all taxes including	
Out of pocket expenses etc.	
Total Amount in words	

**Note:**

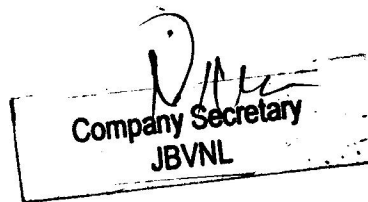
1. The above quoted amount is inclusive of all taxes and duties and remains firm during the period of the contract.
2. In case of discrepancy between the prices quoted in words and figures, lowest of the two will be considered.

Signature of Authorized Person of the firm/  
Proprietor etc. with seal & Stamp.

Place: Name \_\_\_\_\_

Dated: Designation: \_\_\_\_\_

Membership No. \_\_\_\_\_



**REQUEST FOR PROPOSAL FROM PRACTISING COMPANY SECRETAR (IES)/ FIRM  
OF COMPANY SECRETARIES [INCLUDING LIMITED LIABILITY PARTERSHIP  
(LLPs)] FOR EMPANELMENT OF SECRETARIAL AUDITOR**

**[on the letterhead of the PCS/Firm]**


(1) Name of the PCS/ Firm:

(2) Registered Address with Contact Telephone No. with email\*:

(3) Name of the contact person and designation:

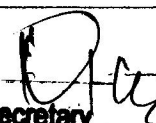
(4) Contact no. of the contact person with email:

\*If the PCS/firm(s)/LLP have registered address outside Ranchi then they are also required to provide the address and contact details of the branch office located at Ranchi with contact details of the person-in-charge of Ranchi branch.

  
Company Secretary  
JBVNL

**FORMAT OF THE APPLICATION FOR THE EMPANELMENT OF THE SECRETARIAL AUDITOR**

Sl. No.	CRITERIA	
1.	NAME OF THE PCS/FIRM	
2.	PROFESSIONAL DESIGNATION WHETHER PCS/FIRM (INCLUDING LLPS)	
3.	DETAILS OF THE PCS/FIRM:- ADDRESS OF THE SOLE PCS/FIRM: PHONE NO.: E-MAIL: WEBSITE:	
4.	YEAR OF INCORPORATION	
5.	NAME OF THE INDIVIDUAL/ ALL PARTNERS OF THE PCS/FIRM ALONG WITH CONTACT DETAILS	
6.	NAME AND DESIGNATION OF THE CONTACT PERSON TO WHOM ALL REFERNECES SHALL BE MADE REGARDING THIS REQUEST FOR PROPOSAL	
7.	QUALIFICATION OF THE PCS/PARTNERS	
8.	TOTAL WORK EXPERIENCE OF THE PCS/PARTNERS IN PRACTICE/SERVICE	
9.	EXPERIENCE OF THE PCS /PARTNERS ESPECIALLY IN FIELD OF SECRETARIAL AUDIT	
10.	NO. OF QUALIFIED EMPLOYEESS / SEMI QUALIFIED EMPLOYEES AND THEIR QUALIFICATION	
11.	EXPERIENCE OF THE QUALIFIED EMPLOYEES / SEMI QUALIFIED EMPLOYEES OF THE PCS/ FIRM WITH SPECIAL EMPHASIS IN SECRETARIAL AUDIT	
12.	NO. OF TOTAL EMPLOYEES OF THE FIRM (EVERY CATEGORY INCLUDING ANY ARTICLE/TRAINEE)	
13.	BRIEF PROFILE OF THE PCS/FIRM WITH THE FOLLOWING: (I) NUMBER OF SECRETARIAL AUDIT CONDUCTED (II) EXPOSURE IN THE POWER SECTOR (III) EXPOSURE IN THE CENTRAL/STATE PUBLIC SECTOR UNDERTAKING (IV) LIST OF THE CLIENTS WITH NATURE OF ASSIGNMENT AND PERIOD (Enclose separate list)	
14.	TURNOVER OF THE PCS/FIRM IN LAST 03(THREE) YEARS I.E., 2021-22, 2022-23 and 2023-24	

  
**Company Secretary**  
**JBVNL**