

HEAVY ENGINEERING CORPORATION LIMITED
(SECRETARY DIVISION)

No. Sect/Sec.Audit./23-108

Dated, 07.06.2023

NOTICE INVITING QUOTATION FOR CONDUCTING SECRETARIAL AUDIT

Heavy Engineering Corporation Limited (HEC), a Government of India Enterprise having its registered office at Plant Plaza Road, Dhurwa, Ranchi – 834004, Jharkhand invites sealed quotations from reputed Firms of Practicing Company Secretaries or Practicing Company Secretaries (Individual) having required credentials for conducting Secretarial Audit and submission of Secretarial Audit Report in Form No. MR-3 in accordance with the provisions of the Companies Act, 2013 for the financial year 2022-23.

General Terms:

Date, Time & Place of Submission of Tender:

On or before 06:00 PM of 30.06.2023 at the Office of Company Secretary(HEC), Room No. 58, Hqr Administration Building, Plant Plaza Road, Dhurwa, Ranchi – 834004, Jharkhand either in person or by post.

Tender Fee: Rs. 100/- (Rs. One Hundred), only (non refundable) payable in the form of Demand Draft (DD) in favour of Heavy Engineering Corporation Ltd, payable at SBI Hatia Ranchi (Branch Code 0207), from any nationalized/scheduled bank.

Date, Time & Place of opening of Tender:

- (i) **Technical Bid:** at 11:00 AM on 04.07.2023 in the Office of Company Secretary (HEC), Room No. 58, Hqr Administration Building, Plant Plaza, Road, Dhurwa, Ranchi – 834004, Jharkhand.
- (ii) **Financial Bid:** Financial Bid shall be opened only after fulfilling below mentioned eligibility criteria in the presence of qualified bidder. The date & time of opening of financial bid for further evaluation shall be intimated to them well in advance.

Offer shall be received in two separate envelopes, i.e.

- (i) Envelope for technical bid (Part-I) containing documents in support of fulfillment of eligibility criteria and other requirements duly countersigned and number on all pages by the bidder and cost of tender document/tender fee in form of Demand Draft.
- (ii) Envelope for price/financial bid (Part –II) containing fee/price only.

Part – I & Part – II should be clearly inscribed on the body of the envelope along with tender no. and name of the bidder should be written on all the envelopes. Part - I & Part – II should be inserted in separate envelope which will be duly sealed and addressed to “The Company Secretary, Room No. 58, HEC Ltd Headquarter Administration Building, Plant Plaza, Road, Dhurwa, Ranchi – 834004, Jharkhand.



Tender documents may be downloaded directly from the website of HEC <http://www.hecltd.com> and such applicant while submitting their tender will have to enclose a bank demand draft of Rs. 100/- (Rupees One Hundred), only towards cost of tender/tender fee along with the technical bid. Name & Contact No. of Bidder should be indicated on the reverse side of the Demand Draft.

Eligibility Criteria for appointment of Secretarial Auditor required:

Eligibility criteria for appointment of Firm of Practicing Company Secretaries (PCS Firm) or Practicing Company Secretary (PCS) are as under:

Sl. No.	Eligibility Criteria	Documents required:
(i)	Only a member of the Institute of Company Secretaries of India holding certificate of practice (Company Secretary in practice) can conduct Secretarial Audit and furnish the Secretarial Audit Report to the Company.	Proof of membership of the Institute of Company Secretaries of India.
(ii)	The Lead partner/proprietor/individual, under whose supervision the Secretarial Audit will be carried out, should be in full time practice (without any break) for minimum period of 05 years.	Certificate of practice issued by Institute of Company Secretaries of India.
(iii)	Firm of Practicing Company Secretaries or Practicing Company Secretary (Individual) should have conducted Secretarial Audit of at least one company during the last 05 years in the recent past.	Appointment letter/Work Completion Certificate/others
(iv)	Others	(i) Copy of PAN (ii) Valid GSTIN (if any) (iii) Proof of Registration of PCS firm/LLP (Not applicable for Individual Practicing Company Secretaries (iv) Proof of Address

In absence of the above documents the offer will be rejected. The quotations and documents attached to the quotations should be signed by the bidder one each page with official seal.

Scope of Work: Checking of compliance of the Companies Act, 2013 and the rules made thereunder, Guidelines as applicable to Central Public Sector Enterprises, environmental laws applicable to the Company, and other specific laws applicable to the heavy engineering industries.

Evaluation: Firm/PCS shall be evaluated for conducting the audit upon fulfilling of the eligibility criteria and quoted fees exclusive of applicable taxes, only. If two or more bidders quote the same price, Tender Committee reserves the right to decide whom should be selected as Secretarial Auditor on the basis of experience, etc.

Payment Terms: Payment will be released after issuance of the Secretarial Audit Report to the satisfaction of HEC.

Submission of Report: Secretarial Audit Report in Form No. MR-3 in accordance with the provisions of the Companies Act, 2013 will have to be submitted to the Company within One month from the date of issue of work order.

Schedule date to start the work: Secretarial Audit work should be started within one week from the date of issue of work order.

Disclaimer: HEC reserves the right to accept or reject any offer at any stage or to cancel the process entirely without assigning any reason.

Commercial Terms & Conditions:

(i) **Earnest Money deposits:** There will be no earnest money deposits.

(ii) **Security Deposits:** The security deposit will be 10% of quoted amount. The security deposit should be deposited by the selected bidder after issuance of work order, in the form of Demand Draft in favour of Heavy Engineering Corporation Ltd, payable at SBI Hatia Ranchi (Branch Code 0207), from any nationalized/scheduled bank. For successful bidder security deposit shall be released after successful completion of the job and submission of satisfactory report at the end of the period. If a Party fails to start the work within the schedule date, the Security money stands to be forfeited without showing any reason thereof. Security Money shall not carry any interest.

(iii) **CONFIDENTIALITY CLAUSE:** Documents provided to the firm should be used for inspection purposes only. It should not be used or disclosed by them for any other purposes what so ever it may be even after expiry of contract. Violation of this clause will attract legal action.

(iv) **Cost:** No charges for Travelling, Fooding, Lodging or others shall be paid except audit fee and applicable taxes.

(v) **Liquidated Damages:** If the secretarial audit report is not submitted within the prescribed period, a sum equivalent to 0.5 % of the quoted amount shall be levied for each week of delay or part thereof subject to maximum deduction of 10 % of the quoted value.

(vi) TERMINATION OF CONTRACT: HEC reserves the right to terminate the contract at any time during validity period on account of non fulfillment of contract condition, adverse feedback regarding quality of service rendered, indulgence in unethical practice or questionable integrity.

(vii) DISPUTE: Any dispute/difference of opinion shall be mutually settled with Nodal Officer. If the dispute could not be settled at Nodal Officer's level, the same is to be forwarded to CMD, HEC for decision which will be final and binding.

Important Notes:

1. The quotations shall be submitted in the letter head of the bidder and bidder should sign with seal on all pages of their offer including all enclosures/documents. All documents should be legible and incomplete quotations are liable to be rejected.
2. Quotations having cuttings, erased and overwritten, will be summarily rejected unless corrections are authenticated with the bidder signatures.
3. The experience of Lead Partner/Proprietor/Individual will be calculated from date of issue of Certificate of practice **(CoP)** by ICSI.
4. The cut –off date for ascertaining eligibility will be **01.05.2023**.
5. The sealed quotations should reach by hand/post on or before 30.06.2023 latest by 06:00 PM at the following address.
To
The Company Secretary
Heavy Engineering Corporation Limited
Hqr. Administration Building (Room
No.58)Plant Plaza Road, P.O- Dhurwa
Ranchi -834004 (JHARKHAND)
6. The PCS/ Firm or its partners or employees retained by them should have adequate knowledge and experience of the Laws for Conducting Secretarial Audit and they will be expected to conduct an in-depth examination of all documents and records of the Company and to report that all laws applicable specifically to the Company have been duly complied with subject to observations contained in the report.
7. Bidders are requested to visit the website before the last date of submission of offer/tender to ensure that they have not missed out any corrigendum, issued against the said tender.
8. The interested bidders may obtain further information from the office Company Secretary(HEC)/SECT@HECLTD.COM/9905530384.

Part – I
TECHNICAL BID

Sub: NOTICE INVITING OPEN TENDER FOR CONDUCTING SECRETARIAL AUDIT OF HEAVY ENGINEERING CORPORATION LIMITED FOR THE FINANCIAL YEAR 2022-23

Sl. No.	Particulars	To be filled in by the Bidder
1.	Name & Address of the Bidder	
2.	Contact Details (Mobile, Email, etc.)	
3.	Membership No. (In the bidder is PCS Firm, Membership No. of lead partner)	
4.	Certificate of Practice No. (In the bidder is PCS Firm, CoP No. of lead partner)	
5.	Firm Reg. No. along with issuance date	
6.	Experience of Secretarial Audit Work	
7.	Pan No.	
8.	GST Reg. No. (If applicable)	
9.	Details of Tender Fee (Amount, DD No. & Date)	
10.	Any other relevant information	

Declaration: It is hereby declared that the applicant PCS Firm/PCS namely _____ (Applied for Tender) is not debarred from conducting audit by any regulating/statutory/legal Authorities.

Note: All supporting documents duly signed and sealed by the bidder should be attached with the bid.

Dated Signature with stamp:

Name of the Bidder:

Address

Contact No.

Email:

Part – I
FINANCIAL BID

**Sub: NOTICE INVITING OPEN TENDER FOR CONDUCTING SECRETARIAL
AUDIT OF HEAVY ENGINEERING CORPORATION LIMITED FOR THE
FINANCIAL YEAR 2022-23**

Sl. No.	Particulars	To be filled in by the Bidder	
1.	Name & Address of the Bidder		
2.	Contact Details (contact no., email, etc.)		
	Professional Fee / Rate	Rate in Figure (INR)	Rate in word (INR)
	(Fee shall be inclusive of all other charges)		
	GST (If applicable) extra as per applicable rate		

Dated Signature with stamp:
Name of the Bidder:
Address
Contact No.
Email: