

# NEW TOWN KOLKATA GREEN SMART CITY CORPORATION LIMITED

Memo No. 11/NKGSCCL/Admn-03/2018

Dated : 07/01/2019.

## EXPRESSION OF INTEREST

### EXPRESSION OF INTEREST No. NKGSCCL/02/Accts of 2019

Sealed quotations are invited for the following works from the reputed Firm of Company Secretary having sufficient experience and credentials for successful completion of work of a Company Secretary in a Government Department or Government Undertaking or Authority preferably in different Govt. Departments / KMDA / WBHIDCO/NTTIDCO/HRBC/Municipalities/ Development Authority/Smart City SPV etc.

Name of the Work	Amount	Earnest Money	Period of completion
Engagement of a firm of Company Secretary to provide one Company Secretary on part time basis in NKGSCCL.	To be quoted	Rs. 5000/-	365 (Three hundred sixty five) days.

#### 1) IMPORTANT DATES

1	Bid Submission start date	10/01/2019 at 02:00 p.m
2	Bid Submission closing date	17/01/2019 at 03:00 p.m
3	Date of opening for Technical Bid	17/01/2019 at 04:00 p.m
4	Date of opening of Financial Bid	17/01/2019 at 04:00 p.m

#### 1.0 Eligible Bidder

A Firm of CS situated in West Bengal, having its registered office in Kolkata, shall submit the bid. **No consortium or sub vendor is allowed.**

**The bidder shall meet the following criteria for eligibility:**

- The bidder shall be a professional agency of CS Firm authorized to practice Company Secretary Works.

- The bidder shall have valid Trade License, Income Tax, PAN, GSTIN registration certificate and other registration and membership certificate and shall all licenses required to perform the works mentioned in the scope of work.
- The local presence of the bidder in Kolkata is mandatory.

## 2.0 Documents to Accompany the Bids

1. **Quotation documents may be downloaded from our official website** (<http://www.nkdamar.org>)
2. Bidders should note that non-compliance of the following instructions may render the Quotation liable for rejection. The **sealed envelope** shall be submitted in Quotation box in the New Town Kolkata Green Smart City Corporation Limited Utility Building, 5<sup>th</sup> floor, Action Area-I, New Town, Kolkata-700156 mentioning the EOI No and name of work. The **sealed envelope** must contain the “**Techno-commercial**” and “**Financial**”, “EMD” bid in separate envelopes.
3. **EMD (Bid Security)**

Each bid in favour of “New Town Kolkata Green Smart City Corporation Limited” payable at Kolkata must accompany an **A/c. Payee Bank Draft of Rs. 5,000.00 (Rupees Five Thousand) only**. The instrument must be from a nationalized / scheduled bank and be payable at Kolkata. The validity of the EMD instrument will be for 6 months and may have to be extended by the successful bidder till Final Acceptance of the project. The EMD will however be released after the final payment made to the agency.

## 3.0 Organizational Capability

1. The audited financial statement / audited annual report of the last three financial years.
2. Valid GSTIN registration certificate.
3. Valid membership certificate of the professional i.e. CS.
4. Details of project executed of similar nature.

## 4.0 Techno-commercial

Document to be submitted:

1. Original EOI document duly signed on all pages indicating acceptance of all term and condition.
2. Copy of Valid “Certificate of Incorporation” or Partnership deed etc.
3. Copy of Valid “Trade License” showing its registered office in Kolkata.
4. Copy of PAN/TAN.
5. Copy of Valid GSTIN Registration.
6. Copy of Income Tax Return / Trading A/c, Profit & Loss A/c and Balance Sheet / any other form of Final Accounts of the bidder for last 03 (three) year.
7. Copy of work order for providing the Company Secretary has/have been provided during the last 3 (three) years along with satisfactory work & performance certificate.
8. Bidder to confirm availability of Company Secretary at least 02(two) days in a week at the registered office along with as and when required.

9. The Bidder is to confirm that the offered Company Secretary should be a member of the institute of CS of India from the date of satisfactory placement and performance at the premises of the Purchaser.
10. No deviation to the technical as well as professional specification is acceptable.

#### **5.0 Evaluation of Quotation :-**

- i) The NKGSCCL will evaluate and compare the Quotations determined to be satisfactorily responsive based on:-
  - a) The Bids are properly signed,
  - b) The bids which conform to the Laid Down terms and conditions as mentioned in the Quotation document.
  - c) The bids which are found technically suitable according to the technical specifications of the NKGSCCL and submitted document in the Techno-commercial.
  - d) Supporting documents submitted along with the bids as required are SIGNED and LEGIBLE.

#### **6.0 Language of Bid**

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and New Town Kolkata Green Smart City Corporation Limited shall be in English.

#### **7.0 Validity of Offer**

The proposals shall remain valid for a period of one year after the last date for submission of the offer. The price offers shall remain fixed within the currency of contract and no escalation of price will be allowed.

#### **8.0 Payment Terms**

- a) Payment will be made monthly basis on submission of original copy of proof of attendance, work performed and return submitted for various Government dues with monthly bill in triplicate. In absence of these documents bills shall not be processed.
- b) Payment on accomplishing the work of a Company Secretary by abiding the various provisions of the companies Act, 2013 and other Laws as may be applicable to the Company cast onerous responsibilities on the Board of Directors for meticulous and timely compliances of many stringent provisions.

#### **9.0 Taxes & Duties**

The price to be quoted will be exclusive of Taxes which will be paid separately.

#### **10.0 Discrepancies in Bid**

In case of discrepancies in bids, the following will be adopted to correct the arithmetical errors for the purpose of evaluation. In case of discrepancy between the original and copies of bid, the original bid will be considered correct.

**11.0 Qualification Criteria :**

The Quotation Inviting and Accepting Authority will determine eligibility of each bidder. The bidders shall have to meet all the minimum criteria as stipulated in relevant clauses of this QUOTATION . The eligibility of the bidders will be ascertained on the basis of the documents submitted in support of the minimum criteria. If any document submitted by a bidder is either manufactured or fabricated or false in such case the eligibility of the bidder / Quotation er will be rejected at any stage without any prejudice to take any penal action against him / them as may be deemed fit by the Quotation Accepting Authority.

**12.0 No price preference and other concessions will be allowed as per order No.8648-F(T) dt.12.10.2012.**

13.0 In case of any typographical mistake in the specific price schedule of rates, the same will be treated to be so corrected as to conform to the prevailing relevant schedule of rates and / or technically sanctioned estimate.

14.0 NKGSCCL will not be held responsible for making payments against any anticipated profit and / or compensation for any loses or price escalation whatsoever for the works as stated in the annexure of the QUOTATION . Rate should be quoted accordingly.

15.0 The provision of the power of attorney, if any must be subject to the approval of Quotation Inviting Authority. Otherwise the Authority shall not be bound to take cognizance of such power of attorney.

16.0 The address as furnished by the contractor shall be deemed as the postal address of his / their office. Any notice or instruction to be given to the contractor under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorisation) or representative or sent by registered post to his official address as furnished by him / them.

**17.0 Late Bid**

Any bid received by the New Town Kolkata Green Smart City Corporation Limited after the bid due date and time prescribed in QUOTATION ;' is liable to be rejected. It would be the purchaser's sole decision to accept or reject a "Late Bid".

## 18.0 Opening of Bids by New Town Kolkata Green Smart City Corporation Limited

The Bidder's names, Bid modifications or withdrawals, discounts and the presence or absence of relevant Bid security and such other details as the New Town Kolkata Green Smart City Corporation Limited officer at his/her discretion, may consider appropriate, shall be announced at the time of opening.

Immediately after the closing time, the New Town Kolkata Green Smart City Corporation Limited, contact person shall open the bid for scrutiny.

- 19.0 Conditional Quotation will not be entertained and shall be deemed as 'informal'. In case of any conditional bids the Earnest Money will be forfeited.

## 20.0 New Town Kolkata Green Smart City Corporation Limited's Right to Reject any or All Bids

New Town Kolkata Green Smart City Corporation Limited reserves the right to reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

## 21.0 SCOPE OF WORK

- Selected CS firm shall have to provide one no of Company Secretary for a period of 01 (One) year, having valid registration under Institute of CS of India.
- Following works to be accomplished by the Company Secretary;
  - Carry out various provisions of the companies Act, 2013 and other Laws as may be applicable to the Company cast onerous responsibilities on the Board of Directors for meticulous and timely compliances of many stringent provisions.
  - Conducting different Board of directors Meetings and other Meetings from time to time and preparation of Minutes of the Meeting.
  - Validation of different DINs for all the Board of Directors from time to time.
  - Carryout the amendments for memorandum of association and article of association, etc.
  - Preparation of Reports / Circular / Notice / Order etc.
  - Submission of different returns to registrar of companies and other returns.
  - Any other work assigned from time to time.
- The service of the company secretary should be available at least 02 days in a week in full time basis and service may be required as and when basis.

  
Chief Finance Officer

New Town Kolkata Green Smart City Corporation Limited

**Memo No. 02/1(8)/NKGSCCL-02/2019**  
**Copy forwarded to kind information of**

**Dated : 07/01/2019.**

1. Mr. Kishore Sengupta, Financial Advisor, UD & MA Department, Govt. of West Bengal.
2. The Chief executive Officer, New Town Kolkata Development Authority.
3. The Chief executive Officer, New Town Kolkata Green Smart City Corporation Limited
4. System Manager, New Town Kolkata Development Authority
5. PA to Chairman, New Town Kolkata Development Authority
6. Notice Board, New Town Kolkata Green Smart City Corporation Limited for displaying
7. Notice Board, New Town Kolkata Development Authority
8. Official website on New Town Kolkata Development Authority (<http://www.nkdamar.org>)

Handwritten signature and date: # 07/01/19

**Chief Finance Officer**

New Town Kolkata Green Smart City Corporation Limited

**Financial Bid**

Name of Work - Engagement of an Agency for providing a Company Secretary having qualification of Company Secretary.

Sl No	Work Description	Qty	Total Price
1.	Engagement of a firm of Company Secretary to provide 01 (one) Company Secretary on part time basis in NKGSCCL.	01	To be quoted