

**Terms and Conditions for Expression of Interest (EOI) For Engaging  
Practicing Company Secretary / Firm of Practicing  
Company Secretaries**

**1.0 INTRODUCTION**

Haryana State Electronics Development Corporation Limited (Hartron) is a Company engaged in dealing with Electronics, Telecommunication and Information Technology related projects and solutions in the State of Haryana. Hartron is pioneer in the Digital solutions and working towards making the State Digitally Oriented.

Hartron Informatics Limited (HIL) is a 100% Subsidiary of Haryana State Electronics Development Corporation Limited

**2.0 SCOPE OF WORK**

The scope of work is as given under

- a) Preparation , verification and Filing of forms DIR-3, DIR-3 KYC, DIR-12, MR-1, ADT-1, MGT-7, MGT-8, MGT-14, GNL-1, INC-22, AOC-4 and any other Forms applicable as per the Companies Act,2013 & rules thereof.
- b) Conversion of Annual Accounts into XBRL mode, Preparation, verification and filing of returns in Form AOC-4.
- c) Any other forms that need to be filed as per Companies Act, 2013 or as per directions of MCA.
- d) Advice in any related matter

**3.0 SUBMISSION OF OFFER:**

- (i) Sealed offers shall be submitted in the manner as mentioned below:
  - a) First sealed Envelope superscribed as **Technical offer** – “**Engaging Practicing Company Secretary /Firm of Practicing Company Secretaries**” shall contain one full set of application documents, including **Annexure-I** .
  - b) Second sealed Envelope superscribed as “**Price offer** – “**Engaging Practicing Company Secretary/Firm of Practicing Company Secretaries**” shall contain prices filled in strictly as per Price bid format which is at **Annexure –II** of the this documents. Price should be quoted strictly as per the format and no other additional papers to be enclosed there in.

- c) Both the above envelopes should be kept in another cover and sealed and superscribed as **“offer –“ Engaging Practicing Company Secretary / Firm of Practicing Company Secretaries”** and addressed to Company Secretary, Haryana State Electronics Development Corporation Limited (Hartron), Hartron Bhawan, Bays 73-76, Sector 2, Panchkula -134109 **and shall be submitted to her office till 14.03.2024 at 04:00 PM.**

(i) Last date for Submission of Application : 14.03.2024

#### **4.0 GENERAL INSTRUCTIONS TO THE APPLICANTS**

- (i) Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.
- (ii) A technical evaluation shall be carried out prior to opening of the price offer. Applicant should attach the documentary proof/details of their experience regarding competency in undertaking contract while submitting the quotation.
- (iii) After technical evaluation, the Practicing Company Secretary / Firm of Practicing Company Secretaries as its partner, whose proposals do not meet the evaluation criteria will not be considered further processing of the offer.
- (iv) In any other matter not covered in the contract, the decision of the Company shall be final and binding on the applicants.

#### **5.0 CRITERIA FOR EVALUATION:**

**Criteria for Evaluation of Technical offer are as under:**

<b>Sl.No.</b>	<b>Particulars</b>	<b>Evaluation Criteria</b>
1.	Applicant shall be Practicing Company Secretary / Firm of Practicing Company Secretaries as its partner, having an experience of minimum 15 years in providing professional services.	Documentary proof to be submitted
2.	Having Registered/Branch Office at Chandigarh/Panchkula	Documentary proof to be enclosed.

## **6.0 METHOD OF EVALUATION:**

### **(i) Evaluation of Technical offer is as under:**

Technical offer details to be furnished as per format at **Annexure –I**.

### **(ii) Price offer evaluation will be made as under:**

- a. The price offer of techno-commercially acceptable offers only will be evaluated.
- b. The total amount which will be quoted in the price offer format as per **Annexure II** excluding GST will be considered for arriving at relative position of applicant and only lowest applicant shall be considered for award of work.

## **7.0 Termination:**

Under exceptional circumstances or if services provided is not satisfactory, Hartron and HIL are free to terminate the services without assigning any reason with one month of prior notice.

## **8.0 Period of assignment:** - will be for 2 Financial Years from the date of LOI/WO, renewable each year with the approval of Competent Authority on satisfactory performance.

## **9.0 PRICE**

Contractor shall quote their fee in **Annexure – II**, i.e, only in the Price offer.

The service charge quoted shall be firm for the entire period of the contract and not subject to any escalation whatsoever in nature.

GST or any other taxes imposed from time to time by Government shall be reimbursed, if applicable, on production of proof of remittance of services.

Statutory deduction towards all applicable taxes shall be made as per rules.

## **10.0 Payment Terms:**

GST as applicable will be paid extra. In addition to this, any statutory payment deposited by the Firm through challan in respect of the above jobs will be reimbursed on actual basis. The firm should submit their bills on monthly basis to the O/o Company Secretary for authentication of job done /payment made. Payment will be made within 30 days of receipt of invoice and satisfactory completion of services.

**11.0 Paying Authority:** The paying authority shall be Head-Finance and Accounts Division, Hartron, Hartron Bhawan Bays 73-76, Sector 2, Panchkula - 134109 on certification by Company Secretary.

**12.0** Any agency/organization/parties/ personnel who would be interested may submit their response with the relevant details and credentials with supportive documents on or before 14.03.2024 @ 04.00 PM to the below mentioned address.

Company Secretary  
Haryana State Electronics Development Corporation Limited (Hartron)  
Bays No. 73-76, Sector- 2,  
Panchkula - 134109.

### **13.0 Arbitration**

In case the dispute cannot be resolved by amicable settlement then the matter will be resolved as per the Arbitration and Conciliation Act, 1996.

The applicant is expected to examine all, instructions, forms, terms and conditions in the application documents. Failure to furnish all information required as per the application documents or submission of a bid not substantially responsive to the application documents in every respect will be at the applicant's risk and shall result in rejection of the offer. Confirm acceptance of all terms and conditions without any reservation.

Conditional offers are liable for rejection.