

**Terms and Conditions for Expression of Interest (EOI) For Engaging Practicing
Company Secretary for filing statutory forms**

1.0 INTRODUCTION

Haryana Kaushal Rozgar Nigam Limited was established under the Companies Act, 2013 on 13.10.2021.

Haryana Kaushal Rozgar Nigam Limited (HKRNL) an initiative by the Hon'ble CM of Haryana Aims at providing a permanent solution for exploitation of contractual employees by private contractors by focusing on employment opportunities in Government departments, boards, Corporations, Statutory entities and other organizations owned and controlled by the state government in a robust and transparent manner of deployment and management of manpower using IT platform.

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 ELIGIBILITY CRITERIA

Following are the eligibility criteria for Practicing Company Secretary / Firm of Practicing Company Secretaries to submit their offer: -

- a. Practicing Company Secretary/ Firm of Practicing Company Secretaries as its partner, having an experience of minimum 10 years in providing professional services to organizations as on 01.01.2025.
- b. Practicing Company Secretary / Firm of Practicing Company Secretaries should have Registered/Branch Office located at Chandigarh/Panchkula,
- c. Practicing Company Secretary / Firm of Practicing Company Secretaries shall have all requisite infrastructures & software as per MCA 21 norms at Registered/Branch Office located at Chandigarh/Panchkula.

4.0 Cost of Application Fee:

The applicant shall submit application fee of Rs.1180/- (Rupees one thousand one hundred eighty only) (inclusive of applicable taxes) nonrefundable in the shape of Demand Draft in f/o HKRNL Payable at Panchkula along with their offer. The application without the requisite fee will not be considered.

5.0 SUBMISSION OF OFFER:

- (i) Sealed offers shall be submitted in the manner as mentioned below:
 - a) First sealed Envelope super scribed 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 super scribed 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 this documents. Price should be quoted strictly as per the format and no other additional papers to be enclosed their in.
 - c) Both the above envelopes should be kept in another cover and sealed and super scribed as **“offer – “Engaging Practicing Company Secretary / Firm of Practicing Company Secretaries”** and addressed to Company Secretary, Haryana Kaushal Rozgar Nigam Limited (HKRNL), C-16, Sector-6, Panchkula and **shall be submitted to her office till 10.05.2025 till 04:00 PM.**
- (ii) Last date for Submission of Application : 10.05.2025 till 4:00 PM

6.0 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.

7.0 CRITERIA FOR EVALUATION:

Criteria for Evaluation of Technical offer are as under:

Sl.No.	Particulars	Evaluation Criteria
1.	Applicant shall be Practicing Company Secretary / Firm of Practicing Company Secretaries as its partner, having an experience of minimum 10 years in providing professional services.	Documentary proof to be submitted
2.	Having Registered/Branch Office at Chandigarh/Panchkula	Documentary proof to be enclosed.

8.0 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** will be considered for arriving at relative position of applicant and only lowest applicant shall be considered for award of work.

9.0 TERMINATION:

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

10.0 PERIOD OF CONTRACT: -

Initially the period of contract shall be for the completion of secretarial audit for the two Financial Year extendable on same term & conditions with the approval of competent authority on satisfactory performance of the PCS/firm.

11.0 PRICE

PCS/Firm shall quote their rates in **Annexure – II**, i.e., only in the Price offer. The rates quoted shall be firm for the entire period of the contract and not subject to any escalation whatsoever in nature. Statutory deductions towards all applicable taxes shall be made as per rules

12.0 PAYMENT TERMS:

The firm should submit their bills to the O/o Company Secretary for authentication of job done. 100% Payment after statutory deduction shall be made within 30 days of receipt of invoice and satisfactory completion of work done.

13.0 PAYING AUTHORITY:

The paying authority shall be Head-Finance and Accounts Division, HKRNL, HKRNL C-16, Sector 6, Panchkula on certification by Company Secretary.

14.0 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 10.05.2025 @ 04.00 PM to the below mentioned address.

Company Secretary
Haryana Kaushal Rozgar Nigam Limited
C-16, Sector-6 Panchkula.

15.0 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.

Technical offer

Sub: Engaging Practicing Company Secretary / Firm of Practicing Company Secretaries for
SECRETARIAL AUDIT

Ref: HKRNL/_____ Dated __. __.2025

Sl.No	Particulars	Particulars to be filled in by the applicant clearly (use additional sheet if required).
1	Name of Practicing Company Secretary / Firm of Practicing Company Secretaries	
2	Registered Office Address with Pin Code and Office Address at Chandigarh/Panchkula with Pin Code	
3	Contact details (Telephone no., mobile no, email id etc.)	
4	Firm Registration No. & Date of Registration with the Institute of CS as a Practicing Firm (Attach copy of Registration)	
5	Details of Partners / Proprietor of the Firm as on date of application (Name, Membership No., Date of joining the Firm etc.)	
6	PAN No. (Attach Photo Copy of PAN Card.)	
7	GST Registration No. & Date (Attach Photo Copy)	
8	Please furnish relevant details such as Name of the Bank & address, Account No. & type, RTGS Code etc. for payment purpose.	
9	Experience in providing professional services	
10	Application Fee of RS.1180/- DD No. Date:	

Note: Applicant has to submit the details with documentary evidences. The documents attached to the offer must be serially numbered and duly signed with Official seal.

Date:

Seal & Signature

Annexure -II

Price offer

Sub: Engaging Practicing Company Secretary /Firm of Practicing Company Secretaries/for
SECRETARIAL AUDIT

Ref: HKRNL/CS/_____ Dated _____ 2025

Item No.	Name of work	Rate Quoted (Rs)
1.	Reporting on compliance of Five laws as mentioned in form MR-3: <ul style="list-style-type: none">• Companies Act, 2013,• Securities Contracts (Regulation) Act, 1956 ('SCRA')• Depositories Act,1996,• Foreign Exchange Management Act,• Securities and Exchange Board of India Act, 1992• Reporting on compliance of 'Other laws as may be applicable specifically to the company' which shall include all the laws which are applicable to specific industry• Examining and reporting whether the adequate system and processes are in place to monitor and ensure compliance with general laws like labour laws, competition law, environmental laws.	
2.	Applicable GST	
3.	Total amount including GST	

Signature & Seal

Note:

1. Price quoted at SL. No. 1 above shall be exclusive of GST Rate and amount of GST as applicable shall be mentioned separately at SL NO. 2
2. The price shall be firm and binding without any escalation whatsoever during the entire duration of the contract.
3. Any variation in GST shall be borne by HKRNL.
4. Income tax / statutory deductions as per prevailing rates shall be deducted from the bill.
5. Prices shall be filled in the Price Schedule with ink. Price Schedule shall not be typed again. Please ensure that all columns where prices need to be mentioned are filled up without any overwriting and corrections. In case of a difference between the quote in words and in numbers, the quote in words shall prevail.

Price offer shall be signed and sealed on each page and shall not contain any alterations/conditions/ notes whatsoever.

Letter of undertaking

(To be given on the official letter head of the applicant)

To

The Chief Executive Officer
Haryana Kaushal Rozgar Nigam
C-16, Sector-6
Panchkula - 134109

Dear Sir,

Having examined and perused the Advt. EOI No. HKRNL/_____ dated _____ for Engaging Practicing Company Secretary / Firm of Practicing Company Secretaries:

I/We agree to perform such services and execute such works upon the terms and conditions hereinafter contained as may be amended during the audit.

I/we hereby distinctly and expressly declare and acknowledge that before submission of my EOI, I have carefully followed the EOI enquiry instructions and clearly understood all the terms and conditions of EOI.

Thanking you

Yours Sincerely,

Signature of Authorized person
with office seal

Date: