

राजस्थान स्टेट पावर फाइनेन्स एण्ड फाइनेन्शियल सर्विसेज कॉरपोरेशन लिमिटेड  
*Rajasthan State Power Finance and Financial Services Corporation Limited*  
(A Government of Rajasthan Undertaking)  
CIN:U65923 RJ 2012 SGC 041087

Registered Office: 1<sup>st</sup> Floor, Rajasthan State Textbook Board, 2-2A, Jhalana Dungri, Jaipur 302004  
Email : rspfcl@rajasthan.gov.in, Tel. No.: +91-141-2708611, Fax-2708611  
Website : http://rspfcl.rajasthan.gov.in

F.No.F1(b)(3)/Estt./RSPF&FSCL/CS/2024/348

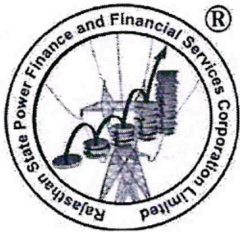
Dated:- 18/6/2024

**Notice Inviting Bid (NIB) Cum Bid Document**

Open bids are invited from registered and experienced firms for providing "whole time Company Secretary" on fixed monthly remuneration for a duration of one year.

**The details and schedule of procurement are as follows:**

S. N.	Event Description	
1	Procuring Corporation	Rajasthan State Power Finance and Financial Services Corporation Ltd (RSPF&FSCL)
2	Work detail	Hiring the services of "Whole time Company Secretary" for duration of one year.
3	Estimated cost of the work	₹ 9.00 Lacs
4	Cost of Bid Document	₹590/-
5	Bid Security	₹ 18,000/-
6	Start Date of Downloading Bid document	From: 18.06.2024
7	End Date of Downloading Bid document	Upto: 24.06.2024.
8	Last Date of Submission of Bid (Bid Due Date)	Upto: 24.06.2024, 05:00 PM
9	Date, Time and Venue of Technical Bid Opening	On: 25.06.2024 12:30 PM Venue: Registered office of the Corporation
10	Date, Time and Venue of Financial Bid Opening	Shall be displayed on website and SPPP.
11	Issue of Letter of engagement to Selected Bidder	Shall be displayed on website and SPPP.



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12	Signing of Contract Agreement	Within 15 days of Letter of engagement.
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- I. Bid document can be downloaded from: [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) and the website of the Corporation i.e. <http://rspfcl.rajasthan.gov.in>.
- II. Bid form cost, bid security and performance security (in case of engagement) shall be deposited by demand draft or bankers cheque in the name of **Rajasthan State Power Finance and Financial Services Corporation Limited** or through electronic transfers i.e. NEFT etc to the following account details:  
Account holder Name: **Rajasthan State Power Finance and Financial Services Corporation Limited.**  
Name of Bank: **Bank of Maharashtra**  
Branch IFSC: **MAHB0001360 (Vidyadhar Nagar, Jaipur)**  
Account Number: **60403465112**
- III. The Managing Director, RSPF&FSCL reserves the right to cancel/reject any/all bids without assigning any reason.
- IV. In the event of public holiday or unforeseen circumstances, the bid shall be opened on the next working day.

**1. Company and work details:**

- 1.1. Rajasthan State Power Finance & Financial Services Corporation Limited(RSPF&FSCL), is a wholly owned Govt of Rajasthan undertaking under the administrative control of the Department of Finance, GoR.
- 1.2. RSPF&FSCL, a non-deposit taking systemically important NBFC registered with the Reserve Bank of India, is looking to engage an experienced Company Secretary from professional company secretary firms on a contractual basis through an open competitive procurement method.
- 1.3. The bidder should be a Practicing Company Secretary firm having an experience of practice of at least two years. (Provide a copy of the registration certificate with technical bid.)
- 1.4. The bidder should necessarily produce a consent letter of the candidate that he/she is prepared to work for 1 year for the Corporation at amount proposed by the bidder in its Financial Bid and to abide by other terms and conditions. (Provide copy of consent letter with technical bid.)





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- 1.5. The bid is to be submitted in a big sealed envelope containing two separate by sealed envelopes in it one for Technical Bid and another for Financial Bid. These bids are being invited through open competitive bidding process as per the provisions of the Rajasthan Transparency in Public Procurement Act, 2012 and Rules 2013.
- 1.6. The bidder has to follow all the provisions of RTPP Act, 2012 and RTPP, Rules 2013.
- 1.7. In case of any change in bidding schedule or in bid document, information shall be published through website of the corporation or through SPPP(only).

## **2. Eligibility Criteria and other General Conditions of Bid**

- 2.1 Company Secretary to be deputed at the Corporation by successful bidder should have following qualifications and experience:

### **2.2.1 Mandatory qualifications:-**

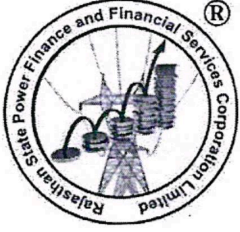
Company Secretary	Passed the Company Secretary course from ICSI.
Graduation	Final degree in Commerce from a recognized University with at least 60% marks or equivalent Grade level.

### **2.2.2 Additional qualifications:-**

LLB	Final degree from a recognized institute or university.
CA	Passed the Chartered Accountant course from ICAI.

### **2.2.3 Experience:-**

The Candidate should have minimum three years experience of working as Company Secretary in a Govt or Private Company/Firm/ of repute. The Company shall conduct a personal interview/discussion with the person whose services are offered by the agency to ensure suitability of the person before opening of the financial bid.



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- 2.2 Bidder shall be required to submit its bid containing all details as required in the bid forms (technical form and financial form).
- 2.3 The bidder shall, in the last 5 years, should have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial Corporation or a judicial pronouncement or order by any procuring entity or arbitration award against the bidder, nor been expelled from any Consultancy work or contract nor have had any contract terminated for breach by such bidder.
- 2.4 The bidder shall not have a conflict of Interest (the "Conflict of Interest") that affects the bidding process. Any bidder found to have a Conflict of Interest shall be disqualified.
- 2.5 The Corporation reserves the right to contact the bidder, their clients, and other such sources for verifying the information, references and data submitted by the bidder in the bid including the supporting documents/ evidences/ certificates submitted by the bidder(s) as required in the bid, without further reference to the bidder(s).
- 2.6 Failure by the bidder to provide all requisite information in the bid or additional information required by the Corporation shall be at the bidders' sole risk and cost and may impact evaluation of the technical bid and/or financial bid besides leading to rejection of bid as being non-responsive.
- 2.7 The Corporation shall be fully entitled to disqualify any bidder from bidding process for any reasons whatsoever including but not limited to the following:
  - a) failure to submit the requisite information and additional documents, based on which bidder has claimed financial eligibility/technical eligibility, within the required time frame sought by the Corporation for evaluation of the bid;
  - b) willful misrepresentation in any document submitted by the bidder;
  - c) if a bidder submits more than one bid;
  - d) the information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation or was materially inaccurate or incomplete;
  - e) If a bidder submits a non-responsive or qualified or conditional Bid;
  - f) If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive





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- g) If a bidder withdraws its bid during the period of bid validity as specified in this bid document and as extended by the bidder from time to time;
- 2.8 Any attempts or efforts by a bidder to influence the processing or evaluation of bids or decision-making process of the Corporation or any officer, agent or advisor thereof, may result in the rejection of such bidder's bid.
- 2.9 The bid shall be summarily rejected if it is not accompanied by bid document fee and bid security.
- 2.10 The bid shall remain valid for a period of 90 days from the bid submission date.
- 2.11 Each page of the bid document should be signed by the bidder as confirmation of accepting all the conditions of the bid.
- 2.12 RSPF&FSCL, may in its sole discretion and at any time during the bid process, may disqualify any bidder if the bidder has;
- (a) Made misleading or false representations in the forms, statements & attachments submitted in the proof of eligibility requirements.
  - (b) If found to have a record of poor performance such as abandoning works, not properly completing the contracts, delaying completion, or financial failure etc.
  - (c) Submitted bid document, which is not accompanied by required documents and bid security or non-responsive in other manner.
  - (d) Failed to provide clarification related to the bid, when sought. (on email provided in the bid)
  - (e) Submitted more than one bid. This will cause disqualification of all bids submitted by such applicant.

### 3. Technical Conditions of Bid

- 3.1. The bid document shall be available on the state procurement portal (<https://sppp.rajasthan.gov.in>) and the website of the Corporation i.e; <http://rspfcl.rajasthan.gov.in> during the specified time period.
- 3.2. At any time prior to the bid due date, the Corporation may for any reason, whether on its own initiative or as a result of a response to written queries, modify the /bid document/extend/bid due date by issuing an "Addendum/Corrigendum". Any modification of the bid document shall be made by the Corporation exclusively through the issue of addendum/



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corrigendum. Addendum/corrigendum shall be notified on the state procurement portal (<https://sppp.rajasthan.gov.in>) and the website of the Corporation i.e; <http://rspfcl.rajasthan.gov.in>. Such Addendum/Corrigendum shall from integral become part of the bid document.

- 3.3. The bidder shall provide all the information sought under this bid document.
- 3.4. Bidder shall submit its bids in accordance with the provisions set forth in this bid document. In order to enable consistency among bids and to facilitate smooth evaluation by the Corporation, some formats in which the bidders shall provide information/data comprising bids are given in this bid document. The Corporation shall evaluate only those bids that are received in the required format complete in all respects and in line with the instructions contained in this bid document.
- 3.5. The bids should be submitted in a sealed cover containing two following sealed covers:-

(A) The first sealed cover should be superscripted "Technical Bid" and should contain:

S. No	Document Type	Document Format
1	Technical Bid form	As per the format specified at Annexure-I (in PDF Format)
2	Tender Fee	A Demand Draft/bankers cheque of ₹ 590/- in favour of the Corporation or NEFT/Electronic transfer details to the credit of Corporation.
3	Bid Security	A Demand Draft/bankers cheque of ₹18,000/- in favour of the Corporation or NEFT/Electronic transfer details to the credit of Corporation.
4	Consent letter of the candidate with Bio data	Copies to be enclosed.
5	Registration as a practicing company secretary firm.	Copies to be enclosed.
6	Educational qualification and work Experience	As per Annexure-I along with self-certified supporting





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		documents.
7	Other Supporting Documents	If , any

- 3.6. The second sealed envelope superscripted "Financial Bid" should contain only rates which are to be quoted on per month basis. Annexure-II of this bid document is to be used for quoting rates.
- 3.7. Both the sealed covers should be placed in the main sealed envelope superscripted "Bid for Whole time Company Secretary". This should be addressed to the General Manager (Finance), Rajasthan State Power Finance and Financial Services Corporation Ltd, 1st Floor, Rajasthan State Textbook Board, 2-2A, Jhalana Dungri, Jaipur-302004. It may be sent by post or delivered by hand latest by 05.00 pm on 24.06.2024. Any bid by e-mail will not be accepted. The delay due to courier/post shall not be accepted.
- 3.8. Any corrections in the technical bid such as interlineations, erasures or overwriting shall be valid only if they are signed and stamped by a bidder.
- 3.9. The technical evaluation shall be done in two stages. The Corporation, in first-part, shall open the technical bids on the specified date and time mentioned in bid document. The firm fulfilling the eligibility and other conditions (as per annexure-III ) along with the proposed candidate of the bid document shall be considered qualified in first stage.
- 3.10. The candidate proposed by the firms found eligible in the first stage will be insisted to send the candidate for PI (Second Stage).
- 3.11. The company shall then interview the proposed candidates for their suitability and experience of the technically qualified bids as second stage of technical evaluation.
- 3.12. The Candidate securing more than 60% marks as per annexure-III will be considered technically qualified.
- 3.13. The bids of technically qualified bidders at this stage shall be only considered eligible for financial evaluation as given in annexure-II.
- 3.14. Corporation shall prepare a list of the bidders attending the opening of technical bids and obtain their signatures on the same. The list shall also contain the names and telephone number and corresponding bidders' names and addresses.



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- 3.15. Corporation shall also notify about the date, time and venue of opening of financial bids on state procurement portal [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) and also individually to each of the technically qualified bidders.
- 3.16. The bidder who submits the lowest price bid (financial bid) among the technically qualified bidders shall be engaged by RSPF&FSCL.
- 3.17. After selection, a letter of engagement shall be issued by the Corporation to the lowest bidder/selected bidder.
- 3.18. Successful bidder shall have to deposit performance security (@5% of the total contract value).
- 3.19. Performance security amount in full or part may be forfeited, if any of the terms & conditions of contract is/are violated.
- 3.20. Performance Security should remain valid upto 60 days beyond the expiry of contract period (including extended period, if any).
- 3.21. No interest will be paid on the amount deposited as Performance Security.
- 3.22. The successful bidder will require to execute an agreement on Non Judicial Stamp paper of appropriate value within 15 days of receipt of the order.
- 3.23. In the third part, the financial bids of only technically qualified bidders shall be opened who shall be informed about the venue, date and time of opening of financial bids.

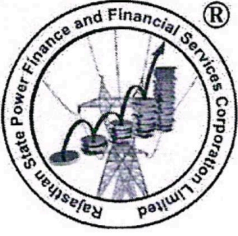
#### **4. Scope Of Work**

##### **4.1 As Company Secretary**

To provide services of a Company Secretary, the scope of work will be, but not limited to, as under:-

- 4.1.1 To report to the Board about compliances with the provisions of Companies Act, the rules made there under and other laws applicable to the Company;
- 4.1.2 To prepare and file various statutory returns and reports and ensure adherence to all compliances specified under Companies Act, 2013 secretarial compliances including the and other relevant acts such as taxations;





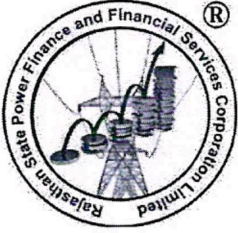
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- 4.1.3 To convene and organize the Annual General Meeting, the Board of Directors meetings. The Executive Committee Meetings, the Extra Ordinary General Meetings including preparation of agenda note, the notice as well as the circulation of the agenda and preparation of draft minutes of the meeting;
- 4.1.4 Ensure all meetings are convened as per norms and statutory guidelines;
- 4.1.5 Ensure accurate and timely recording of approved minutes of meetings convened and conducted, including the AGM, the EGM and the BOD;
- 4.1.6 Maintain and update all statutory records and registers;
- 4.1.7 To represent before various regulators and other authorities under the Act in connection with discharge of various duties under the Act;
- 4.1.8 To assist the Board in the conduct of the affairs of the Company;
- 4.1.9 To assist and advise the Board in ensuring good corporate governance and in complying with the corporate governance requirements and best practices;
- 4.1.10 Ensure timely response to audit para's related to the Companies Act, 2013 and other corporate governance matters;
- 4.1.11 To discharge such other duties as have been specified under the Act or/and Rules.
- 4.1.12 Any other task assigned by the General Manager/ Managing Director or any other higher authorities.

**4.2 As Chief Compliance officer**

- 4.2.1 To assist the top management in managing effectively the compliance risk faced by the company.
- 4.2.2 To advice and assist the senior management on compliance laws, rules and standards; provide guidance to staff on appropriate implementation of compliance laws, rules and standards through policies and procedures and other documents such as internal code of conduct etc.
- 4.2.3 Identify compliance failures in the organisation using various audits like internal audit, secretarial audit etc. as a feedback mechanism.



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- 4.2.4 To interact with Chief Compliance Officer (CCO) of various departments' head of the organisations like legal, accounts department etc. and take inspection of the latest developments.
- 4.2.5 Monitor and test compliance by performing sufficient and representative compliance testing and report the result to the senior management.
- 4.2.6 To consider the ways to measure compliance risk by using performance indicators and use such measures to enhance compliance risk assessment.
- 4.2.7 To conduct compliance reviews/investigations, whenever required.
- 4.2.8 Circulate instances of compliance failure among staff along with preventive instructions once a year.
- 4.2.9 To discharge such other duties as have been specified in Compliance function policy of the Corporation.

**Note: The company secretary has to perform all the works and compliances given in the Companies Act, 2013.**

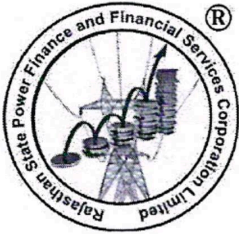
## **5. Payment system**

- 5.1 As per price quoted by successful bidder, the payment shall be made monthly on or before 10<sup>th</sup> of the next month for the preceding month. Applicable deductions shall be made as per tax laws.

## **6. Miscellaneous**

- 6.1 The person deployed by the firm should be polite, cordial, positive, efficient and medically fit in all respect.
- 6.2 The contracting agency shall immediately provide a substitute (having similar qualification and experience) in the event of Company Secretary provided by the agency leaves the job due to his/her personal reason or if he/she is found unacceptable to the Corporation. The delay in providing a substitute beyond two working days would attract a penalty of Rs. 1000/- per day.
- 6.3 The Company Secretary is required to work at registered office of the corporation during normal working hours on all working days. The





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suitable office space will be provided by the Corporation to the Company Secretary.

- 6.4 The Company Secretary will be entitled for 12 casual leave on a proportionate basis during the contract period.
- 6.5 The Company Secretary must keep all matters confidential relating to the proceedings and files of the Corporation.
- 6.6 The Corporation requires that the Company Secretary provide his/her services in a professional, objective and impartial manner and at all times hold the Corporation's interests paramount. They shall not engage, either directly or indirectly, during the term of this assignment in any business or activities which would conflict with the activities assigned to him/her by the Corporation.
- 6.7 Any clarification about the bid document may be obtained on phone from Sh. Pankaj Jangid, Asst. General Manager (Admin.) of the Corporation at the Phone No. 0141-2708611.
- 6.8 The M.D, RSPF&FSCCL reserves all rights to accept or reject in part or full any or all the offers without assigning any and/or to withdraw relax any of the terms and conditions mentioned above.

## **7 Termination of the Contract:**

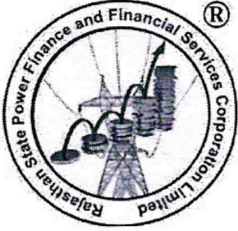
- 7.1 RSPF&FSCCL by giving 15 days notice to the firm may terminate the contract, if the consultant is unable to accomplish the assigned works or if the performance of the consultant is not satisfactory or a material misrepresentation is noticed.
- 7.2 The firm may also terminate the contract by giving at least 15 days notice to the Company.

## **8 Additional Conditions of Contract**

### **8.1 Correction of arithmetical errors**

Provided that a financial bid is substantially responsive, the procuring entity will correct arithmetical errors during evaluation of financial bids on the following basis:

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the procuring entity



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there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the bidder that submitted the lowest evaluated bid does not accept the correction of errors, its bid shall be disqualified and its bid Security shall be forfeited.

## 8.2 Procuring Entity's Right to Vary Quantities:

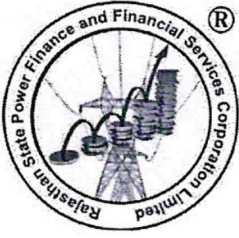
In present case the procuring entity may extend the period of engagement by placing a repeat order on the rates and conditions of the original order. However, the additional period shall not be more than 50% of the original contract period.

## 9 Appeals:

- 9.1 The designation and address of the First Appellate Authority is Chairman, RSPF&FSCL
- 9.2 The designation and address of the Second Appellate Authority is Managing Director, RSPF&FSCL.
- 9.3 Filing an appeal

If any bidder or prospective bidder is aggrieved that any decision, action or omission of the procuring entity is in contravention to the provisions of the act or the rules or the guidelines issued thereunder, he may file an appeal to first appellate authority, as specified in the bidding document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:





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*Rajasthan State Power Finance and Financial Services Corporation Limited*  
(A Government of Rajasthan Undertaking)  
CIN:U65923 RJ 2012 SGC 041087

Registered Office: 1<sup>st</sup> Floor, Rajasthan State Textbook Board, 2-2A, Jhalana Dungri, Jaipur 302011  
Email : rspfcl@rajasthan.gov.in, Tel. No.: +91-141-2708611, Fax-2708611  
Website : <http://rspfcl.rajasthan.gov.in>

Provided that after the declaration of a bidder as successful the appeal may be filed only by a bidder who has participated in procurement proceedings:

Provided further that in case a procuring entity evaluates the technical bids before the opening of the financial bids, an appeal related to the matter of financial bids may be filed only by a bidder whose technical bid is found to be acceptable.

The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.

If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the procuring entity is aggrieved by the order passed by the first appellate authority, the bidder or prospective bidder or the procuring entity, as the case may be, may file a second appeal to second appellate authority specified in the bidding document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the first appellate authority, as the case may be.

9.4 Appeal not to lie in certain cases

No appeal shall lie against any decision of the procuring entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of bidders in the bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

9.5 Form of Appeal

An appeal under para (1) or (3) above shall be in the annexed form at Appendix-E along with as many copies as there are respondents in the appeal.



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Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

Every appeal may be presented to first appellate authority or second appellate authority, as the case may be, in person or through registered post or authorized representative.

10.6 Fee for filing appeal

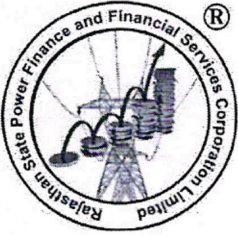
- a. Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- b. The fee shall be paid in the form of bank demand draft or banker's cheque of a scheduled bank in India payable in the name of appellate authority concerned.

10.7 Procedure for disposal of appeal

- (a) The first appellate authority or second appellate authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the first appellate authority or second appellate authority, as the case may be, shall,
  - (i) hear all the parties to appeal present before him; and
  - (ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the appellate authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the state public procurement portal.

General Manager (Finance)  
RSPF&FSCL





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**Code Of Integrity**

**Appendix-C :**

**Compliance with the Code of Integrity and No Conflict of Interest**

Any person participating in a procurement process shall –

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

**Conflict of Interest:-**

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

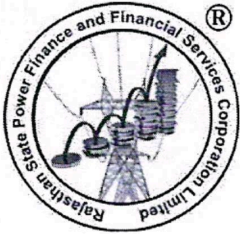


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- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
  - a. have controlling partners/ shareholders in common; or
  - b. receive or have received any direct or indirect subsidy from any of them; or
  - c. have the same legal representative for purposes of the Bid; or
  - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
  - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
  - f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
  - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.





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Appendix D

**Declaration by the bidder regarding qualification**

In relation to my/our bid submitted to ..... for procurement of ..... in response to Notice Inviting Bids No..... Dated..... I/we hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the bidding document issued by the procuring entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
5. I/we do not have a conflict of interest as specified in the Act, Rules and the bidding document, which materially affects fair competition;

(Signature of bidder)

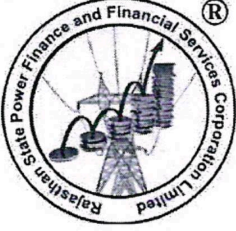
Date:

Name:

Place:

Designation:

Address



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Appendix- E

FORM No. 1

[See rule 83]

Memorandum of Appeal under the Rajasthan Transparency in Public  
Procurement Act, 2012

Appeal No ..... of .....

Before the ..... (First / Second Appellate Authority)

1. Particulars of appellant:

- (i) Name of the appellant:
- (ii) Official address, if any:
- (iii) Residential address:

2. Name and address of the respondent(s):

- (i)
- (ii)
- (iii)

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal: .....

(Supported by an affidavit)

7. Prayer: .....

Place .....

Date .....

Appellant's Signature

General Manager (Finance)  
RSPF&FSCL



**Annexure-I****(Technical Bid Form)****Part-A**

1	Name of the Firm:-	
2	Complete Postal Address of the Firm:-	
3	Telephone No/Fax:-	
4	Email :-	
5	GST Number (If registered)	
6	PAN	
7	Registration No/Date:-	
8	Details of cost of bid form	
	a)Amount	₹ 590/-
	b)Demand Draft/Bankers Cheque number and date or E-payment supporting	
	c) Name of the Payment Bank	
	d) NEFT Details (If E-payment)	
9	Details of cost of bid security	
	a)Amount	₹18,000/-
	b)Demand Draft/Bankers Cheque number and date or E-payment supporting	
	c) Name of the Payment Bank	
	d) NEFT Details (If E-payment)	
10	Qualification Details (Self certified copy of mark-sheets as per part B of the annexure)	Enclosed  (Yes/No)

11	Work Experience (Self certified copy of work order / completion certificate as per part-C of this annexure)	Enclosed  (Yes/No)
12	Code of Integrity (Appendix- C&D)	Enclosed  (Yes/No)

### PART-B

#### Educational qualification starting from senior secondary:

S.No	Name of the institution	Qualification	Year	Percentage/Grades

(attach documents)

### PART-C

#### Work experinace of Company Secretary:

S.No	Name of the institution	Work Period in completed Years (Please mention start & end date)	Nature of work

Date:-

Name:-

Sign:-

Seal:-



**Annexure-II**

**Financial Bid Form**

(Please put it into another envelope super scribed Financial Bid)

1	Name of the Firm:-	
2	Complete Postal Address of the Firm:-	
3	Monthly Charges for Company Secretary Service as per Bid Amount	Rs. ....
4	Service Charge	Rs.....
5	Total	Rs.....

(GST as applicable from time to time shall be paid separately.)

Signature of Authorized Signatory

Date:-

Name:-

Seal:-

### Annexure-III

Marking pattern for professional CS being proposed for engagement in the Company

#### **Mandatory qualifications:-**

1	Company Secretary	Passed the Company Secretary course from ICSI.
2	Graduation	Final degree in Commerce from a recognized University with at least 60% marks or equivalent Grade level.

#### **Additional qualifications:-**

#### **Total Marks:- 100**

1	LLB(additional)	10 marks
2	CA(additional)	5 marks
3	Other related additional degree/diploma/certificate (M.B.A/PG etc)	2 marks for diploma 3 marks for degree 1 marks for certificate course ( Maximum 5)
4	Experience a)Any Company/Firms	2 marks for one complete year; (Maximum 10)
	b) Private NBFC	3 marks for one complete year; (Maximum 15)
	c) Government NBFC	5 marks for one complete year; (Maximum 25)
5	Personal Interview	30 marks