

# HINDUSTAN URVARAK & RASAYAN LIMITED

(A JOINT VENTURE OF CIL, NTPC, IOCL, FCIL & HFCL)



## SECTION – I

### NOTICE INVITING TENDER

(NIT)

**NAME OF PACKAGE: APPOINTMENT OF SECRETARIAL AUDITOR  
FOR FY 2024-25 AND ONWARDS.**

**NIT NO: HURL/HQ/CS535, DATED 05.12.2024**



**1.0** HURL (Hindustan Urvarak & Rasayan Limited) invites on-line bids on Open Tender basis under Two Bid system for aforesaid package.

**2.0 Brief Details**

Published Date	Refer CPP Portal
Bid Document Download / Sale Start Date	Refer CPP Portal
Bid submission Start Date	Refer CPP Portal
Last Date and Time for Bid submission	Refer CPP Portal
Technical Bid Opening Date & Time	Refer CPP Portal
Earnest Money Deposit (EMD) in INR	Nil
Pre-Bid Conference Date & Time (if any)	Refer CPP Portal
Last Query Date	Refer CPP Portal
Reverse Auction	Shall be intimated later.

~~**3.0** EMD/Bid Security shall be submitted in a sealed envelope separately offline/online by the stipulated bid submission closing date and time at the address given below. Any bid without an acceptable Bid Security (if applicable) shall be treated as non-responsive by the employer and shall not be opened.~~

Sh. Surajit Mahindar  
Manager (C&M)  
Hindustan Urvarak & Rasayan Limited  
(A Joint Venture of CIL, NTPC, IOCL, FCIL & HFCL)  
Core-4, 9th Floor, SCOPE Minar,  
Laxmi Nagar District Centre, New Delhi 110092.

~~**4.0** MSE bidders are exempted from submission of EMD as per provisions in the Tender Documents.~~

~~MSE bidders seeking benefits of MSE as specified in the Tender Documents, must submit Attested/Self attested copy of Registration certificates (as mentioned in clause 4.0 of ITB) failing which no benefit of MSE shall be extended.~~

**5.0** A complete set of Bidding Documents may be downloaded by any interested from the e-tendering Site (<https://eprocure.gov.in/eprocure/app>).

Bidder who has downloaded the tender from the Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender document/form including downloaded price bid template in any manner. In case the same is found to be tampered/modified in any manner, bid will be completely rejected and EMD would be forfeited and Bidder is liable to be banned from doing business with HURL for a period of two years.

Intending Bidders are advised to visit CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.



*A bidder can submit only one bid, in case of multiple bids by same bidder, all the bids of such bidder will be rejected.*

*Not more than one tender shall be submitted by one bidder/bidder(s) having business relationship. For clarification, Business relationship means bidders having common proprietor/partner(s)/director(s). In such case all such bids will be rejected.*

*In case Father (including step-father), Mother (including step-mother), Son (including step-son), Son's wife, Daughter, Daughter's husband, Brother (including step-brothers), Sister (including step-sisters) & Spouse submit their bid for the same tender, all such bids will be rejected. However, in case they are a separate entity and are participating in the same tender they will provide an affidavit to this effect, as per **Annexure 16** (enclosed at Section VI, Forms and Procedures of the Tender Document), stating that they do not have a business relationship with the other bidders.*

*At the time of submission of Tender, the TENDERER shall submit a declaration stating if the TENDERER or any employee of the TENDERER or any person acting on behalf of the TENDERER, either directly or indirectly, is a relative of any of the employees of HURL, or, if any relative of an employee of HURL has financial interest / stake in the TENDERER, the same shall be disclosed by the TENDERER at the time of filing the tender. The TENDERER shall declare that they will not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of HURL.*

*If any cartel/relationship in terms of establishment of relationship among the bidders is found at any stage during pendency of the Contract, HURL will cancel the Bid and action as deemed fit shall be taken against the particular bidder including termination of the contract, forfeiture of all dues including Earnest Money Deposit / Security Deposit and debaring/blacklisting of the bidder and all Partners of the bidder.*

**6.0 Evaluation Criteria:**

Sl. No.	Particulars	Documentary evidence required with page no. reference
1.	The Practicing Company Secretary (PCS)/PCS Firm should have minimum 7 years' experience in Full Time Practice in conducting secretarial audit at the time of submission of tender. The cut-off date for ascertaining experience will be 01.12.2024.	Copy of Certificate of Practice / Registration / incorporation in the name of PCS/ PCS Firm.
2.	The PCS/PCS Firm should have experience of conducting Secretarial Audit of at least 5 Public Sector Undertaking (PSU)/Public Company / Listed Company / Fertilizer Sector Company in the last preceding 7 years i.e. FY 2017-18 to FY 2023-24. (Preference will be given to bidders who have conducted Secretarial Audit of fertilizer companies)	Secretarial Audit Report of respective Financial Years of the said Company.
3.	All the aforesaid Companies where secretarial audit was conducted shall have a turnover of at least Rs.500 Crore or more in the Financial Year for which Secretarial Audit Report has been submitted.	Extract of P&L A/c specifying Turnover of the Company.



4.	The PCS/ PCS Firm should have minimum (02) two active partners / full time employees / combination of both, who is Member of the Institute of Company Secretaries of India (ICSI) at the time of submission of tender. The Partner of the PCS Firm, under whose supervision the Secretarial Audit of HURL will be carried out, should minimum 7 years of continuous Post Qualification Experience (without any break) in full time practice. The cut-off date for ascertaining experience will be 01.12.2024.	Self-declaration including information of partners/ full time employees.
5.	The Bidder must not have been blacklisted by any Government Department/Central Public Sector Undertaking (CPSU)/State Public Sector Undertaking (SPSU) / Banks /Autonomous Bodies/Statutory Bodies in India at the time of submission of bid.	Self-declaration
6	Bidder shall have his office in Delhi-NCR Region (Delhi, NOIDA, Gurgaon, Ghaziabad, Faridabad).	An undertaking alongwith a copy of utility bill i.e. Water/Electricity/Post paid Mobile or Landline phone connection / Municipality Tax receipt between periods of 30.05.2024 to 31.10.2024
7	Compliances / Declarations / Certificates by Firm(s) for appointment as Secretarial Auditor	Certificate/Declaration in the Draft Format mentioned below:
8	PAN No of the PCS Firm, GST registration No of the PCS Firm, MSME Registration No., if any.	Documentary evidence
9	Profile of the firm	Attachment
10	Any other relevant information	Attachment

Declaration/ Certification by PCS/ PCS Firm regarding appointment as Secretarial Auditor:

I/We, M/s. \_\_\_\_\_ hereby declare and certify that:

1. I/We shall not sub-contract the secretarial audit work.
2. My/Our secretarial audit team will work in strict confidence and will ensure that the data, statement and any other information in respect of the operation of the location / work centre/ Company is dealt with strict confidentiality and secrecy.
3. Neither I/We, nor any of my/our partner/employee of the Firm is related to either Managing Director or any Whole Time Directors or Part Time Directors, Key Managerial Personnel (KMP) of the Company within the meaning of the Companies Act, 2013 and I/we have Independence and arm's length relationship with them.
4. Neither the PCS/Firm nor its partner(s) or associates have any interest in the business of the Company.



5. My/Our Firm is/are not breaching the maximum number of secretarial audit limits specified by ICSI.
6. My/Our Firm is/are free from any disqualification specified under the Companies Act, 2013 and never being debarred from performing such audit by any client/authority etc.
7. My/Our Firm have never been barred from practice by ICSI during the last 05 years.
8. My/Our Firm has been Peer Reviewed as per the Guidelines issued by ICSI.
9. My/Our Firm has not been blacklisted or debarred by any Government Department / PSU, at the time of time of submission of bid.

Note:

If a PCS/PCS Firm does not meet any one of the above eligibilities and pre-qualification criteria, it will be technically disqualified and its Financial Bid will not be opened. The Contract of Appointment may be terminated, in case, it is found at a later stage that the audit firm does not comply with eligibility requirements.

Declaration:

All the information provided by me/us herein above is correct. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure. I/We have read all the terms & Conditions of bid and the instructions and these are acceptable to me/us.

Signature -----

Name & Designation of the Authorized Signatory-----

Membership Number -----

Stamp of the PCS Firm-----

Place.....

Date.....

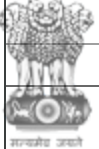

- 7.0** Bids will be opened as per date/time as mentioned on the Date specified above or on the date specified on the e-tendering portal. The date of Price-Bid opening will be intimated later on the e-tendering portal.
- 8.0** HURL shall not be responsible for any postal /courier delay for submission of EMD and/or other original documents, if applicable.
- 9.0** HURL reserves the right to reject any or all bids or cancel/withdraw the NIT for the subject package without assigning any reason whatsoever and in such case no bidder/intending bidder shall have any claim arising out of such action.
- 10.0** Bids shall be signed and uploaded by someone legally authorized and competent on behalf of his firm / company i.e., Bidder and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders.

The Power of Attorney (on non-judicial stamp paper duly notarized) of such person needs to be furnished along with bid.



## 11.0 Address for Communication:

<p>Sh. Surajit Mahindar, Manager (C&amp;M) <b>Hindustan Urvarak &amp; Rasayan Limited</b> (A Joint Venture of CIL, NTPC, IOCL, FCIL &amp; HFCL) Core-4, 9th Floor, SCOPE Minar, Laxmi Nagar District Centre, New Delhi-110092.</p> <p><b>EPBAX No:</b> 011-2250 2267/ 2268</p> <p><b>Email:</b> <a href="mailto:surajitmahindar@hurl.net.in">surajitmahindar@hurl.net.in</a></p>	<p>Sh. Umang Sinha, Chief Manager (C&amp;M) <b>Hindustan Urvarak &amp; Rasayan Limited</b> (A Joint Venture of CIL, NTPC, IOCL, FCIL &amp; HFCL) Core-4, 9th Floor, SCOPE Minar, Laxmi Nagar District Centre, New Delhi-110092.</p> <p><b>EPBAX No:</b> 011-2250 2267/ 2268</p> <p><b>Email:</b> <a href="mailto:umangsinha@hurl.net.in">umangsinha@hurl.net.in</a></p>
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Government eProcurement System		eProcurement System Government of India	
		Tender Details	
		Date : 05-Dec-2024 03:18 PM	
		 Print	
<b>Basic Details</b>			
<b>Organisation Chain</b>	Hindustan Urvarak and Rasayan Limited  HQ-Delhi - HURL		
<b>Tender Reference Number</b>	HURL/HQ/CS535		
<b>Tender ID</b>	2024_HURL_838174_1	<b>Withdrawal Allowed</b>	Yes
<b>Tender Type</b>	Open Tender	<b>Form of contract</b>	Tender cum Auction
<b>Tender Category</b>	Services	<b>No. of Covers</b>	2
<b>General Technical Evaluation Allowed</b>	No	<b>ItemWise Technical Evaluation Allowed</b>	No
<b>Payment Mode</b>	Not Applicable	<b>Is Multi Currency Allowed For BOQ</b>	No
<b>Is Multi Currency Allowed For Fee</b>	No	<b>Allow Two Stage Bidding</b>	No
<b>Cover Details, No. Of Covers - 2</b>			
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Signed and Stamped copy of Annexure 1 to 7 and Annexure 16 of Forms and Procedures.
		.pdf	Power of Attorney as per requirement mentioned in NIT.
		.pdf	Signed, Stamped and Scanned copy of MSE Certificate for MSE purchase preference.
		.pdf	Signed, Stamped and Scanned copy of GST No, PAN No, UDYAM Registration certificate etc.
		.pdf	Documents as required in accordance with PQC i.e., Clause 6 of NIT.
2	Finance	.xls	PRICE BID
<b>Tender Fee Details, [Total Fee in ₹ * - 0.00]</b>		<b>EMD Fee Details</b>	
<b>Tender Fee in ₹</b>	0.00	<b>EMD Amount in ₹</b>	0.00
<b>Fee Payable To</b>	Nil	<b>EMD Exemption Allowed</b>	No
<b>Fee Payable At</b>	Nil	<b>EMD Fee Type</b>	fixed
<b>Tender Fee Exemption Allowed</b>	No	<b>EMD Payable To</b>	Nil
		<b>EMD Percentage</b>	NA
		<b>EMD Payable At</b>	Nil
<a href="#">Click to view modification history</a>			
<b>Work /Item(s)</b>			
<b>Title</b>	APPOINTMENT OF SECRETARIAL AUDITOR FOR FY 2024-25 AND ONWARDS.		
<b>Work Description</b>	APPOINTMENT OF SECRETARIAL AUDITOR FOR FY 2024-25 AND ONWARDS.		

<b>Pre Qualification Details</b>	AS PER TENDER DOCUMENT				
<b>Independent External Monitor/Remarks</b>	NA				
<b>Show Tender Value in Public Domain</b>	No				
<b>Tender Value in ₹</b>	0.00	<b>Product Category</b>	Miscellaneous Services	<b>Sub category</b>	NA
<b>Contract Type</b>	Tender	<b>Bid Validity(Days)</b>	180	<b>Period Of Work(Days)</b>	365
<b>Location</b>	PLEASE REFER TENDER DOCUMENT	<b>Pincode</b>	110092	<b>Pre Bid Meeting Place</b>	NA
<b>Pre Bid Meeting Address</b>	NA	<b>Pre Bid Meeting Date</b>	NA	<b>Bid Opening Place</b>	HURL HQ NEW DELHI
<b>Should Allow NDA Tender</b>	No	<b>Allow Preferential Bidder</b>	No		

**Critical Dates**

<b>Publish Date</b>	05-Dec-2024 04:00 PM	<b>Bid Opening Date</b>	12-Dec-2024 03:00 PM
<b>Document Download / Sale Start Date</b>	05-Dec-2024 04:00 PM	<b>Document Download / Sale End Date</b>	12-Dec-2024 01:00 PM
<b>Clarification Start Date</b>	05-Dec-2024 04:00 PM	<b>Clarification End Date</b>	07-Dec-2024 06:00 PM
<b>Bid Submission Start Date</b>	07-Dec-2024 06:00 PM	<b>Bid Submission End Date</b>	12-Dec-2024 01:00 PM

**Tender Documents**

NIT Document	S.No	Document Name	Description	Document Size (in KB)
		1	Tendernotice_1.pdf	APPOINTMENT OF SECRETARIAL AUDITOR FOR FY 2024-25 AND ONWARDS.

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
		1	BOQ	BOQ_880989.xls	PRICE BID
	2	Tender Documents	TnderDoc..pdf	APPOINTMENT OF SECRETARIAL AUDITOR FOR FY 2024-25 AND ONWARDS.	884.64

**Bid Openers List**

S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	shradhakumari@hurl.net.in	SHRADHA KUMARI	SHRADHA KUMARI
2.	umangsinha@hurl.net.in	Umang Sinha	UMANG SINHA
3.	vivekchoudhary@hurl.net.in	VIVEK CHOUDHARY	VIVEK CHOUDHARY
4.	ashishsenapati@hurl.net.in	ASHISH SENAPATI	ASHISH SENAPATI

**GeMARPTS Details**

<b>Reason for non availability of GeMARPTS ID</b>	Urgent nature of Procurement
<b>Remarks</b>	THIS SERVICE IS UNAVAILABLE ON GeM.
<b>Document Name</b>	GEMNA.pdf
<b>Document Size (in KB)</b>	34.97

**Tender Properties**

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<b>Auto Tendering Process allowed</b>	No	<b>Show Technical bid status</b>	Yes
<b>Show Finance bid status</b>	Yes	<b>Stage to disclose Bid Details in Public Domain</b>	Financial Evaluation
<b>BoQ Comparative Chart model</b>	Normal	<b>BoQ Compartive chart decimal places</b>	2
<b>BoQ Comparative Chart Rank Type</b>	L	<b>Form Based BoQ</b>	No
<b>Adopt Tender Cum Auction New Process</b>	No		
<b>Bidders Elimination Process Required</b>	No		

**TIA Undertaking**

S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	<a href="#">PPP-MII Order 2017</a>	Agree	
2	<a href="#">MSEs Order 2012</a>	Agree	

**Tender Inviting Authority**

<b>Name</b>	SURAJIT MAHINDAR
<b>Address</b>	HURL HQ NEW DELHI

**Tender Creator Details**

<b>Created By</b>	SHRADHA KUMARI
<b>Designation</b>	MANAGER
<b>Created Date</b>	05-Dec-2024 03:04 PM