

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-06-2025 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	30-06-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Coal
विभाग का नाम/Department Name	Neyveli Uttar Pradesh Power Limited
संगठन का नाम/Organisation Name	Neyveli Uttar Pradesh Power Limited
कार्यालय का नाम/Office Name	Nuppl
क्रेता ईमेल/Buyer Email	dipankar95@nclindia.in
वस्तु श्रेणी /Item Category	Custom Bid for Services - Engagement of Practicing Company Secretaries/ Firm of Company Secretaries for carrying out Secretarial Audit of NUPPL for the FY 2025-26
समान श्रेणी/Similar Category	<ul style="list-style-type: none"> Financial Audit Services
अनुबंध अवधि /Contract Period	1 Year(s)
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	<p>Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC)</p> <p>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer</p>
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes

बिड विवरण/Bid Details	
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	18

(a).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Neyveli Uttar Pradesh Power Limited
Ministry of Coal {A JOINT VENTURE OF NLC INDIA LTD. & UP RAJYA VIDYUT UTPADAN NIGAM LTD.} Ghatampur Thermal Power Project Administrative Building, Near Lahurimau – Kasimpur Village, Ghatampur Tehsil, P.O. Samuhi – 209 206, Kanpur Nagar Dist. Uttar Pradesh CIN: U40300UP2012GOI053569, GSTIN: 09AAECN3221F1ZS (Chief Executive Officer)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

2. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Bidders to submit Price Breakup as per Price Schedule attached - [1748351101.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1748349547.pdf](#)

Payment Terms:[1748349556.pdf](#)

GEM Availability Report (GAR):[1748349563.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1748349580.pdf](#)

Custom Bid For Services - Engagement Of Practicing Company Secretaries/ Firm Of Company Secretaries For Carrying Out Secretarial Audit Of NUPPL For The FY 2025-26 (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Engagement of Practicing Company Secretaries/ Firm of Company Secretaries for carrying out Secretarial Audit of NUPPL for the FY 2025-26
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	अतिरिक्त आवश्यकता /Additional Requirement
1	Nikhil Kumar	209206,OFFICE: Ghatampur Thermal Power Project Site Office, Near Lahurimau – Kasimpur Village,NUPPL Ghatampur Thesil, Samuhi P.O. – 209206 Kanpur Nagar Dist., Uttar Pradesh. (About 70 Kms from Kanpur City) https://goo.gl/maps/uLd5EJnhhMQ2	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

NEYVELI UTTAR PRADESH POWER LIMITED
payable at
KANPUR

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

2. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

NEYVELI UTTAR PRADESH POWER LIMITED

Account No.

33780367147

IFSC Code

SBIN0011607

Bank Name

STATE BANK OF INDIA

Branch address

PANKI, KANPUR

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG within 15 days of award of contract.

3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

NOTE: NO Exemption is applicable to MSEs and Startups on “Past Experience” and “Turn Over Criteria”.

A. Pre-Qualification Requirements:

Sl. No.	Mandatory Eligibility Criteria	Documents Required
1.	The Company Secretary in Practice / Firm of Company Secretaries must be registered with ICSI. The registration of the Firm should be valid and in-force.	Certificate of registration of Firm issued by the Institute of Company Secretaries of India.
2.	The Company Secretary in Practice / Firm of Company Secretaries hold a valid certificate of Peer Review issued by the Institute of Company Secretaries of India.	Peer Review certificate issued by the Institute of Company Secretaries of India.
3.	The Company Secretary in Practice / Firm of Company Secretaries should have at least 10 (Ten) years' experience.	Documents supporting Post Qualification Experience and Certificate of Practice issued by the Institute of Company Secretaries of India

B. OTHER DOCUMENTARY REQUIREMENTS

1.	<p>The Bidder:</p> <ul style="list-style-type: none"> Must have an operating office at Lucknow/Kanpur. Must not be disqualified to be appointed as Secretarial Auditor / Professional Assignments; Must not be the subject of any legal / quasi-judicial / professional misconduct proceedings for any professional services; Must not have, and their partners and officers been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to procure audit / professional assignments. <p>Must not have been prohibited/ blacklisted/ debarred from participation in the bid process by any Government Department/ CPSU/ SPSU/ Banks/ Autonomous Bodies/ Statutory Bodies including IRDA, MCA, ROG, RBI, SEBI, ICAI, ICSI, ICMAI, C&AG etc.</p>	Self-Declaration on letter head of the PCS / Firm.
2.	<p>Lead Partner/ Proprietor/ Individual, under whose supervision the Secretarial</p> <p>Audit will be carried out, shall have continuous (without any break) experience of 10 (Ten) years or more as a whole-time PCS.</p>	Documents supporting Post Qualification Experience and Certificate of Practice issued by the Institute of Company Secretaries of India.
3.	<p>The Company Secretary in Practice / Firm of Company Secretaries should have undertaken successful completion of Secretarial Audit of at least three (3) Public Sector Undertaking(s) in the last 3 Financial Years.</p>	Work order/Contract/Audit Report/Annual Report.
4.	<p>The Company Secretary in Practice / Firm of Company Secretaries should have undertaken successful completion of Secretarial Audit of at least six (6) companies having paid up share capital of Rs.50 crore or turnover of Rs.1500 crore during the last 3 Financial Years.</p>	Work order/Contract/Audit Report/Annual Report.
5.	<p>The PCS / Firm should have Annual Turnover of Rs.15 Lakh or more in the preceding financial year (i.e. 2024-25).</p>	Self-certified copy of Income Tax Return.

C. SCOPE OF WORK

1. To Carry out Secretarial Audit of the Company in accordance with the provisions of Section 204 of the Companies Act, 2013 and the Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014 as amended from time to time.
2. Certification of Annual Return in accordance with the provisions of Section 92 of the Companies Act, 2013.
3. Secretarial Audit shall be in adherence to the relevant notifications/clarifications issued by Ministry of Corporate Affairs, Govt. of India, the Secretarial Standards and Guidance Notes on Secretarial Audit issued by the Institute of Company Secretaries of India, from time to time.
4. The broad scope of Secretarial Audit includes verification of the compliances under the following enactment, rules, regulations and guidelines:
 - A. The Companies Act, 1956 and the rules made thereunder or the Companies Act, 2013 & the rules made thereunder, as may be applicable;
 - B. Secretarial Standards issued by Institute of Company Secretaries of India;
 - C. The Memorandum of Association and Articles of Association of the Company;
 - D. The DPE Guidelines issued by Department of Public Enterprises, Government of India;
 - E. The Depositories Act, 1996 and the Regulations and Bye-laws framed thereunder;
 - F. The Securities Contract (Regulation) Act, 1956 ('SCRA') and the rules made thereunder;
 - G. Foreign Exchange Management Act, 1999 and the rules and regulations made thereunder;
 - H. Compliance to the following regulations and guidelines prescribed under the Securities and Exchange Board of India Act, 1992 ("SEBI Act"):
 - i. The Securities and Exchange Board of India (listing Obligations and Disclosure Requirements) Regulations, 2015;
 - ii. The Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
 - iii. The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015;
 - iv. The Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009;
 - v. The Securities and Exchange Board of India (Employee Stock Option Scheme and Employee Stock Purchase Scheme) Guidelines, 1999;
 - vi. The Securities and Exchange Board of India (Issue and Listing of Debt Securities) Regulations, 2008;
 - vii. The Securities and Exchange Board of India (Delisting of Equity Shares) Regulations, 2009; and
 - viii. The Securities and Exchange Board of India (Buyback of Securities) Regulations, 1998;
 - I. Any other laws/regulations as may be applicable specifically to the company;
 - J. Any other Act/laws/ regulations as may be applicable or notified from time to time by the Competent Authority.

- K. Any other specific activity as may be advised by the Audit Committee/ Board/ Regulator(s)/ Govt./Management of NUPPL etc., from time to time

D. PERIOD OF CONTRACT

Initially the period of appointment will be for the financial year 2025-26, which may further be extended to next two financial years at the same rate and same terms and conditions on the basis of satisfactory performance after review at each year with the approval of competent authority.

E. Payment Terms:

- 1) No advance payment will be released to bidder for any reason.
- 2) Payment will be released through e-payment only.
- 3) The bidders must submit their Bank Account details as in the prescribed format.
- 4) 100% Payment will be released within 45 days from the date of submission of bills by the PCS/Firms after issuance of Secretarial Audit Report. No advance payment shall be made for conduct of Secretarial Audit.
- 5) Payments shall be subject to deductions of TDS (Tax deduction at Source) as applicable.
- 6) Price shall be deemed to be inclusive of all software, tools, utilities, patches, upgrades, accessories, equipment etc.
- 7) Filing fees of forms will be paid as per actuals.

F. OTHER CONDITIONS

- 1) The Bidder shall declare that their company is not banned/debarred/blacklisted by other Central Public Sector Enterprises (CPSEs)/Government Entities as on the original scheduled date of Bid opening. In case while processing the Bid or during post award of Bid, any such banned/Debarred/Blacklisted instances by other Central Public Sector Enterprises (CPSEs)/Government Entities, is known to NLCIL/NUPPL then the bidder will be disqualified for that particular Bid, if the Bid is under process. If already awarded, then the Purchase Order/Contract will be terminated. In the above circumstances, Bidder shall not have any claim on NLCIL/NUPPL towards such disqualification or termination of Contract/Purchase Order. The Bidders shall submit the declaration as per the format attached **Buyer Added Bid Specific ATC Sl. No 4 Annexure -I (Page No. 1).**

- 2) **NOTE: Relevant category NIC code for the MSE Purchase Preference as per National Industrial Classification [All Economic Activities], 2008 shall be:**

69100 - Legal activities

69201 - Accounting, bookkeeping and auditing activities

- 3) In case Bank Guarantee is to be submitted, the same must be issued under SFMS Mode and Advancing Bank details must be incorporated as per below details:

Name of beneficiary & its details	Neyveli Uttar Pradesh Power Limited
Beneficiary bank,branch	State Bank of India

h & address	Block-2, Neyveli-607801
IFSC code	SBIN0000958

Any Bank Guarantee submitted in physical mode, including EMD/Bid Guarantee, which cannot be verifiable through SFMS will be rejected summarily

5. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---