



**AGRINNOVATE INDIA LIMITED (AgIn)**

G-2, A Block, NASC Complex, DPS Marg, New Delhi- 110012  
Ph. 011-25842122, 011-25842124 (Telefax), [www.agrinnovateindia.com](http://www.agrinnovateindia.com)

**F.No. IV-3/2012/Agri/Payments (Vol.II)**

**Date: 22.04.2024**

To,

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**Subject: Limited tender inquiry from Practicing Company Secretaries for their professional services for certification of forms filing at ROC/MCA.**

Sir/ Madam,

Agrinnovate India Limited (AgIn) is a Company registered under the Companies Act, 1956 owned by Department of Agricultural Research & Education (DARE), Ministry of Agriculture & Farmers Welfare, Government of India. (refer website [www.agrinnovateindia.com](http://www.agrinnovateindia.com)).

Agrinnovate India Limited invites sealed quotations from interested PCS Firms for certification of e-form filings of Agrinnovate India Limited at ROC/MCA. The details of the Scope of work, Schedule of requirements and detailed terms & conditions of the contract are given below:

2. Details of the tender are given below:

**CRITICAL DATA SHEET (SECTION)**

TENDER NUMBER	<b>IV-3/2012/Agri/Payments (Vol.II)</b>
TENDER COST	<b>NIL</b>
DESCRIPTION OF WORK	Agrinnovate India Limited invites sealed quotations from interested PCS Firms having requisite experience for their professional services for certification of forms filing at ROC/MCA
TYPE OF TENDER	Single Bid System
BID SUBMISSION START DATE AND TIME	23.04.2024 10:00 AM onward
BID SUBMISSION END DATE AND TIME	14.05.2024 upto 10:00 AM

DATE AND TIME OF OPENING OF TENDER	14.05.2024 upto 10:30 AM
SUBMISSION OF QUOTATION	<p>Sealed quotations from the interested PCS Firms should be submitted to Agrinnovate India Limited, G-2, A Block, NASC COMPLEX, PUSA, NEW DELHI-110012 <b>from 23.04.2024- 10:00 AM onwards to 14.05.2024- 10:00 AM.</b></p> <p>Quotation must bear the Name &amp; Address of PCS firm and to be addressed to the Chief Executive Officer, Agrinnovate India Limited, G-2, "A" Block, NASC Complex, DPS Marg, New Delhi-110012. The quotation will <b>be opened on the same date i.e. 14.05.2024 at 10:30 AM</b> in the presence of interested Firms or their authorized representative(s) who may like to be present.</p> <p>In case, quotations are submitted after 14.05.2024- 10:00 AM, the tender/ quotation shall be rejected summarily.</p>
Details of tender	Tender Document is also available on Agrinnovate website <a href="http://www.agrinnovateindia.com">www.agrinnovateindia.com</a>

3. Scope of the proposed work, terms of reference, terms and conditions, qualifying bid document of the contract will be as per the following details:

3.1	Scope of work, Terms of Reference, Terms and conditions of contract	ANNEXURE-I
3.2	Qualifying Bid Document / Financial Bid	ANNEXURE-II

Yours faithfully

(Swati Bhandari)

Senior Executive (Administration)  
Agrinnovate India Limited



### **Terms of Reference:**

The award of contract will be governed by the following terms and conditions:

1. The Firm should quote the rates in format given in Annexure-I under two categories separately i.e. Table-A (lump sum rates) and Table-B (item-wise rates). The rates to be quoted should be exclusive of GST.
2. The rates should be type-printed or clearly hand written without any ambiguity.
3. The quotation should mention the address, telephone number and E-mail address, other relevant details with relevant supporting documents duly signed by authorized signatory.
4. Copy of PAN/TAN No. etc. (as required) of the agency should be attached with quotation.
5. The bidders may visit the Company office to examine the quantum of work such as financial statements, reports, and related documents for assessment of work involved during office hours on working days, if so desired.
6. The bid shall remain valid for 90 days from the date of opening of quotation(s).
7. The bid document should be kept intact and signed with seal on all pages in token of acceptance of terms and conditions. It should be returned while submitting the quotation.

The Company reserves the right without assigning any reason to accept or reject any/all quotation(s) in whole or in part.

### **Extension and Termination of Contract:**

1. The contract will be initially valid for a period of one year till 31<sup>st</sup> March, 2025. The period of contract is extendable by another one year subject to rendering of satisfactory services by the firm & mutual consent of both the parties on the same terms & conditions. However, it shall be with the consent / written request by the PCS firm in this regard.
2. The contract may be terminated by this office at any time without assigning any reason, if the work of the firm is not found satisfactory. In this connection, the decision of the Company shall be final and binding on the firm.

### **Payment Terms:**

1. Payment to the selected PCS firm for lump sum charges will be made in four instalments at the end of each quarter subject to rendering of satisfactory services.
2. Payment for work given in table-B will be on case-to-case basis based on satisfactorily work done for the given work.
3. Company will pay taxes as per Government of India norms applicable from time to time.

4. No advance payment will be made by the Company. The approved firm shall submit the bill at the end of each quarter for services mentioned at Table-B.
5. Income Tax/TDS as per rule shall be deducted from the bill.

#### **Settlement of Disputes:**

1. Chief Executive Officer, Agrinnovate India Limited reserves the right to reduce or terminate the period of contract or to extend its duration in the interest of the Company, for any justifiable reasons, not mandatory to be communicated to the tenderer.
2. Decision of Chief Executive Officer, Agrinnovate India Limited will be final for any aspect of the contract and binding to all parties.
3. In case of any dispute, the jurisdiction shall be Delhi Court.

#### **Evaluation Criteria and Award of Contract:**

1. The contract will be awarded to the bidder who will quote the lowest rates under each category in the sealed quotation.
2. For category-A- the award of contract will be given to the firm quoting the lowest lump sum rates.
3. For category-B- for evaluation purpose- the firm is to quote the rates for per-form as listed which will be multiplied by the tentative number of forms and will be summed up for total. The lowest total under the category-B will be awarded the contract for services at Category-B.
4. If the two different firms are quoting the lowest rates under two categories, the contract can be awarded to two different firms.
5. Acceptance of the offer will be communicated by email/ fax/ letter or any other form of communication. Formal letter of acceptance and work order of the Tenders will be forwarded as soon as possible, but the earlier instructions in the email/ fax / letter should be acted upon immediately.
6. If bidder does not accept the offer, after issue of letter of award by Agrinnovate India Limited within 15 days, the offer made shall stand withdrawn.

Interested firms may provide their rates in the sealed envelopes given in the Annexure-II.



The rates required as per the scope of work of Agrinnovate India Limited:

(To be given in the sealed envelope)

**CATEGORY-A- LUMP SUM RATES (Exclusive of GST)**

Sl. No.	Scope of work	Details of the form	Tentative no. of forms to be filed in a year	Rates to be quoted by the firm in Rs (Lump sum)
1.	<b>Translation into XBRL and filing</b> of the Balance Sheet, Profit & Loss Account, Auditor's Report, Director's Report along with Annual Return. This assignment shall be completed by 15 <sup>th</sup> October of the year.	The financial statements of the Company are converted into XBRL (xtensible business reporting language) as required by Companies Act, 2013 (for uploading form mentioned at Pt. 2	1	
2.	Certification of Annual filing Form- AOC-4 XBRL	For filing of financial statements	1	
3.	Certification of Annual filing Form- MGT-7	For filing of Annual Return	1	
4.	Issuance of MGT-8 certificate	Required to be filed for Company which have paid up capital of 10 Crores or more	1	
5.	Issuance of Certificate on Compliance of Corporate Governance norms as per the DPE Guidelines	Required as per Corporate Governance guidelines of the Company	1	
6.	Certification of E-Forms - ADT-1	Appointment of Statutory Auditor	1	
<b>TOTAL (in numbers)</b>				
<b>TOTAL (in words)</b>				

**CATEGORY-B- ITEM-WISE RATES (Exclusive of GST)**

Sl. No.	Scope of work	Details of the form	Tentative no. of forms to be filed in a year	Rates to be quoted by the firm in Rs. (per form)
1.	Certification of E-Form - DIR-12	Appointment/ Resignation/ Change in designation of Directors/ KMPs	5	

2.	Certification of E-Form - MGT-14	Filing of resolution pursuant to Section 179 of Companies Act, 2013	7	
3.	Certification of E-form- MR-1	Appointment/ Resignation of KMPs	2	
4.	Certification of Form-DIR-3KYC	Annual KYC of Directors	3	
5.	Filing of application for Extension of time for holding the annual general meeting for the financial year, if required	Required if financial statements are not approved/ finalized and AGM is not held till 30 <sup>th</sup> September	1	
6.	Any other e-form/ application filing etc		1	

**Terms:**

1. The number of forms indicated in table-B are tentative. The number of forms to be filed may increase or decrease in the financial year
2. No extra payment in this regard will be paid by the Company to the firm except ROC/MCA statutory fees reimbursements which will be paid on submission of challans.

**Signature of authorized signatory**

**Name:**

**Designation:**

**Date:**

**Seal:**