

Eastern Coalfields Limited

Sanctoria, P.O. Dishergarh, Dist. Burdwan PIN-713333

NOTICE INVITING TENDER

NIT NO: ECL/CS/13/1272

DATE: 12th February, 2014

Sealed Tenders (Two part system) are invited by The Company Secretary, Eastern Coalfields Limited Sanctoria, P.O. Dishergarh, Dist. Burdwan PIN-713333 from reputed Chartered Accountants/Cost Accountants/Company Secretaries Firm having required credential and suitable experience in work of similar nature in Govt. / Public Sector Enterprises for the following job as per structured format.

1. Name of work: Company Secretarial works-

1. Conversion of Annual Accounts (Profit & Loss Account and Balance Sheet with annexures thereto) into XBRL mode and verification and filing of Form Nos. 23 AC-XBRL & 23 ACA-XBRL for financial year 2013-14 and 2014-15 within the scheduled time limit.

2. Verification and Filing of Form Nos. 32, 20-B, 67 etc with MCA.

2. Estimated cost: ₹ 49,000/- (Rupees forty nine thousand only).

3. Period of completion: 2 years from the date of issuing work order.

4. Availability of Tender Paper: Tender paper can be downloaded from our website www.easterncoal.gov.in & also from Govt. Portal www.tenders.gov.in from **03/03/2014** to **10/03/2014**.

5. Date, Time & Place of submission of Tender (By Hand Only): - On **14/03/2014** from 10.00 a.m. to 1.00 PM at The office of The Company Secretary, Eastern Coalfields Limited Sanctoria, P.O. Dishergarh, Dist. Burdwan PIN-713333. If the office happens to be closed on the date of opening of tender as specified, the tenders will be opened on next working day at same time and venue.

6. Date & Time of opening of Tender: - On **14/03/2014** at 3.30 PM in the office of the Company Secretary, Eastern Coalfields Limited Sanctoria, P.O. Dishergarh, Dist. Burdwan PIN-713333

7. MINIMUM ELIGIBILITY CRITERIA

Partnership Firms of Practicing Company Secretaries/Chartered Accountants/Cost Accountants Registered with Institute of Company Secretaries of India/Institute of Chartered Accountants/Institute of Cost Accountants of India.

Proof of the job done, proof of registration, Copy of PAN and Service Tax registration certificate is to be enclosed. In absence of the above documents the offer will be rejected. The documents attached to the offer must be serially numbered and duly signed by the Partner with official seal.



(V.R. Reddy)

**General Manager (Finance)/
Company Secretary**

Distribution:

1. GM (Vig)-ECL, HQ.
2. PRM, ECL/HQ. (For website publication only).
3. Notice Board (Admn. Bldg.)

IMPORTANT TERMS & CONDITIONS:

- 1) Only typed quotation shall be considered.
- 2) Tender form duly filled in and signed by the bidder or his authorized representative on each page with official seal must be submitted along with the quotation.
- 3) Only eligible Firms are allowed to bid against this tender. Offers of ineligible firms shall not be considered. Tenderer must submit documentary evidence to prove their eligibility. Documents to be furnished should be duly attested with seal.
- 4) Photocopy of PAN and Service Tax Registration Certificate must be enclosed with the offer.
- 5) Incomplete tenders are liable to be rejected.
- 6) No tender document will be issued or received by post.
- 7) Tenders will be received in two parts i.e., Part-I and Part-II, each in separate sealed covers superscribing the name of the work. Part-I shall contain documents fulfilling the eligibility criteria of NIT (i.e., photocopy of PAN, Service Tax Registration certificate, partnership deed and proof of job done) along with tender document and Part-II (i.e., Price Bid) should be placed in another envelope duly sealed and indicating on the top of the envelope, the tender notice details and a certification that this sealed covers contains Part-I, Part-II, covers for the particular work. Tenderers shall be solely responsible for the correctness of the downloaded tender documents. Submission of incomplete downloaded tender documents will be rejected.
- 8) Price bid (Part-II) will be opened for those bidders who qualify in Part-I with due intimation.
- 9) ECL reserves the right to accept or reject partly or fully all the tenders without assigning any reason thereof.
- 10) VALIDITY of the offer: 90 days.
- 11) PAYMENT: Payment will be made from the office of GM (Finance) HQ, Sanctoria, Dishergarh, PIN-713333 within 21 days after receipt of Bill/Challan.

(V.R. Reddy)
General Manager (Finance)/
Company Secretary

Signature of Bidder

PRICE BID
Company Secretarial Work

You are requested to quote your rate for:

Item No.	Name of work	Quantity	Rate (₹)	Amount (₹)
1.	Conversion of Annual Accounts (Profit & Loss Account and Balance Sheet with annexures thereto) into XBRL mode and verification and filing of Form Nos. 23 AC-XBRL & 23 ACA-XBRL within the scheduled time limit.	2 Nos. (For FY-2013-14 & 2014-15)		
2.	Verification and Filing of Form Nos. 32, 20-B, 67 etc with MCA.	16 Nos. (For FY-2013-14 & 2014-15)		

Office Seal

Signature of Bidder