SUBJECT: NOTICE INVITING QUOTATION FOR COMPANY SECRETARY TO PROVIDE CONSULTANCY FOR FORMING A SECTION-8 COMPANY AT IIT GUWAHATI.

Dear Sir/ Madam,

The Director, Indian Institute of Technology Guwahati, invites quotations for Company Secretary to provide consultancy for forming a section-8 company as per details mentioned in the NIQ attached herewith. The quotation in single bid [Details as per NIQ] is to be submitted in sealed envelope to the undersigned on or before 15-07-2020 16.00 Hrs (4.00 PM).

Please note -
(i) Tender document contains the instruction to bidders and the annexures containing format of bid documents.
(ii) There is no Tender fee and Tender document is to be downloaded from our website given below. 
http://www.iitg.ac.in/home/tender/19
(iii) Duly filled, signed and sealed copy of Technical Bid and Price Bid must be submitted along with the quotation.
(iv) The bid documents are not transferable and the seal and signature of the authorized official of firms must appear on all the papers and envelopes submitted.
(v) Due to the uncertainties of COVID-19 and total lockdown in Guwahati, along with sealed envelopes, we also invite submission of bids via E-mail. Guidelines to be followed in this regard are listed in Annexure IV.

Kindly read both the Instructions and Terms properly and see that instructions and terms are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us at 0361 258 2010 or the undersigned at 0361 258 2006.

Thanking you.

Yours Sincerely,
The interested and competent individuals or firms of Company Secretaries/ others, having operations at Guwahati and adequate experience with non-profit ventures and company formations, may submit their quotations in two sealed envelopes, one for Technical Bid, and the other for Price Bid

1. The works required to be done by the consultant include the following -

   1) Preparation of all necessary documents for forming a non-for profit company under the section 8 of The Company’s Act 2013, in consultation with the Dean of II&SI.
   2) Submission of the documents to the relevant offices.
   3) Getting the applicable certificates / registrations etc., from the relevant authorities regarding formation of company.
   4) Helping in conducting the first board meeting, and preparing and certifying its minutes.
   5) All such works which may be incidental to the above.

   These activities are to be carried out in consultation with the Dean of II&SI.

The quotations must be addressed to: “Assistant Registrar, II&SI”.

The sealed envelopes, carrying the quotations must have superscription: “Quotation for providing consultancy for section 8 company”.

Each sealed envelope must contain both the ‘Technical Bid’ and ‘Price Bid’ respectively.

*Please note that due to the uncertainties of COVID-19 and total lockdown in Guwahati, submission of bids via E-mail is also accepted. Guidelines to be followed in this regard are listed in Annexure IV.

2. The contents for the technical bid:

   o The Name, Address, Contact Details of the firm or the individual applicant
   o The year of starting business
   o Date of Birth, Membership Number, COP number of the company secretary, or the competent chartered accountant(s). If the applicant is a consultancy firm, then it must provide this information about the key members of their firm
   o brief summary of their relevant past experiences especially formation of not-for profit company
   o verifiable credentials and testimonies
   o a declaration to the effect that the bidder understands, agrees, find itself legally competent to carry out the notified works
   o Estimated time to obtain the applicable certificates / registrations etc.

3. The contents for the price bid:

   o Total amount in Rupees excluding taxes. Bidders should separately mention the rates and all types of taxes payable.
   o Declaration to the effect that the bidder is ready to receive the quoted amount in two parts; first half after completion of the registration process and second half after conducting the first board meeting.

4. Common contents in both of the bids: Each part of the bid must have reference of this Notification number

5. The quotations must be submitted to:

   Office of the Industrial Interactions & Special Initiatives (II&SI),
   3rd Floor, Research Building, IIT Guwahati-781039

   or

   by E-mail

6. Last date of submission of quotations via sealed envelopes or by E-mail: 15.07.2020, 4:00PM (1600Hrs)
The quotations will be evaluated mostly based on years of experience and number of companies/clients worked with. Decisions taken regarding selection/shortlisting of the candidate shall be final and can’t be challenged.

For any clarifications, one may send queries here iisioff@iitg.ac.in

7. Evaluation of Tender

The Tender will be evaluated by Tender Evaluation Committee constituted by the Competent Authority of the Institute. The detailed evaluation method for Technical and Price bid is specified below. The Technical and Price bids are given weightages of 70% and 30% respectively. The combined score of technical and Price bids will be taken into consideration for finalizing the firm for award of the contract.

8. Evaluation of Technical and Price Proposal

Technical and Price bids of all the bidders, which meet the eligibility criteria, would be taken up for detailed evaluation as per the technical and Price bid evaluation criteria. Each firm meeting the eligibility criteria would be evaluated and given technical score out of 70 marks; and those who do not meet the eligibility criteria shall not be evaluated.

9. Technical bid Evaluation Criteria is as below:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Criteria</th>
<th>Maximum marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number of Years of experience as Company Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) if &gt; or = to 8 years : 20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) if &gt; or = 5 years and &lt; 8 years : 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) if &gt; or = 3 years and &lt; 5 Years : 5</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Number of Organisations for which the Company Secretary has provided professional services as on 31st March 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) if &gt; or = 40 :30</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>(ii) if &gt; or = 20 and &lt; 40 :20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(iii) if &gt; or = 5 and &lt; 20 :10</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Number of Govt. department/ academic body for which the Company Secretary has provided services as on 31st March 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) if &gt; or = 5 :10</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>(ii) if &gt; or = 2 and &lt; 5 : 5</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Incorporation of number of non-profit companies under section 8 company.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) if &gt; = 5 :10</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>(ii) if &gt; or = 2 and &lt; 5 : 5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>70</td>
</tr>
</tbody>
</table>

10. Price Bid Evaluation Criteria is as follows:

The price bids of the technically qualified bidders shall be opened on a later date with intimation to the concerned bidders.

11. FINAL COMPARISON OF BIDS

Bids will be evaluated using past credentials and cost based selection method. Technical bid will get 70% of the weightage and Price bid will get 30% of the weightage as per following formula.
\[ E_s = [0.70 \times (TS_B/TS_H) + 0.30 \times (PS_L/PS_B)] \times 100 \]

TS\(_H\) = Highest Technical Score  
TS\(_B\) = Bidder’s Technical Score  
PS\(_L\) = Lowest Qualified Price Bid  
PS\(_B\) = Bidder’s Price Quote

In the event of \( E_s \) being same for two or more firms, the firm who quoted the lowest Price quote amongst them will be eligible for the Contract. In case, the Price bid being same, the decision of the Director, IIT Guwahati will prevail.

12. Other Terms & Conditions

1. No additional out of pocket expenses will be payable.
2. No expense other than the fees quoted plus taxes will be payable for the entire scope of work/deliverable.
3. The contract awarded to the Company Secretary may be terminated by either party by giving one-month advance notice in this regard.
4. The Institute has the right to seek clarifications on the documents submitted by the bidders during evaluation.

12.a. Signing of the Contract

The successful bidder shall be required to execute an agreement within 15 days from the date of issue of the Award Letter. In the event of failure on the part of the successful bidder to sign the agreement within the above-stipulated period, the acceptance of the tender shall be considered as cancelled.

12.b. Jurisdiction

The Company Secretary shall abide all the rules, regulations, by-laws and status etc. as exists in the institute. Any matters of disputes arising out of the contract will be subject to jurisdiction of the courts at Guwahati.

Enclosures:  
Annexure I – Technical Bid A  
Annexure II – Technical Bid B  
Annexure III – Price Bid  
Annexure IV – Online bid submission guidelines
ANNEXURE –I

Technical Bid-A

Tender for Engagement of Company Secretary for IIT Guwahati

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Information of the Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Firm/Individual</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Status of the Firm/Individual</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Whether the bidder has at least 03 Years relevant experience in providing the required services as on 31st March, 2020 (Completion/Performance Certificate to be enclosed)</td>
<td>Yes/ No</td>
</tr>
<tr>
<td>4</td>
<td>Whether the bidder has the experience of at least 2 years in providing professional services to PSUs/ Autonomous Bodies/ Corporates out of which at least 2 organizations are central/state Public sector undertakings/autonomous bodies of Central/State Govt. during the last 03 financial years, ending on 31’t March 2020. (Proof to be enclosed)</td>
<td>Yes/ No</td>
</tr>
<tr>
<td>5</td>
<td>PAN and GST registrations (copies to be enclosed)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Any other details</td>
<td>All the documents in support of the above information/data and as given in the list of enclosures must be signed by authorized signatory along with official seal.</td>
</tr>
</tbody>
</table>

Authorized Signatory

Note: Kindly arrange all the relevant supporting documents serially as per requirement and do not enclose any unsolicited documents/papers with the bid document
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Criteria</th>
<th>Information of the Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number of non-profit companies under section 8 companies for which professional services are being provided as on 31st March 2020</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Number of Organizations for which professional services are being provided as on 31st March 2020</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Number of Central/State PSUs/ Autonomous Bodies of Central/ State Govt. for which professional services are being provided as on 31st March 2020</td>
<td></td>
</tr>
</tbody>
</table>

**All declarations to be supported by relevant documents duly signed.**

**Weightage for Evaluation of Technical Bid: 70%**

Authorized Signatory
## ANNEXURE III
### PRICE BID

**Tender for Engagement of Company Secretary for IIT Guwahati Research Park**

<table>
<thead>
<tr>
<th>Particular</th>
<th>Amount (in figures)</th>
<th>Amount (in words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for providing professional services as given under scope of work:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Preparation of all necessary documents for forming a non-profit company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Submission of the documents to the relevant offices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Getting the applicable certificates / registrations etc, from</td>
<td></td>
<td></td>
</tr>
<tr>
<td>the relevant authorities regarding formation of company.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Helping in conducting the first board meeting, and preparing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>and certifying its minutes.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. All such works which may be incidental to the above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weightage for Evaluation 30%</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: - The fees quoted shall be exclusive of all taxes and duties.

Authorized Signatory
Annexure IV

Guidelines for Online Submission of Biding Documents

Due to lockdown in Guwahati and uncertainties during COVID-19, bid submission via E-mail or the sealed envelopes. A bidder, if choses to submit bids via E-mail, must adhere to the following guidelines.

1. The technical bid and the price bid should be included in one single documents.
2. The document should be only in PDF format and needs to be password protected.
3. All the information in the PDF should be clear and legible and every page of the PDF document should carry the seal and sign of the respective bidder.
4. The name of the bid document should be in the following format: IITG-CS-<Bidder name>-Bid_Document. e.g.: IITG-CS-XYZ- Bid_Document, IITG-CS-ABC- Bid_Document
5. The bidder needs to E-mail the protected bid document to iisioff@iitg.ac.in
6. The bid document should be E-mailed strictly before 1600Hrs (4:00PM) of 15.07.2020. Any E-mail received after the said time shall be summarily rejected.
7. The bidders shall E-mail the password of the bid document to iisioff@iitg.ac.in and hosiisi@iitg.ac.in.
8. The passwords shall be E-mailed only in between 6.00 Hrs. of 16.07.2020 and 6.00 Hrs of 17.07.2020. No bidder shall provide the passwords earlier or later than the said dates and time.
9. The E-mail of the password should also contain the respective file name and in the following format: IITG-CS-XYZ-Bid_Document: ********, where ******** is the password.
10. The subject of the E-mail for bid document submission should be in the following format: “Quotation for providing consultancy for section 8 company”, Bidder Name, Bidder Location
11. The subject of the E-mail for password submission should be in the following format: “Password of Quotation for providing consultancy for section 8 company”, Bidder Name, Bidder Location