



KARMAYOGI BHARAT

[A Government Company registered u/s. 8 of the Companies Act, 2013 under administrative control of Department of Personnel & Training, Govt of India]
{CIN - U80301DL2022NPL393046}

Corporate Office: Parsvnath Capital Tower 7th Floor, Bhai Vir Singh Marg, Sector 4, Gole Market, New Delhi-110001.
Registered Office: Room No. 307, 3rd Floor, Old JNU Campus, New Delhi – 110067

Website: <https://karmayogibharat.gov.in>

NOTICE INVITING BIDS

Subject: Notice inviting bids from Practicing Company Secretary/Chartered Accountant/Cost Accountant Firm(s) to provide pre-certification/certification services for the e-forms under the provisions of Companies Act 2013 for Karmayogi Bharat for Financial Year 2023-24

Notice No. & Date	KB/Cert-PCS-PCA-PCW/(1Y)/(2023-24)
Date of Release of Notice	03.07.2023
Last Date for Submission of Bids	Tuesday, 11.07.2023, 4:30 pm
Date of opening of Bid	Tuesday, 11.07.2023, 5:00 pm
Serial Numbering and Initials on each page including enclosures.	Please put consecutive serial number for each and every page of total documents with initials and seal/stamp of the Firm.
Submission of Bids procedure [Cover]	Submission of sealed cover super-scribing Notice reference “Notice inviting bids from Practicing Company Secretary/Chartered Accountant/Cost Accountant Firm(s) to provide pre-certification/certification services for the e-forms under the provisions of Companies Act 2013 for Karmayogi Bharat for Financial Year 2023-24.”
Location of Bid submission/ Opening	Parsvnath Capital Tower, 7th Floor, Bhai Vir Singh Marg, Sector 4, Gole Market, New Delhi 110001.
Notice document link on website:	https://karmayogibharat.gov.in/tender.php
Clarifications, if any, required:	Ms. Samta Kumari Simmy Company Secretary Tel: 08851393996 Email: samtasimmy.kb@karmayogi.in

Company Affairs Department
Notice No. KB/Cert-PCS-PCA-PCW/(1Y)/(2023-24)

Date: 30.06.2023

Sub: - Notice inviting bids from Practicing Company Secretary Firm/Chartered Accountant/Cost Accountant Firm(s) to provide pre-certification/certification services for the e-forms under the provisions of Companies Act 2013 for Karmayogi Bharat for Financial Year 2023-24

About the Company:

Karmayogi Bharat is a Special Purpose Vehicle (SPV) set-up under Section 8 of the Companies Act, 2013 by Department of Personnel and Training as a 100% Government owned not-for-profit Company under National Programme for Civil Services Capacity Building (NPCSCB) – “Mission Karmayogi”.

The Company will be responsible for owning, managing, maintaining and improving the digital assets, i.e., iGOT-Karmayogi (Integrated Government Online Training) the digital/e-learning platform, including the IPR of all software, content, process etc. on behalf of Government with an annual subscription-based revenue model. iGOT Karmayogi is a comprehensive online platform that has resources for online, face-to-face and blended learning. The platform will be a one stop shop for all capacity development needs of the India’s civil services, providing them with resources for continuous-anytime-anyplace learning, a guided path for life-long learning with access to a vast repository of learning content, and insights on individual learning needs and outcomes.

The SPV will have the responsibility to create and operationalize the content marketplace and continuously evaluate its utilization and ensure that the appropriate changes are communicated to the right stakeholder. The SPV is a key pillar of the institutional framework of the Mission Karmayogi Programme which aims to create a competent civil service rooted in Indian ethos, with a shared understanding of India’s priorities, working in harmonization for effective and efficient public service delivery.

Envisioned as one of the largest capacity building initiatives in Government organizations anywhere in the world, Mission Karmayogi will initially cover about 33 lakh government officials at the Centre and will eventually aim to transform approximately 2 crore government officials across the Centre, the States and the local bodies.

- It will enable officials to pursue anytime-anyplace-any-device learning at their own convenience, using self-directed or guided learning paths, enabling continuous learning for all.
- It will provide officials with access to instant guidance at the point of need, through job specific learning resources and collaboration with officials who “have done it before”.
- It will empower an official with tools to take charge of one’s own professional journey, making officials accountable for their own career trajectory.

To know more about the Company, please visit our company website <https://karmayogibharat.gov.in>

Karmayogi Bharat intends to hire the Practicing Company Secretary/Chartered Accountant/Cost Accountant Firm(s) for providing the pre-certification/certification services for the e-forms that need to be filed during the Financial Year 2023-24 with the Registrar of Companies, NCT of Delhi and Haryana through Ministry of Corporate Affairs web portal as required under the provisions of Companies Act 2013. After selection of the Firm, the confirmation letter will be sent to the Firm in respect of their selection and for providing the pre-certification/certification services to Karmayogi Bharat as listed out in the scope of work.

1.0. SCOPE OF WORK (Professional Services)

1.1 e-Forms:

Pre-certification/certification of MCA e-Forms (mentioned below) and any other e-Forms as applicable from time to time as per the Companies Act, 2013 and rules made thereunder & amendments thereon with Registrar of Companies (RoC) through MCA Portal.

S. No	Form	Purpose
1	DIR-3 KYC	KYC of Directors
2	DIR-12	Appointment/Cessation of Directors & KMP
3	DIR-3	Application for allotment of DIN No
4	MGT-14	Filing of Resolutions & Agreements u/s 117
5	PAS-3	Return of Allotment for issue of share capital
6	AOC-4 XBRL	Form for filing financial statements & other documents with the Registrar (pre-certification and xbrl filing)
7	MGT-7	Form for filing Annual Return by a Company
8	MGT-8	Certification by a practicing Company Secretary on a company's annual return pursuant to Section 92(2) of the Companies Act 2013
9	GNL-1	Application made to Registrar of Companies
10	INC-22	Notice of situation or change of situation of registered office
11	SH-7	Alteration of Share Capital
12	INC-28	Notice of order of the Court/ Competent Authority
13	DIR-6	Change in particulars of Director

1.2. Price to be quoted on per one such e-form certification basis. Amount need to be mentioned in Unit Rate per form (In Rs) in Annexure 1.

Note:

(1) Scope of work is in accordance with the Companies Act, 2013 and rules made thereunder & amendments thereon.

(2) The above specified scope of work is indicative and not exhaustive and the bidder is deemed and obliged to provide the above professional services within the quoted cost for successful completion of the work.

(3) The Company at its sole discretion may add/delete/modify/revise the scope of work with the approval of Competent Authority of Karmayogi Bharat.

2.0. ELIGIBILITY CRITERIA FOR SUBMISSION OF BID:

2.1. The Practicing Company Secretary/Chartered Accountant/Cost Accountant Firm(s) must be registered with 'The Institute of Company Secretaries of India (ICSI)', Institute of Chartered Accountant of India and Institute of Cost Accountants of India. The registration should be valid and In-force as on date.

[Self-attested copy of Registration certification and copy of approval letter from The Institute of Company Secretaries of India/Institute of Chartered Accountant of India and The Institute of Cost Accountants of India should be attached.]

2.2 The PCS/ Firm should have registered main office / branch office at New Delhi/Delhi & NCR.

[Self-attested copy of letter to/from ICSI as proof of the office should be attached].

2.3. Practicing Company Secretary/Chartered Accountant/Cost Accountant Firm(s) should have experience in signing and performing / rendering PCS professional services in respect of certification and pre-certification, as required under the Companies Act, 2013 and rules made thereunder & amendments thereon.

2.4. The Firm/Partners should not have been penalized by the ICSI/MCA/RoC or any other Government Authority in any Disciplinary Proceedings during last 3 years.

[Self-declaration in this regard is to be submitted.]

Note:

(a) The bidder must fulfill the above eligibility criteria. Bids of bidders not fulfilling the eligibility criteria given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.

(b) Karmayogi Bharat reserves the right to verify/confirm all original documentary evidence including references and clients as submitted by bidders in support of above mentioned clauses of eligibility criteria.

(c) Self-attested documents as a proof of eligibility criteria must be attached. Self-attestation shall be done by the authorized signatory along with seal & stamp of the Firm & Partner with membership & CoP No.

The PCS/Firm satisfying/fulfilling the above criteria may download the Notice inviting Bids i.e. Notice No. KB/Cert-PCS-PCA-PCW/(1Y)/(2023-24) from <https://karmayogibharat.gov.in>

3. BID SYSTEM:

3.1. The Bid mentioning the professional fees (pricing) is to be submitted in the format given at **Annexure – 1** and the same need to be signed & stamped on each page by an authorized signatory.

3.2. The price quoted for the financial year shall remain firm during the entire period of the service/ contract and no escalation in the rates will be allowed under any circumstances.

3.3. All taxes & duties will be charged as applicable.

3.4. The consolidated amount quoted in the professional fees (pricing) excluding GST, if any will be considered for arriving at relative position of Bidder and only lowest Bidder shall be considered for award of work.

3.5. Last date for submission of Bid: The Bid should be submitted in sealed envelope superscribing Notice reference “Notice inviting bids from Practising Company Secretary/Chartered Accountant/Cost Accountant Firm(s) to provide pre-certification/certification services for the e-forms under the provisions of Companies Act 2013 for Karmayogi Bharat for Financial Year 2023-24.” and shall reach Karmayogi Bharat’s Company Affairs Department on or before Tuesday, 11.07.2023 latest by 4:30 pm at the following address:-

Company Secretary, Company Affairs Department,
Parsvnath Capital Tower, 7th Floor, Bhai Vir Singh Marg, Sector 4, Gole Market, New Delhi 110001.

3.6. Opening of Bid: Tuesday, 11.07.2023, 5:00 pm

4. COMPLETION OF WORKS:

The Professional Services to Karmayogi Bharat has to commence immediately from the date of award of the work/contract or such other date as may be indicated by Karmayogi Bharat. Time being the essence of the contract, it is expected that the professional services of Karmayogi Bharat should be carried out & submitted at earliest as per prescribed timelines in accordance with the provisions of Companies Act, 2013 and rules made thereunder & amendments thereon, or any other applicable law.

5. PAYMENT TERMS:

5.1 Goods and Services Tax (GST) as applicable will be paid extra, if arises. In addition to this, any statutory payment, if any deposited by the Practising Firm through challan in respect of the above jobs will be reimbursed on actual basis.

5.2 The Practising Firm should submit their bills on monthly basis to the O/o Company Secretary for authentication of job done / payment made. Payment will be made within 30 days of receipt of invoice and satisfactory completion of services.

5.3 No advance payment will be made against subject work.

5.4 Statutory deduction towards all applicable taxes shall be made as per rules.

5.5 Mode of payment shall be through NEFT/RTGS/Account Transfer/Any other mode of e-payment implemented by Banks as per RBI guidelines. Successful Bidder shall submit details of Bank account number etc., as per prescribed format of KB which will be provided KB.

6. CLARIFICATION OF BIDS:

6.1. During evaluation of the bids, KB may at its discretion, ask the Bidder for clarification of its bid. The bidder has to submit the clarification as desired by KB within the specified time period. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.

6.2. No Bidder shall contact KB on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of KB, it should be done in writing.

6.3. Any effort by a Bidder to influence KB in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid and KB will declare the firm ineligible, for a stated period of time from participation in future bids of KB.

6.4. Unsolicited clarification to the Bid and/or change in price during its validity period would render the Bid liable for outright rejection.

7. THE MANAGEMENT OF KB RESERVES THE RIGHT:

7.1. To relax or waive/amend any of the conditions stipulated in this document as deemed necessary in the best interests of KB without assigning any reasons thereof.

7.2. To include/exclude any item under the Scope of Work.

7.3. To cancel the bid at any stage, without assigning any reason.

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8. THE BID SHALL BE LIABLE TO BE REJECTED IF:

8.1 It is not properly covered, sealed and super-scribed as indicated.

8.2 It is not in the prescribed form and not containing all required details.

8.3 It is not properly signed, sealed & stamped.

8.4 It is received after the expiry of due date and time.

8.5 It is received by telex, fax, telegram or email.

9. ACCEPTANCE OF THE BID:

Acceptance of the bid will be intimated to successful bidder through a Letter of Intent (LOI)/ Work Order and this shall be treated as authorization for start of work. The bidder shall sign the said copy of LOI/work order and send to KB within Five days (5) from the date of issue of the same. The contract shall be treated as having been entered into from the date of issue of the work order to the successful tenderer.

10. DISPUTE:

In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of CEO, KB will be final and binding on both the parties to the Contract.

11. Confidentiality:

The Practising Firm shall treat all the information provided by KB as confidential and shall also ensure the security and confidentiality of information, documents, records, software, data, deliverables etc., handled during the professional services engagement and should not part with anybody.

In case of any clarification required in this regard, the undersigned could be contacted at phone no 8851393996, Email: samtasimmy.kb@karmayogi.in KB reserves the right to cancel/ restrict/ enlarge/ modify/postpone and/ or extend the date of KB receipt/ opening of Bid or withdraw the Bid notice without assigning any reason(s) whatsoever. In such a case, the bidders shall not be entitled to any form of compensation from the Company.

Yours Faithfully,
CS Samta Kumari Simmy
Company Secretary
Karmayogi Bharat
Membership No. 23237
Samta Kumari Simmy
Karmayogi Bharat
Company Secretary
ACS No: 23237
Email: samtasimmy.kb@karmayogi.in
Tel: 08851393996
Date: 03.07.2023
Place: New Delhi

ANEXURE-1
NOTICE INVITING BID

(On Letter-Head of Practicing Company Secretary/ Firm of Company Secretaries)
Bid should be submitted in sealed envelope and super-scribed as ““Notice inviting bids from Practicing Company Secretary/Chartered Accountant/Cost Accountant Firm(s) to provide pre-certification/certification services for the e-forms under the provisions of Companies Act 2013 for Karmayogi Bharat for Financial Year 2023-24”.

Ref: Notice Inviting Bid No. KB/Cert-PCS-PCA-PCW/(1Y)/(2023-24)

Date: DD/MM/YYYY

To
Company Secretary
Company Affairs Department,
Parsvnath Capital Tower, 7th Floor,
Bhai Vir Singh Marg,
Sector 4, Gole Market,
New Delhi 110001.

Sl.No	Particulars	Reply
1.	Name of the Practicing Company Secretary/Chartered Accountant/Cost Accountant Firm(s)	
1.1.	Status - Whether Partnership/ Proprietorship/ Individual	
1.2.	Name(s) of the contact person(s) and the contact details (i.e. mobile, telephone, fax & email)	
2.	(a) Date of Commencement of Practice as PCS / PCA Firm & Total no. of years as whole-time Practicing Company Secretary as on cut-off date (i.e. 01.04.2023)	DD/MM/YYYY & ...years...months...days
	(b) Certificate of Practice (CoP) Number / Firm Registration Number. <i>(Please attach self-attested & duly stamped copy of Certificate of Practice and / or Copy of approval letter from The Institute of Company Secretaries of India/Institute of Chartered Accountant of India and The Institute of Cost Accountants of India in respect of Firm's Name)</i>	
3.	Details of Office: Registered Office Address: Contact Person/ Name: Address with PIN Code : Mobile/Landline Nos. : Email : Website:	
4.	PAN No.	

	(Please attach self attested & duly stamped copy of PAN. Certificate)	
5.	GST Regn. No., if the firm has GST No. and charging for the same (Please attach self attested & duly stamped copy of GST Regn. Certificate)	

I/We.....Practicing Company Secretary/Chartered Accountant/Cost Accountant Firm(s) are pleased to submit our Bid providing pre-certification/certification services for the e-forms under the provisions of Companies Act 2013 for Karmayogi Bharat for Financial Year 2023-24 against above referred Notice inviting Bid as under:-

S. No	Form (Please refer scope of work)	Purpose (Please refer scope of work)	Amount to be mentioned in Unit Rate per form (In Rs)
1	DIR-3 KYC	KYC of Directors	
2	DIR-12	Appointment/Cessation of Directors & KMP	
3	DIR-3	Application for allotment of DIN No	
4	MGT-14	Filing of Resolutions & Agreements u/s 117	
5	PAS-3	Return of Allotment for issue of share capital	
6	AOC-4 XBRL	Form for filing financial statements & other documents with the Registrar (pre-certification and xbrl filing)	
7	MGT-7	Form for filing Annual Return by a Company	
8	MGT-8	Certification by a practicing Company Secretary on a company's annual return pursuant to Section 92(2) of the Companies Act 2013	
9	GNL-1	Application made to Registrar of Companies	
10	INC-22	Notice of situation or change of situation of registered office	
11	SH-7	Alteration of Share Capital	
12	INC-28	Notice of order of the Court/ Competent Authority	
13	DIR-6	Change in particulars of Director	

Declaration:

1. All the information provided by me/us here above is correct to the best of my/our knowledge and belief. No material information has been concealed by me/us.
2. I/We undertake to bring immediately to the notice of KB any material change occurring in the above furnished information.

3. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.

4. The PCS/PCA/partners of the firm are holding Certificate of Practice (CoP) issued by the Institute of Company Secretaries of India, Institute of Chartered Accountant of India and Institute of Cost Accountants of India and such CoP is in force as on date and are in whole time practice only.

5. No disciplinary/penal action has been initiated /contemplated/pending against the Firm or any of its Partners which have/ may lead to suspension of Practice of the Firm by the ICSI/ICAI/ ICMAI/ MCA/ ROC/ SEBI and other Government/ Statutory Authorities or any other Regulatory Authorities. No investigation/ proceedings/ adjudications are pending against the firm or any of its Partners. The Firm or any of its partners have never been penalized by the ICSI/ICAI/ICMAI/MCA/ROC/SEBI and other Government/ Statutory Authorities in any disciplinary proceedings. The Firm & its partners is/are free from any disqualification under the Companies Act, 2013.

6. I/ We have not been banned/ black listed/ de-barred from business by any PSU/ Govt. Department during last three (03) years.

7. I/We have read all the terms & conditions of bid (i.e. KB/Cert-PCS-PCA-PCW/(1Y)/(2023-24) and the instructions and these are acceptable to me/us.

8. I/We agree to perform such services and execute such works upon the terms and conditions hereinafter contained as may be amended during the contract period of one year.

9. I/We undertake to abide by the rules and discipline of KB during rendering professional services / delivery of services to KB.

10. I/ We are experienced and competent to perform the Contract to the satisfaction of KB.

11. I/We agree to perform such services and execute such works upon the terms and conditions hereinafter contained as may be amended during the contract period.

12. I/We are not related to Directors or Key Managerial Personnel of the Company within the meaning of Companies Act, 2013.

13. NO DEVIATION STATEMENT:

THIS IS TO DECLARE THAT WE DO NOT HAVE ANY DEVIATIONS IN THE STIPULATIONS OF THIS NOTICE INVITING BIDS AND ACCORDINGLY WE ACCEPT ALL THE STIPULATIONS WITHOUT ANY RESERVATIONS WHAT SO EVER.

Signature:

Name of the Authorized Signatory:

Designation of the Authorized Signatory:

Stamp of the Practising Firm: