

TENDER FOR E-FILING OF BALANCE SHEET AND PROFIT AND LOSS ACCOUNT IN EXTENSIBLE BUSINESS REPORTING LANGUAGE (XBRL) MODE FOR THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED (OMDC) AND THE BISRA STONE LIME COMPANY LIMITED (BSLC) FOR THE YEAR 2013-14

Address: AG- 104, Sourav Abasan, 2<sup>nd</sup> Floor, Sector-II, Salt Lake City, Kolkata-700091

Enq No: BGC/Enq/HO/XBRL/08-2014

Date: 20/08/2014

To,

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Subject: TENDER FOR E-FILING OF BALANCE SHEET AND PROFIT AND LOSS ACCOUNT IN EXTENSIBLE BUSINESS REPORTING LANGUAGE (XBRL) MODE FOR THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED (OMDC) AND THE BISRA STONE LIME COMPANY LIMITED (BSLC) FOR THE YEAR 2013-14

Dear Sir,

With reference to the above, inviting tenders on the above subject, as follows:-

A. INTRODUCTION

The Orissa Minerals Development Company Limited (OMDC) and The Bisra Stone Lime Company Limited (BSLC) are Central Public Sector Undertakings (CPSUs). OMDC and BSLC are mining companies.

OMDC and BSLC are listed companies. OMDC is listed at National Stock Exchange, Calcutta Stock Exchange and got trading permission under permitted category at Bombay Stock Exchange and BSLC is listed at Calcutta Stock Exchange. The paid up share capital of OMDC and BSLC are 60,00,000 equity shares of Rs. 1 each and 8,72,86,252 equity shares of Rs. 10 each respectively.

B. PROPOSAL

The tender is for e-filing of Balance Sheet and Profit and Loss Account in Extensible Business Reporting Language (XBRL) mode for OMDC and BSLC as per the scope of work as prescribed herein below.

The period of engagement will be for a period of one year from the date of issue of appointment letter. However the engagement is extendable for a further period of two years at the same rates and terms & conditions on satisfactory completion of job. However, the extension will be at the sole discretion of the Company.

### C. SCOPE OF WORK

The job details are as follows:

E-filing of documents with MCA including conversion of whole data in XBRL taxonomies after mapping and etc.

Filling & Filing of form 23AC & 23ACA with MCA including Certification Job for the year 2013-14

### D. LAST DATE OF RECEIPT AND OPENING OF TENDERS

- a) A complete set of bidding documents may be obtained by interested agency(s) physically or by post on all working days from 10.00 Hrs (IST) to 16.30 Hrs (IST) from 23/08/2014 to 15/09/2014 on submission of a written application (in duplicate) giving complete details of Mailing Address, Telephone & Fax Nos, E-Mail Address & Name of Contact Person

from---

Company Secretary, OMDC/ BSLC,  
AG-104, Sourav Abasan, 2nd Floor,  
Sector –II, Salt Lake City, Kolkata-700091,  
Tel: 4016 9200, Fax: 033-4016 9267  
Email: [info.birdgroup@nic.in](mailto:info.birdgroup@nic.in)

- b) Entire Bidding documents along with detailed Invitation for Bid (IFB) alongwith Instruction for Bidder are available on the website of the company i.e. [www.birdgroup.gov.in](http://www.birdgroup.gov.in) The prospective Bidders can download the documents for the purpose of preparation & submission of their Bids.

The Bidder shall download the “Bidding Document” available on the website in totality. It will be presumed that the Bidder has gone through the entire Bidding Document available on the website, which shall be binding on the Bidder.

a) Last Date of Receipt

The sealed Tenders, complete in all respect, numbered, signed with stamp of the Firm/Professional on each page, should be dropped/send/posted to THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED, AG- 104, Sourav Abasan, 2<sup>nd</sup> Floor, Sector-II, Salt Lake City, Kolkata-700091 on 15/09/2014 by 3.00 P.M. In case date of receipt of tenders happens to be declared a public holiday, the tender will be accepted on next working day till 3.00 p.m. Proposals submitted by fax or telegram or e-mail will not be accepted. The Companies reserves the right to reject any proposal that is not submitted according to instructions stipulated in the tender format. No proposal will be entertained after the appointed time and date. The Company will not be responsible for any postal/ courier delay. The Proposals received after the appointed time and date will be summarily rejected.

b)Submission of Offer

- i. The proposal should be sealed in a large envelope bearing the name as shown (OMDC & BSLC) with common address “AG-104, Sourav Abasan, 2<sup>nd</sup> Floor, Sector-II, Salt Lake City, Kolkata- 700 091” and name of the work.
- ii. Companies assume no responsibility for premature opening of the contents of the proposal submitted, in case the envelope is not properly sealed and marked as instructed above, the offer/bid will be summarily rejected.
- iii. The outer envelopes will contain inside two sealed envelopes, one clearly marked cover-I under which one envelope as ‘Part-A-Compulsory points, the other clearly marked as ‘Cover-II-Financial Bid’.
- iv. The Technical and Financial Bid must be prepared in indelible ink and must be signed by the Authorised Representative of the Applicant. All the pages of the original Technical and Financial Bid must be numbered and initialed by the person or persons signing the Proposal.
- v. The Proposal must contain no overwriting except as necessary to correct errors made by the Applicants themselves, in which cases such corrections must be initialed by the person or persons signing the Proposal.
- vi. The complete proposal must be delivered on or before the specified time.

vii. The proposal shall be made in the forms specified in this document. Any attachment to such forms must be provided on separate sheets of paper, and only information that is directly relevant should be provided.

viii. The rates quoted shall be firm throughout the period of execution of the work.

ix. The Company reserves the sole right to accept or reject any or all Proposals thus received without assigning any reason thereof.

Fees should be quoted separately for each companies and the job will be assigned to the party individually for each Company on L-1 basis.

c)Opening of Tenders:

Cover – I, i.e. Technical Bid will be opened in the presence of the bidders or their accredited representative at the office of The Company Secretary, OMDC/BSLC on 16/09/2014 by 3.00 PM.

Cover – II i.e. Price Bid of the Bidders, whose Techno Bids are found acceptable afterwards on a suitable date, which will be intimated to the bidders in due course.

E. ELIGIBILITY CRITERIA FOR SUBMISSION OF TENDER

- a) The firm/Professional (Chartered Accountant in practice, Cost Accountant in practice, or Company Secretary in practice) shall have minimum 5 years experience in their profession and minimum 2 years of experience in this area.
- b) The Professional (Chartered Accountant in practice, Cost Accountant in practice, or Company Secretary in practice) shall not be in employment of the Company.
- c) No disciplinary/penal action should have been initiated /contemplated/pending which have/may lead to suspension of Business/Practice of the firm/ Professional (Chartered Accountant in practice, Cost Accountant in practice, or Company Secretary in practice) by SEBI and/or any other Regulatory Authorities. No investigation/proceedings/adjudications are pending against the firm/Professional and/or any of its Promoters/ Directors/CEO.

The Firm/Professional will have to submit written undertaking to this effect.

- d) Has not been debarred from functioning by any statutory/regulatory authority at any point of time. The Firm/Professional will have to submit written undertaking to this effect.

#### F. EVALUATION PROCESS OF APPOINTMENT

In this regard the company invites sealed tenders from interested parties who may be Chartered Accountants in practice, Cost Accountant in practice, or Company Secretary in practice to be submitted in two (2) parts:

- i) Cover – I (Technical Details)
- ii) Cover - II (Financial Bid)

Cover-I and Cover-II are to be submitted in separate wax sealed envelope. These two envelopes are to be put inside a bigger sized envelope and wax sealed. The party failing to provide the details as desired by the company under Cover-1 In Part -A, financial bid will not be open and tender will be invalid.

- i) Cover I– Part A- Compulsory Points  
---shall contain profile of the Firm/Professional (in the given format) containing the eligibility criteria documents and are required to be submitted mandatorily. The cover II of ineligible bidders will not be considered and kept unopened.

- ii) Cover II –Financial - Shall contain the financial offer for each of the companies separately in a given format.

The envelope marked as “Cover-1 under Part A will be opened in front of the representatives of the applicants who choose to be present.

#### Points to be noted:

- i. To facilitate evaluation of Applications, the respective companies may, at its sole discretion, seek clarifications from any Applicant regarding its Application. Such clarification(s) shall be provided within the time specified by the companies for this purpose. Any request for clarification(s) and all clarification(s) in response there to shall be in writing. If an Applicant does not provide clarifications sought within the prescribed time, its Application shall be liable to be rejected.
- ii. After Technical Evaluation, the companies would prepare a list of technically qualified applicants for opening of their financial proposals. Date, time and venue will be

notified to all applicants for announcing the result of evaluation and opening of financial proposals.

- iii. Technically qualified applicants, Financial Bid can only be opened.

G) Offer validity Period

The offer shall be valid for a period of 90 days from the closing date of the tender. Any offer falling short of the validity period is liable for rejection.

H) AWARD OF CONTRACT

The Contract will be awarded to the party on L1 basis for each Company.

I) TENURE OF CONTRACT

The Contract will be awarded initially for one year, which is extendable for another two years on similar terms and conditions at mutually agreed rates at the sole discretion of the respective Companies.

J) SUBMISSION OF BILLS.

The Bill is to be submitted in Triplicate addressed to the respective Company Secretary, and along with the Satisfactory job completion certificate to the officer in charge in respective company.

K) a) PAYMENT TERMS:

100% payment will be effected based on the invoices/bills raised as at para H above, after successful completion of each work. No advance payment shall be made.

- b) TAX DEDUCTED AT SOURCE: Income-Tax and other taxes as applicable shall be deducted at source at the rate prescribed in the Income Tax Act and or other Act from the gross value of each bill.

L) ARBITRATION

Any dispute or difference under or arising out of or in respect of the Agreement/ Accepted Contract may be referred to the sole Arbitrator, a person appointed by the Managing Director of respective Company, AG 104, Sourav Abasan, 2<sup>nd</sup> Floor, Sector-II, Salt Lake City, Kolkata- 700 091 and his decision in the matter will be final and binding on the firm/professional and the Company. The arbitration shall be carried out as per Arbitration Act, 1996 and rules made there under as amended from time to time.

NOTE ---- The Court of Barasat North 24 PGS & High Court, Calcutta will have the jurisdiction to address any unsettled dispute, venue of the arbitration shall be Kolkata. Submission of your offer is tantamount to your agreeing to the terms and conditions laid down herein.

M) RISK PURCHASE

In the event of failure to fulfill the contract terms and execution of work as per letter of contract/work order/agreement, OMDC and BSLC shall reserves the right to make the contractual obligation carried out by alternative arrangements and shall recover from the contractor any additional cost involved therein.

N) INSTRUCTION TO THE APPLICANT

(A) Technical Proposal

- (i) The compulsory points of the applicant, complete in all respects, should be made in the form as specified in Annexure-A. While submitting the Cover-1 in Part-A, the applicant must ensure that all the details in the prescribed format are duly filed in as per the format shown in Annexure-A and signed must be sealed in the envelope titled “Compulsory Points”.
- (ii) The Technical proposal must not include any financial information.

(B) Financial Proposal

- (i) The Financial Proposal of the applicant, complete in all respects, should be made in the form as specified in Annexure-B.
- (ii) While submitting the Financial Proposal, the applicant must ensure that all items indicated in the form should be duly filed in and signed and must be sealed in the envelope titled “Financial Bid”.
- (iii) The Bidder is required to quote a fee in INR (in figure & words) (in a sealed

envelope) and the fee quoted should be exclusive of all the applicable taxes, cess, duties etc. The fee quoted should not be less than Rs: 1/- (Rupee one only) failing which the financial bid would be rejected. The different taxes should be indicated separately while raising the bills for payment of fee. All bills are to be raised in INR and will be payable in INR only after successful and satisfactory closure of the transaction in prescribed performa of price bid (Annexure-B).

- (iv) The fee quoted should be unconditional.
- (v) The Bidders will be liable to pay taxes applicable as per law.

#### O) OTHER TERMS AND CONDITIONS

- a) The required information related to the company can be obtained from the website [www.birdgroup.gov.in](http://www.birdgroup.gov.in) & CPP Portal (<http://eprocure.gov.in/cppp/>)
- b) The Company has the right to accept/reject any/all tenders without assigning any reason. Consequent upon appointment if it is proved that participant had given false declaration; action will be taken against them by the Company.
- c) The Management of the Company has the right to add/ change all or any of the aforesaid conditions while entering into final agreement with the Registrar.

“Annexure-A”  
(Compulsory details of the applicant)

PART-1

1. FIRM/PROFESSIONAL DETAILS:

- a. Name :
- b. Address :
- c. Telephone No :  
Mobile No :
- d. Name of the Proprietor/ Partners/Directors :
- e. PAN No (copy) :
- f. TIN No (copy) :
- g. CP No.(copy)

2. Has the firm/Professional ever been debarred/ Black Listed by any Organisation? If “yes” the details thereof. : YES/NO

3. Documents to be submitted under the following points:

- a. Details of last 05 years experience  
of the firm/Professional and 02 years in this area: YES/ NO
- b. Trade License : YES/ NO

The terms and conditions of the tender are acceptable to me/ us. All information provided above are true to the best of my/ our knowledge.

Authorised Signatory,  
(with full name and designation)

Seal:

“Annexure-A”  
(Compulsory details of the applicant)

PART-II

I/We undersigned is / are authorized signatories of the Firm/Professional

M/s \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Do here by undertake that:

1. The Firm/Professional is in this business since last 05 year.
2. The firm/Professional (Chartered Accountant in practice, Cost Accountant in practice, or Company Secretary in practice) is not in employment of the Company.
3. No disciplinary/penal action should have been initiated /contemplated/pending which have/may lead to suspension of Business/Practice of the firm/ Professional (Chartered Accountant in practice, Cost Accountant in practice, or Company Secretary in practice) by SEBI and/or any other Regulatory Authorities. No investigation/proceedings / adjudications are pending against the firm/Professional and/or any of its Promoters/ Directors/CEO.
4. Has not been debarred from functioning by any statutory/regulatory authority at any point of time.
5. We have carefully read all the terms and conditions of the Tender Document and hereby accept all the terms & conditions of the Tender Document.

Authorised Signatory,  
(with full name and designation)  
Seal:

“Annexure-B”

(Financial Bid)

Proforma for quoting rates for rendering services to the company for e-filing of Balance sheet and Profit and Loss Account in Extensible Business Reporting Language (XBRL) mode

Sl. No.	Rates for OMDC ( <sup>₹</sup> ) (A)		TOTAL for OMDC ( <sup>₹</sup> ) (i+ii)	Rates for BSLC ( <sup>₹</sup> ) (B)		TOTAL for BSLC ( <sup>₹</sup> ) (i+ii)	REMARKS
	Fees (i)	Out of pocket expenses (ii)		Fees (i)	Out of pocket expenses (ii)		
1.							

Note:

- The rates, so indicated have to be exclusive of Service Tax.
- The rates are to be quoted in figure and in words.

Authorised Signatory,  
(with full name and designation)

Seal: