

Invitation for Expression of Interest (EOI)

To Empanel Services providers who provide Secretarial Services

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Confidential

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A. COMPANY PROFILE

I-Hub Foundation for Cobotics (IHFC), Technology Innovation Hub (TIH) of Indian Institute of Technology Delhi (IIT Delhi) is a Section 8 company, registered under The Companies Act, 2013, having a registered office at MZ-122 IIT Delhi, Hauz Khas, Delhi, India-110016, established under the mandate of the Govt. of India through the Department of Science and Technology (Ministry of Science and Technology), under its NM-ICPS (National Mission on Interdisciplinary Cyber-Physical Systems) mission for promoting research and development, incubating/promoting individuals/start-ups, entrepreneurs, organizations and corporations individually or in collaboration with faculty and other parties for harnessing the new wave of technological innovation in India.

B. OBJECTIVE OF EOI

The objective of EOI is to invite online Expression of Interest (EOI) from Service Providers, Vendors, and Suppliers termed as **“PARTICIPANTS”** who can deliver comprehensive **“Secretarial Services for IHFC and its Partners & Startups”**.

We seek service provider(s) with proven expertise and the capability to deliver comprehensive services. The provider must possess the necessary competencies, as well as relevant qualifications and registrations in the applicable domains. Through this initiative IHFC aims to

- Getting Secretarial services for itself and for its Partners & Startups.
- Getting Legal & Regulatory guidance for itself and for its Partners & Startups.
- Objective of the Legal and Secretarial participant
 - Ensuring Compliance
 - Promoting Good Governance
 - Facilitating Board Support
 - Managing Legal and Regulatory Requirements
 - Safeguarding Shareholders’ Interests

C. SCOPE OF WORK

IHFC invites applications from companies/ partnership firms / sole proprietorship firms termed as **“Participants”** who can deliver comprehensive **“Secretarial Services for IHFC and its Partners & Startups”**.

a. Broad SoW for Secretarial Services

- i. Advising on regulatory compliance, corporate governance, and statutory requirements.

- ii. Maintaining statutory books, including registers of members, directors, and shareholders.
- iii. Organizing, attending, and recording minutes for board meetings, annual general meetings, and other statutory meetings.
- iv. Filing necessary documents with regulatory bodies, such as Registrar of Companies (ROC) etc.
- v. Managing the issuance and transfer of shares and maintaining shareholder records.
- vi. Filing, registering, representing, attesting, or verifying any document including forms, returns and applications by or on behalf of the company as an authorized representative.
- vii. Compilation of status/ search reports for companies, banks, and financial institutions.
- viii. Pre-certification of forms relating to Registration/Modification/Satisfaction of charges and their filing with the Registrar of Companies.
- ix. Pre-certification of other documents and returns required to be filed with the Registrar of Companies.
- x. Acting as Secretarial Auditor, Advisor or Consultant.
- xi. Appearing as authorized representative before the Company Law Board, Central Government, Regional Director, and Registrar of Companies.

b. Service will be used by

- i. IHFC for its own operations
- ii. Partners, Academia and Startups for actions related to IHFC's work
- iii. Partners, Academia and startups for their own work but at same terms and conditions as IHFC

D. QUALIFICATION / ELIGIBILITY CRITERIA

a. INCORPORATION DOCUMENTS OF PARTICIPANT(S) – Format-2

- i) It should be registered under the Indian Companies Act 2013 / The Indian Partnership Act 1932 / Indian Sole Proprietorship Act.
- ii) Copy of Certificate of Incorporation (COI), Partnership Deed and / or registration certificate with GST Authorities (GSTIN).
- iii) Should be in active business in a related field for at least from last three years.

b. EXPERIENCE OF PARTICIPANT – **Format-3**

- i) Should have relevant experience of minimum 3 years and expertise in the said domain and services.
- ii) Should have a demonstrable history of successful execution of similar services in India, proofs of services to be provided.
- iii) All the relevant evidence of the completed engagement must be submitted to demonstrate that the company has actively worked in the said domain and services.

c. FINANCIAL CAPACITY

- i) Only Financial details are to be put in this section.
- ii) The information should include the service descriptions, values of the services, duration, and experience certificate.
- iii) The bidder's turnover / revenue should be minimum 50 Lacs.
- iv) The bidder should provide his Balance Sheet for last 3 years.

d. CATEGORIZATION

- i) Category will be based on financial capacity and past experience.

E. SUBMISSION AND EVALUATION CRITERIA

- a. Screening of EOIs will be conducted as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
EOI will be further evaluated based on the submitted response on following aspects:
 - b. The evaluation committee will decide the finalist based on Technical competence, Financial competitiveness and meeting other terms and conditions.
 - c. Only qualified **PARTICIPANT(S)** will be asked to present their offer.
 - d. Qualified **PARTICIPANT(S)** will be allowed to participate in the financial bid.
 - e. The EOI exercise will be terminated if none of the EOI responses are found suitable.

F. PAYMENT AND PENALTY CLAUSES

a. PAYMENT TERMS

- i. Payment will be made as per terms & rates mutually agreed between IHFC and service provider.
- ii. Payment will be released against the running bills as mutually agreed.
- iii. In case of any uncontrollable / unavoidable situation IHFC and Service provider will mutually decide any penalty or compensation.
- iv. IHFC will be deduct applicable TDS as per Income tax Act 1961.
- v. The rate and payment against the unlisted work will be made as per mutual discussion.

b. PENALTY CLAUSES

- i. Penalty for statutory delays, reporting and audit shortcomings will be borne by service provider on a mutually agreed basis.

G. SCHEDULE

Name of Organization	I-Hub Foundation for Cobotics
Tender Type (Open/Limited/EOI/Auction/Single/Global)	EOI
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Services
Service Category	Secretarial Services
Date of Issue/Publishing	03/12/2024
Document Download Start Date	04/12/2024
Document Download End Date	20/12/2024
Date and Time of Opening of Technical Bid	23/12/2024
Finalization of Service Providers	30/12/2024
Bid Validity days	30 days (from the date of opening of bids)
Address for Communication	I-Hub Foundation for Cobotics, 2A-1A, 2nd Floor, R&I Park, IIT Delhi, Hauz Khas, New Delhi 110016, India Or I-Hub Foundation for Cobotics, Room No. MZ-122, IIT Delhi, Hauz Khas, New Delhi 110016, India

Contact No.	(91)-70426 54553
EOI offer availability for download	www.ihfc.co.in
Email Address	contact@ihfc.co.in

Note:

IHFC advises PARTICIPANT(S) to seek clarifications over the email at <contact@ihfc.co.in> within Two (2) days after issuance of the Invitation for EOI with The subject line “**Query on EOI for Secretarial Services**” and

Addressed to: Head-Finance

- a. While raising query Service Provider should specify their company name, contact person name, designation, contact details (email and mobile), and address.
- b. All the queries will be clarified over email or in an online meeting with the PARTICIPANT.
- c. After reviewing all the EOI responses, shortlisted PARTICIPANTS will be informed to make presentations on their offers.

H. CONFLICT OF INTEREST

- a. Where there is any indication that a conflict of interest exists or may arise, it will be the responsibility of the **PARTICIPANT** to inform the designated IHFC contact point by email. The details of the visualized conflict should be attached to the EOI as per **Format -6**.
- b. IHFC will be the final arbitrator in case of potential conflict of interest. Failure to notify IHFC of any potential conflict of interest will invalidate any verbal or written agreement.
- c. A conflict of interest is where a person who engages in the procurement has or may be perceived to have a personal interest in ensuring that a particular **PARTICIPANT** is successful. Actual and potential conflicts of interest must be declared by a person involved in an EOI process.

I. DEFINITIONS

“**Bidder/ Participant/ Service Provider/ Vendors**” are hereby referred to as “**PARTICIPANT**” is an organization that has expressed its interest in providing the services mentioned above as per the scope of work

“**BID**” is the proposal submitted by the Participant/ Contractor with commercial rates and terms and conditions.

“Academia” is referring to all academic individuals who are associated with IHFC in their organizational or individual capacity

“Partners” is referring to all institutes and organizations who are associated with IHFC

J. TERMS & CONDITIONS

- a. The “Participant” will work dedicatedly as per the conditions specified in Appendix A.
- b. The “Participant” will provide a Single Point of Contact (SPOC) to IHFC for the engagement, management, and resolution of the requirements in Format – 4.
- c. The required competency and experience of “Participants” are mentioned in Format – 3.
- d. Appropriate penalty clauses will be imposed to ensure that the claimed objectives are executed in time without compromising on quality.
- e. This EOI is being issued with no financial commitment, and the IHFC reserves the right to change or vary any part thereof at any stage and also to withdraw/cancelled/re-tender the EOI, should it become necessary at any stage, without assigning the reasons whatsoever.
- f. Late, ambiguous, conditional, incomplete bids will not be considered. No responsibility will be taken for non-delivery and non-receipt of EOI Response documents.
- g. A pointwise compliance statement addressing every functional requirement/ specification mentioned will be submitted. Non-compliance, if any will be clearly marked with reasons.
- h. PARTICIPANT is required to furnish the complete details for both technical as well as commercial aspects.

APPENDIX A – TERMS OF ENGAGEMENT

<p>Responsibilities of “Participant” include, but are not limited to, the following activities:</p>	<ul style="list-style-type: none"> ○ Corporate Governance <ul style="list-style-type: none"> ▪ board structures, ethical practices, disclosure requirements, and overall compliance with corporate governance standards ○ Regulatory Compliance <ul style="list-style-type: none"> ▪ ensure that the organization adheres to relevant laws, such as company law, taxation, intellectual property, labour laws, data protection regulations, etc. ○ Board Support and Documentation <ul style="list-style-type: none"> ▪ assist in organizing board meetings, preparing agendas, documenting minutes, and maintaining proper board procedures and preserving accurate records, which are vital for legal and regulatory purposes ○ Managing Secretarial Service <ul style="list-style-type: none"> ▪ handle statutory filings, maintain statutory registers, and ensure timely submission of required forms and reports to regulatory authorities ○ Registrations and Licensing Service <ul style="list-style-type: none"> ▪ Registering for govt licences, schemes, registrations for financial or regulatory approvals ○ Due Diligence <ul style="list-style-type: none"> ▪ conducting due diligence, and ensuring compliance with disclosure requirements ○ Incorporation Services <ul style="list-style-type: none"> ▪ Company incorporation and registering as per different organisation types e.g. Company, LLP, Startup etc ○ Intellectual Property / Patent Registration ○ Legal Support for filing and litigations <ul style="list-style-type: none"> ▪ Advising on business transactions, claims liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations
<p>Payment Terms</p>	<ul style="list-style-type: none"> ○ For disputes on any issues “Participant” will be notified by IHFC SPOC on receipt of the bill ○ Penalties will be charged for non-compliance of responsibilities & guidelines

FORMATS FOR SUBMISSION – 1/2/3/4/5/6

FORMAT-1: PARTICIPANT’S EOI SUBMISSION

To,

Sub: Submission of Expression of Interest to undertake work as specified in Invitation of EOI

Dear

In response to the Invitation for Expressions of Interest (EOI) for the above purpose, we would like to express interest in carrying out the above-proposed task. As instructed, we are submitting the following documents as our response:

S. No.	Required Document	Submitted (Yes/No)
1.	Incorporation Certificate / Partnership Deed	
2.	GST Registration Certificate	
3.	Organization details as per Format-2	
4.	Experience of the Organization as per Format-3A	
5.	List of Contact details of client organization as per Format- 3B	
6.	Profile of the SPOC proposed to manage our account as per Format-4	
7.	Financial bid as per Format-5	
8.	Balance Sheet for last 3 years	
9.	Conflict of Interest confirmation as per Format-6	

Authorized signatory on behalf of Company

Name:

Company:

Signature:

Stamp and date:

Note: This is to be furnished on the letterhead of the organization.

FORMAT-2: ORGANISATION DETAILS

Contact Information	
<i>Contact details of all Directors' / Partners / Proprietor are to be furnished here</i>	
Director / Partner / Proprietor	
Name	
Designation	
Phone	
Email	
Director / Partner *	
Name	
Designation	
Phone	
Email	
Authorized signatory (s)	
Signature	
Name	
Company	
Stamp & Date	

* Note: Names of Dir/ Partners to be added where applicable.

FORMAT-3: EXPERIENCE OF THE PARTICIPANT ORGANIZATION

Relevant experience of the **PARTICIPANT** organization is to be submitted in any format but clearly addressing all the requirements mentioned in the experience part of qualification criteria and the specific requirements as mentioned in the Scope of Work section of the document., to be signed by the authorized signatory of the company.

FORMAT-3A: RELEVANT SERVICES SUCCESSFULLY EXECUTED BY PARTICIPANT

Description of Service provided by Company (individual or collectively) in last 3 years.
(must be supported with proof of service contracts)

Details of Successfully Executed in last 3 years		
S. No.	Project Details	
1	Description	
	Value (INR)	
	Size (Manpower + Duration)	
	Client Company	
	Service Delivered Company	
	Proof of Completion	
	Duration of Empanelment	
2	Description	
	Value (INR)	
	Size (Manpower + Duration)	
	Client Company	
	Service Delivered Company	
	Proof of Completion	
	Duration of Empanelment	

To be signed by an authorized signatory of the company

FORMAT-3B: LIST OF CONTACT PERSONS FOR REFERENCE

List of Organizations for whom the Bidder has undertaken such work during last three years		
Name of the organization	Name of Contact Person	Contact No.

FORMAT-4: PROFILE OF THE SPOC PROPOSED TO LEAD THE EXECUTION (MINIMUM 1 PERSON):

Name		
Relevant Experiences of Minimum 3 / Services – in last 2 year		
S. No.	Experience Description	
1	Services Description	
	SPOC Specific Contribution in the Project	
	Engagement Duration	
2	Services Description	
	SPOC Specific Contribution in the Project	
	Engagement Duration	

To be signed by the authorized signatory of the company

FORMAT-5: FOR SUBMISSION OF FINANCIAL BID

Use standard format only, any additional information may be added to comments

Kindly fill your quote as per given format only – Any additional value can be mentioned as note.				
Sr.	List of Services	One Time Fees	Charges for Regular Services	Comment

To be signed by an authorized signatory of the company



FORMAT-6: CONFLICT OF INTEREST

(Mandatory Confirmation)

From:

Conflict of interest Identified: Yes/No If Yes, Conflict Description:
