



**DISTRICT RURAL DEVELOPMENT AGENCY,  
NAYAGARH**

Nayagarh, Dist.-Nayagarh, Odisha. Pin- 752070

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Notice No: 118 / DSMS, Nayagarh Date: 19.03.2021

**Expression of Interest (EOI)**

**For Engagement of Chartered Accountant Firm/ Company Secretary Firm for  
Registration process of Producer Company under Indian Companies Act 1956**

Expression of Interests (EOI) are invited from interested reputed Chartered Accountants /Company Secretary firms for facilitation towards formation of a Producer Company under NRLM for the year 2020-21 in Nayagarh District by Speed Post/Registered Posts/Courier only. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof. The details terms and conditions are given below. The last date of receipt of the bid is 22/03/.....2021 up to 1.00 PM. The same will be opened on 22/03.....2021 at 3.30 PM in the Office chamber of Project Director DRDA, Nayagarh in the Office chamber in presence of the bidders or their authorized representatives.

19.03.21.  
Project Director,  
DRDA, Nayagarh.

Memo No: 119 Date: 19.03.2021

Copy forwarded to ADM, Nayagarh for information. He is requested to display the Quotation Call notice on the notice board of the District Office for wide publication.

19.03.21.  
Project Director,  
DRDA, Nayagarh.

Memo No: 120 Date: 19.03.2021

Copy forwarded to All BDOs, Nayagarh for information. They are requested to display the Quotation Call notice on the notice board of their respective offices.

19.03.21.  
Project Director,  
DRDA, Nayagarh.

Memo No: 121 Date: 19.03.2021

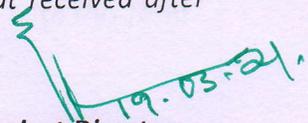
Copy forwarded to DIO, NIC, Nayagarh for information. He is requested to display the EOI notice on the District website for wide publication.

19.03.21.  
Project Director,  
DRDA, Nayagarh.

### **Detailed Eligibility criteria for the Bidders**

1. *Practicing Company Secretary (PCS)/ Chartered Accountant Firm (hereinafter referred as "the Applicant") registered with the Institute of Company Secretaries of India (ICSI)/ Institute of Chartered Accountants of India (ICAI) having its office(s) in Nayagarh and having minimum 5 years experience in full time practice shall be considered for Engagement.*
2. *The firm must not have been blacklisted by ICSI/ ICAI, any Government Departments/ PSUs/ Autonomous body.*
3. *The CS/ CA Firm must possess permanent account number (PAN) under Income Tax and registration number under GST.*
4. *Payment for the services will be made only after successful completion of assignment.*
5. *The bidder must quote the rates in figures correctly for the requisites of registration Process.*
6. *The firm will have to start the assignment immediately on receipt of the letter of appointment from ORMAS, DRDA, Nayagarh.*
7. *No TA /DA expenses will be borne by the undersigned for the firms undertaking the entire work.*
8. *In case of any dispute the decision of Collector-cum-CEO, DRDA, Nayagarh shall be final & binding.*
9. *If the selected /engaged C.S. / C.A. firm does not confirm the offer within the stipulated time, the Committee may cancel their selection/engagement & opt for 2<sup>nd</sup> lowest bidder.*
10. *The C.S/ C.A firm shall complete the work within stipulated time and cost without any extension of time or price escalation. In case of default the said firm shall not be eligible for reimbursement of their financial claims & participate in similar works, in future, for breach of contract.*
11. *The price quoted will be treated as single package. And the bidder has to quote the rate for the entire work.*
12. *Further the firm engaged shall be responsible for compliance of any query in regard to company registration MoA/AoA from the ministry of corporate Affair, Gol etc.*
13. *Time line to complete the registration process within 45 days.*

14. The firm will be given access to all relevant documents, correspondence and any other information relating to the PC registration and deemed necessary from time to time to accomplish the agreed deliverables.
15. This assignment is funded by ORMAS and therefore ownership of this assignment will remain with the ORMAS. The firm will have no right of claim to the assignment once it is completed. Document/material or any part of it will never be used or reproduced by the firm without written permission of ORMAS.
16. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.
17. The bids completed in all respect should reach the Office of the Project Director, DRDA, Nayagarh by 22/03/2021 up to 1.00 PM & will be opened on 22/03/2021 at 3.30 PM in the office chamber of the undersigned in presence of selection Committee & the bidders/authorized representative. Incomplete formats / format received after the prescribed last date will not be entertained.

  
Project Director,  
DRDA, Nayagarh.

**Format for submission of details of the Bidders**

<i>Sl. No.</i>	<i>PARTICULARS</i>	<i>Supporting Documents (self attested) required to be submitted along with this form</i>
<b>1</b>	<b><i>Details of the CS/ CA Firm</i></b>	
1.1	<i>Name of the Firm</i>	
1.2	<i>Contact Details of the Firm</i>	
1.3	<i>Address of the Head Office</i>	
1.4	<i>Phone No.</i> <i>Mobile No. of Contact Person:</i>	
1.5	<i>Fax No.</i>	
1.6	<i>Branch Offices:</i>  1.  2.  <i>(Attach separate sheet if necessary. Particulars of each branch including contact details to be given)</i>	<i>(Attach copy ICSI/ ICAI certification)</i>
2	<i>i. Date of establishment of the firm</i>	
	<i>ii. Date since H.O. &amp; B.O. are functioning at the existing Station.</i>	<i>(Attach copy ICSI/ ICAI certification)</i>
3	<i>Firm's Income Tax PAN No.</i>	<i>(Attach copy of PAN card)</i>

4	Firm's GST Registration No.	(Attach copy of Registration)
5	Firm's Registration No. with ICSI/ ICAI	
6	No. of years of Firm's existence & Date of establishment	(Attach copy of Certificate issued by ICSI/ ICAI)
7	<b>Experience of the Firm</b>	
7.1	Number of Assignments	i. Attach copy of the Offer letter for each assignment.
7.2	Number of Assignments of PSUs, Govt. undertakings, Pvt. agencies/ projects, Externally Aided Projects	ii. Relevant evidences to be given of the turnover and fee.

**Seal & Signature of the  
Authorized Partner/ person**

### **Scope of the Work**

**Registration of Producer Company: -**

Any ten or more individuals, each of them being a producer or any two or more Producer institutions

Or

A combination of ten or more individuals and Producer institutions, desirous of forming a Producer Company having its objects specified

**Naming Producer Company: -**

As per the norms prescribed in the Ministry of Corporate Affairs, Govt. of India, the process for naming a company will be as per the details below. Necessary addition & alteration are subject to the requirement of MCA, Govt. of india.

- A Producer Company should be named using the following suffix "...Producer Company Limited" appropriately indicating its status of producer company.
- Select, in order of preference, at least one suitable name up to a maximum of five names, indicative of the main objects of the company. ;

- Ensure that the name does not resemble the name of any other already registered company and also does not violate the provisions of emblems and names.
- Apply to the concerned Registrar of Companies to ascertain the availability of name in INC-1 by Logging in to the portal (<http://Avww.mca.gov.in>).
- A fee of\* 1000/- (approx) has to be paid alongside and the digital signature of the applicant proposing the company has to be attached in the form.
- If all the proposed five names are not available, the applicant will be intimated by Registrar of Companies (RoC) and subsequently the applicant has to apply for a fresh name on the same application.

**Preparation of Memorandum of Association: -**

- The memorandum of association of every Producer Company shall state.
- The name of the company with "Producer Company Limited" as the last words of the name of such Company.
- The State in which the registered office of the Producer Company is to be situated.
- The main objects of the Producer Company shall be one or more of the objects specified in section 581B. ' ;
- The names and addresses of the persons who have subscribed to the memorandum.
- The amount of share capital with which the Producer Company is to be registered and division thereof into shares of a fixed amount.
- The names, addresses and occupations of the subscribers being producers, who shall act as the first directors in accordance with sub-section (2) of section 581J;
- That the liability of its members is limited.
- Opposite to the subscriber's name the number of shares each subscriber takes: Provided that no subscriber shall take less than one share.
- In case the objects of the Producer Company are not confined to one State, the States to whose territories the objects extend.
- Other required documents related to Producer Company formation etc.

**Articles of Association: -**

- The articles shall contain the following mutual assistance principles, namely: -
- The membership shall be voluntary and available, of all-eligible persons who, can Participate or avail the facilities or services of the Producer Company, and are willing to accept the duties of membership;
- Each Member shall have only a single vote irrespective of the shareholding;
- The Producer Company shall be administered by a Board consisting of persons elected or appointed as directors
- Save as provided in this Part, there shall be limited return on share capital;
- The surplus arising out of the operations of the Producer Company shall be distributed in an equitable manner by: -
- Providing for the development of the business of the Producer Company;
- Providing for common facilities and
- Distributing amongst the Members, as may be admissible in proportion to their respective participation in the business:
- The articles shall contain the following provisions, namely: -
- The qualifications for membership,
- The manner of ascertaining the patronage and voting right based on patronage;

- *The manner of constitution of the board, its powers and duties, the minimum and maximum number of directors, manner of election and appointment of directors and retirement by rotation, qualifications for being elected or continuance as such and the terms of office of the said directors, their powers and duties, conditions for election or co- option of directors;*
- *method of removal of directors and the filling up of vacancies on the board, and the manner and the terms of appointment of the Chief Executive :*
- *The election of the chairman, term of office of directors and the chairman, manner of voting at the general or special meetings of members, procedure for voting, by directors at meetings of the board, Powers of the chairman and the circumstances under which the chairman may exercise a casting vote;*
- *The circumstances under which, and the manner in which, the withheld price is to be, determined and distributed:*
- *The manner of disbursement of patronage bonus in cash or by issue of equity shares, or both;*
- *The contribution to be shared and related matters*
- *The matters relating to issue of bonus shares out of general reserves*
- *The basis and manner of allotment of equity shares of the producer company in lieu of the whole or part of the sale Proceeds of produce or products supplied by the members:*
- *The amount of reserves, sources from which funds may be raised, limitation on raising of funds, restriction on the use of such funds and the extent of debt that may be contracted and the conditions thereof:*
- *The credit, loans or advances which may be granted to a member and the conditions for the grant of the same:*
- *The right any member to obtained information relating to general business of the company*
- *The basics and manner of distribution and disposal of funds available after meeting liabilities in the event of dissolution or liquidation of the producer company.*
- *The authorization for division , amalgamation , Merger, Creation of subsidiaries and entering in to joint ventures/and others matter connected therewith*
- *Laying of the Memorandum and articles of the producer company before a special general meeting to be held within ninety days of its registration ,*
- *Any other provision, which the members may, by special resolution recommend to be included in articles..*

**Appointment of Directors: -**

- *Every Producer Company shall have at least five and not more than fifteen directors: Provided that in case of an inter-State co-operative society incorporated as a Producer Company, such company may have more than fifteen directors for a period of one year from the date of its incorporation as a Producer Company*
- *Avoid Selection/election of director belonging to any political party or involvement in any kind of criminal activity or financial misappropriation.*
- *The Members who sign the memorandum and the articles may designate therein the Board of Directors (not less than five) who shall govern the affairs of the Producer Company until the Directors is elected.*
- *The election of Directors shall be conducted in General Body Meeting within a period of ninety days of the registration of the Producer Company.*

- Every person shall hold office of a Director for a period not less than one year but not exceeding five years as may be specified in the articles.
- Every Director, who retires in accordance with the articles, shall be eligible for re-appointment as a Director.
- The Directors of the Board shall be elected or appointed by the Members in the Annual General Meeting.
- The Board may co-opt one or more expert Directors or an Additional Director not exceeding one-fifth of the total number of Directors or appoint any other person as Additional Director for such period as the Board may deem fit: Provided that the expert Directors shall not have the right to vote in the election of the Chairman/Chairperson but shall be eligible to be elected as Chairman/Chairperson.

**Directors Identification Number (DIN)**

The DIN number can be obtained online only from the company affairs. The prescribed form is available in the website of ministry of corporate affairs and the application can be done online.

**Registration of PAN: -**

The selected firm has to ensure the registration of the Company along with obtaining the Permanent Account Number (PAN) under the Income Tax Authorities.

**GST Registration: -**

It will be the responsibility of the firm to get the Producer Company registered under GST for future transactions.

**DSC Registration of the Directors: -**

- The prescribed application form for DSC is available at the website of Ministry of Corporate affairs (henceforth website of MCA).
- After filling the required information, the form has to be submitted online for the 'Certification Agencies',
- The DSCs are typically issued with one to two-year validity. These are renewable on expiry of the period of initial issue.
- In addition, the Certification Agency charges a service fee which varies from agency to agency.

# Financial Bid

## FORM FOR FINANCIAL PROPOSAL

FINANCIAL BID

(To be filled by Bidder)

PRICE QUOTATION FORMAT

NAME OF THE FIRM: \_\_\_\_\_

Sl No.	Name of the Work: <u>Registration process of the Producer Company along with obtaining PAN &amp; GST as specified in the scope of the work.</u>	Price Quoted (in Rs.) as complete package inclusive of taxes and charges
1	Complete Package	_____ (in Number) _____ ( In words)

Seal & Signature of the  
Authorized Partner/ person

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