



DELHI POLICE HOUSING CORPORATION LIMITED

Regd. Office: 13th Floor, Tower-II, New PHQ Building, Jai Singh Road, New Delhi -110001
CIN: U45400DL2007GOI170534

PHONE No. 011-20818868, Email ID: dphcltd@yahoo.com

TENDER NOTICE

Sealed tenders are invited in two bid system i.e. Technical Bid and Commercial Bid by the Delhi Police Housing Corporation Limited from "Company Secretary" having office in Delhi for hiring of services of Company Secretary for the period of one year from the date of signing of contract for working of all secretarial work, submission of various returns in ROC, allotment of DIN to the Directors, preparation of digital signature of the officers, organizing all meetings of Delhi Police Housing Corporation Limited, Registered with Registrar of Company, NCT of Delhi & Haryana under the Companies Act, 1956 (No. 1 of 1956) as Limited Company, 13th Floor, Tower-II, New PHQ Building, Jai Singh Road, New Delhi -110001 as per Scope of Work. The period of hiring of services will be initially for a period of one year from the date of signing of work order and would be further extendable on the basis of the satisfactory performance/ services provided by CS/Firm.

The interested bidders can send their bids either through registered post or can put their bids personally in the tender box kept in the office of Deputy Commissioner of Police/General Manager (Ops.) -Delhi Police Housing Corporation Limited, 13th Floor, Tower-I, New PHQ Building, Jai Singh Road, New Delhi -110001. The sealed bids would be accepted till 03:00 pm upto 21st (Twenty first) day from the date of publication of tender in the daily news paper and will be opened by the Selection Committee on the 21st day itself at 03:30 pm. In case the 21st day falls on a holiday then the tender will be opened by the selection committee on the next working day at 03:30 pm but the dropping portion of the tender box once sealed will remain closed till date & time of opening. Detailed terms and conditions can either be downloaded from DPHCL website i.e. www.dphcl.com or bidders can obtain its copy personally from the office of Delhi Police Housing Corporation Limited, 13th Floor, Tower-II, New PHQ Building, Jai Singh Road, New Delhi -110001 on any working day from 10.00 A.M. to 5.00 P.M. on the payment of Rs.500/- (Rupees five hundred only) (Non-refundable) by submitting demand draft in favour of Managing Director/DPHC Ltd. The Bidders down- loading the tender document from the Delhi Police Housing Corporation website shall deposit the tender fee of Rs.500/- in the shape of demand draft along with the bid as mentioned above.

(K. JEGADESAN) IPS
SPECIAL COMMISSIONER OF POLICE:
MANAGING DIRECTOR,
DELHI POLICE HOUSING CORPORATION LIMITED
PHQ, NEW DELHI.



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TERMS & CONDITIONS

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The interested bidders can send their bids either through registered post or can put their bids personally in the tender box kept in the office of Deputy Commissioner of Police/General Manager (Ops.) -Delhi Police Housing Corporation Limited, 13th Floor, Tower-I, New PHQ Building, Jai Singh Road, New Delhi -110001. The sealed bids would be accepted till 03:00 pm upto 21st (Twenty first) day from the date of publication of tender in the daily news paper and will be opened by the Selection Committee on the 21st day itself at 03:30 pm. In case the 21st day falls on a holiday then the tender will be opened by the selection committee on the next working day at 03:30 pm but the dropping portion of the tender box once sealed will remain closed till date & time of opening. Detailed terms and conditions can either be downloaded from DPHCL Website i.e. www.dphcl.com or bidders can obtain its copy personally from the office of Delhi Police Housing Corporation Limited, 13th Floor, Tower-II, New PHQ Building, Jai Singh Road, New Delhi -110001 on any working day from 10.00 A.M. to 5.00 P.M. on the payment of Rs.500/- (Rupees five hundred only) (Non-refundable) by submitting demand draft in favour of Managing Director/DPHC Ltd. The Bidders down-loading the tender document from the Delhi Police Housing Corporation Limited website shall deposit the tender fee of Rs.500/- in the shape of demand draft along with the bid as mentioned above.

1. The word "Quotation for appointment of Company Secretary in Delhi Police Housing Corporation Limited/PHQ" shall be prominently marked on the top of the tender envelope.

2. Separate envelop should be used for Technical Bid and Commercial Bid. The word "Technical Bid for appointment of Company Secretary in Delhi Police Housing Corporation Limited due to open on 09.02.26 at 3:30 P.M." shall be prominently marked on the top of envelope containing documents related to Technical Bid. Both these sealed Bids (Technical & Commercial) shall further be put in one envelope containing technical documents and "Commercial Bid" before putting in the Tender Box.

3. The tender should reach this office by 09.02.26 at 3.00 P.M. and same will be opened on the same day at 3.30 P.M. In case the date 09.02.26 falls on a Holiday, the tender box will be opened on the next working day at 3.30 P.M. but the dropping portion of the tender box once sealed will remain closed till date & time of opening.
4. The technical bid will be opened on 09.02.26 at 3.30 P.M. and the commercial bid will be opened only after scrutiny of technical bids by the Selection Committee. The price bid of only the technically qualified bidders will be opened.
5. No tender will be accepted by hand and tenders received late will not be accepted/ entertained.
6. The tendering bidder/firm will have to deposit the relevant documents of past experience/ performance for the last three consecutive financial years i.e. 2021-2022, 2022-2023 and 2024-2025 with various Govt. Departments, if any.
7. Tendering bidder/firm will have to deposit Rs. 10,000/- (Rupees Ten Thousand only) as EMD which shall be in the shape of A/C payee demand draft, FDR, Banker's Cheque or Bank Guarantee from any Nationalized Bank in an acceptable form in favour of Managing Director, Delhi Police Housing Corporation Limited payable at Delhi. No interest will be given on EMD. The EMD should be valid for 45 days beyond the bid validity period.
8. Quotations without EMD will not be considered and rejected straightway. Incomplete or conditional tender(s) will not be entertained.
9. The bidder whose rates are accepted will have to deposit 10% of the total cost of the work as performance security in the shape of FDR, Banker's Cheque or Bank Guarantee from any Nationalized Bank in an acceptable form in favour of the Managing Director/Delhi Police Housing Corporation Limited payable at Delhi. No interest will be given on Performance Security. The performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Company Secretary.
10. Valid documentary proof of registration number of GST, in this regard, will have to be submitted with the tender documents along with latest tax deposit receipt.
11. Self attested copy of Certificate of Company Secretary issued by ICSI should also be attached with the tender.
12. The bidder(s) may represent themselves personally or through authorized representative, if any, at the time of opening of the tenders on the date of opening of bids.
in 2 B.M.
13. The rates quoted should be inclusive of all taxes without any cutting/ overwriting. The rate should be for all works mentioned in the scope of work (enclosed). L-1 firm shall be decided on the basis of total of all works. No extra payment will be made for any work(s) after signing the agreement. The bids shall remain valid for 45 days from the date of opening of the quotations.

14. The contract can be extended on mutual understandings on the same rates, terms & conditions for further period as decided by the Board of Directors.
15. The payment of professional fee/ charges will be made on monthly basis. No advance payment will be made.
16. The Selection Committee reserves the rights to reject all or any tender with the approval of Board.
17. All the documents should be numbered, indexed and arranged in chronological order.
18. The Selection Committee also reserves the right to relax any terms & conditions in the Public Interest with approval of the Board.
19. A copy of Terms & Conditions duly signed by the bidder(s)/ tenderer in token of having understood and agreed to the same should be attached along with the bid.
20. All the firms participating in the Tender must submit a list of their owners/partners etc. and an undertaking to the effect that the bidder is neither blacklisted by any Govt. Department nor any Criminal case is registered against the firm or its owner or partners anywhere in India.
21. In case of disputes or differences arising between the bidder(s)/firm and the Corporation relating to any matter with this contract, the same should be settled through amicable negotiations between a maximum two (02) officers nominated by the Competent Authority of Delhi Police Housing Corporation Limited and two employees nominated by the contracting firm, failing which the dispute shall be submitted to Arbitrations in accordance with the provisions of Arbitrations and Conciliation Act and the Arbitrator's decision shall be final and binding. Thereafter, even if not satisfied, such disputes will be subject to the jurisdiction of Courts of Law in the National Capital Territory of Delhi.
22. In case of breach of any clause of contract the firm can also be black listed and the contract can be cancelled, after giving a Show Cause Notice if the replies are not found satisfactory.
23. The demand draft of Rs. 500/- as tender fee in favour of "Managing Director/Delhi Police Housing Corporation Limited" be attached with the Technical Bid. The tender fee is non refundable.
24. Bidder would not be permitted to alter or modify their bids once it is submitted.
25. In case, the contractual firm does not complete the task within the stipulated period mentioned as per the scope of work, the same will be got done from open market and the difference of the cost, if any, will be recovered from Security Money and action will be initiated for forfeiture Security Money and blacklisting the firm/bidder.
26. The rates will be valid till the contract is completed, in all respect.

27. In case the rates of two or more bidding (L-1) firms are the same, then the contract will be awarded to the firm having more numbers of years of experience. In this respect the decision of Selection Committee with the approval of the Board shall be final and binding.

28. The tender will be rejected straight way without assigning any reasons if the bidders involved in any criminal cases, declared black listed by any Govt./Semi Govt. Department/agencies etc.

NOTE:-

(A) The following documents should be submitted with the tender in Technical Bid as per tender format at Annexure-"B":-

- (i) Documents relating to past performance for the last three consecutive financial years 2021-2022, 2022-2023 and 2024-2025, if any.
- (ii) Copy of terms and conditions duly signed with seal of the firm, in token of acceptance of terms and conditions etc.
- (iii) Copy of valid documentary proof of GST registration Number along with latest tax deposit receipt.
- (iv) An Undertaking as mentioned at Para 20.
- (v) E.M.D. Rs. 10,000/- (Rupees Ten Thousand only).
- (vi) Demand draft of Rs. 500/- as tender fee (non-refundable).
- (vii) Copy of registration/empanelment with ICSI of the firm.

(B) COMMERCIAL BID shall contain price only inclusive of all taxes on account of providing professional services as mentioned in the Annexure-A captioned Scope of Work. No other documents shall be attached with the commercial bid.



(K. JEGADESAN) IPS
SPECIAL COMMISSIONER OF POLICE:
MANAGING DIRECTOR,
DELHI POLICE HOUSING CORPORATION LIMITED
PHQ, NEW DELHI.

SIGNATURE OF BIDDER _____

NAME IN BLOCK LETTERS _____

FULL ADDRESS WITH TELEPHONE/MOBILE NO. & E-MAIL
ADDRESS _____

SCOPE OF WORK

1. Secretarial Functions

- (i) To ensure compliance of the provisions of Companies Law and rules made thereunder and other statutes and bye-laws of the company.
- (ii) To ensure that business of the company is conducted in accordance with its objects as contained in its memorandum of association.
- (iii) To ensure that affairs of the company are managed in accordance with its objects contained in the articles of association and the provisions of the Companies Law.
- (iv) To prepare the agenda in consultation with the Chairman and the other documents for all the meetings of the board of directors.
- (v) To arrange with and to call and hold meetings of the board and to prepare a correct record of proceedings.
- (vi) To attend the Board Meetings in order to ensure that the legal requirements are fulfilled, and provide such information as are necessary.
- (vii) To prepare, in consultation with the chairman, the agenda and other documents for the general meetings.
- (viii) To arrange with the consultation of chairman the annual and extraordinary general meetings of the company and to attend such meetings in order to ensure compliance with the legal requirements and to make correct record thereof.
- (ix) To carry out all matters concerned with the allotment of shares, and issuance of share certificates including maintenance of statutory Share Register and conducting the appropriate activities connected with share transfers.
- (x) To prepare, approve, sign and seal agreements leases, legal forms, and other official documents on the company's behalf, when authorised by the board of the directors or the executive responsible.
- (xi) To advise, in conjunctions with the company's solicitors, the chief executive or other executive, in respect of the legal matters, as required.
- (xii) To engage legal advisors and defend the rights of the company in Courts of Law.
- (xiii) To have custody of the seal of the company.

2. Legal obligations of Company Secretary

- (i) Filling of various documents/returns as required under the provisions of the Companies Law, all secretarial work, submission of various returns in ROC,

allotment of DIN to the directors, preparation of digital signature of the officers, organizing all meetings of DELHI POLICE HOUSING CORPORATION LIMITED.

- (ii) Proper maintenance of books and registers of the company as required under the provisions of the Companies Law.
- (iii) To see whether legal requirements of the allotment, issuance and transfer of share certificates, mortgages and charges, have been complied with.
- (iv) To convene/arrange the meetings of directors, on their advise.
- (v) To issue notice and agenda of board meetings to every director of the company.
- (vi) To carry on correspondence with the directors of the company on various matters.
- (vii) To record the minutes of the proceedings of the meetings of the directors.
- (viii) To implement the policies formulated by the directors.
- (ix) To deal with all correspondence between the company and the shareholders.
- (x) To issues notice and agenda of the general meetings to the shareholders.
- (xi) To keep the record of the proceedings of all general meetings.
- (xii) To make arrangement for the payment of the dividend within prescribed period as provided under the provisions of the Companies Law.

3. To maintain the following statutory books

- (i) The register of transfer of shares;
- (ii) The register of members and index thereof;
- (iii) The register of directors and other officers;
- (iv) The register of contracts;
- (v) The register of directors' shareholdings;
- (vi) Minute books;
- (vii) ~~Proxy register;~~
- (viii) Register of deposits and
- (ix) Register of contracts, arrangements and appointments in which directors etc. are interested.

4. Other Duties

The company secretary usually undertakes the following duties:

- (i) Ensuring that statutory forms are filed promptly.
- (ii) Providing members and auditors with notice of meeting.
- (iii) Filing of copy of special resolutions on prescribed form within the specified time period.

5. Supplying a copy of the accounts to every member of the company and every person who is entitled to receive notice of Annual General Meetings (AGM) and must send annual audited accounts.

6. Keeping and arranging minutes of directors' meetings and general meetings. Apart from monitoring the Directors and Members minutes books, copies of the minutes of board meetings should also be provided to every director.

7. Ensuring that people entitled to do so, can inspect company records. For example, members of the company are entitled to a copy of the company's register of members, and to inspect the minutes of its general meetings and to have copies of these minutes.

8. Custody and use of the common seal. Companies are required to have a common seal and the Company Secretary is usually responsible for its custody and use. (Common seals can be bought from seal makers)

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ANNEXURE-B

TENDER FORMAT

**TENDER FOR HIRING THE SERVICES OF COMPANY SECRETARY FOR
DELHI POLICE HOUSING CORPORATION LIMITED, PHQ, NEW DELHI**

SI.No.	ITEMS	PARTICULARS
1.	Name of the Company Secretary / Firm.	
2.	Educational Qualification	
3.	Correspondence Address with Telephone No. Mobile No., e-mail address and Fax No.	
4.	Latest Address in Delhi with Telephone No. Mobile No., e-mail address and Fax No.	
5.	Proof of past performance if any for the last 3 years and above.	
6.	Copy of valid documentary proof of Service Tax/GST Registration, No. and with latest tax deposit receipt.	
7.	List of owners/Partners and Certificate/undertaking reg. not blacklisted in any time and faced criminal case & other case.	
8.	Signed copy of Terms & Conditions with seal/Stamp.	
9.	Copy of Membership of ICSI (The Institute of Company Secretaries of India)	
10.	Earnest Money of Rs. 10,000/- (Rupees Ten Thousand only) (refundable) in the shape of A/C payee demand draft, FDR, Banker's Cheque or Bank Guarantee from any Nationalized Bank in an acceptable demand draft in favour of MD/Delhi Police Housing Corporation Ltd.	
11.	Tender Documents fee of Rs. 500/- (Rupees Five Hundred only) (Non-refundable) in the shape of demand draft in favour of MD/DPHC Ltd. in case tender document download from Delhi Police website	

SIGNATURE OF THE TENDERER
WITH SEAL/STAMP