

Limited Quotations Notice
Invited from
"Firm of Practicing Company Secretaries"

Sealed quotations are invited from reputed firms of Practicing Company Secretaries for various services required under the Companies Act, 2013.

Specification of the services are as follows:

Sl. No	Particulars	Unit	Rate per Unit (in Rs.)
1	Certification and filing of eforms with Registrar of Companies, Regional Director and other authorities under the Companies Act, 2013.	No.	
2	Preparation of Legal Documents under the Companies Act, 2013	No.	
3	Annual filing and annual certification under the Companies Act, 2013		
	a. Consolidated	No.	
	b. Standalone	No.	
	c. Issue of MGT-8 and certification of MGT-7	No.	
4	Conversion of Annual Report of the company in XBRL Format		
	a. Consolidated	No.	
	b. Standalone	No.	
5	Compliance related to Provident Fund	Monthly	

Quantity of work: As per requirement and rate will be valid for all the quantity of individual item of work.

Terms & Conditions

1. The firm should be;
 - (i) 10 years old.
OR
 - (ii) Having a partner with more than 10 years of experience.
2. The firm should have;
 - (i) At least three partners.
OR
 - (ii) At least three Company Secretaries as employee.
3. The Firm should be providing the above type of services to any Public Sector Undertaking or two listed companies or any two public companies having turnover of Rs. 100 crore or more during the last three years.
4. Quotation should be submitted in sealed cover super scribing "Quotation for providing various services under the Companies Act, 2013".
5. The eligible firms should submit the quotation in above format only. Quotation in another format will not be entertained.
6. The above said quoted rate is valid for 12 months from the issue of WORK ORDER.
7. The quotations should be submitted in HARD COPY ONLY in the SDCL's office i.e. at 1st Floor, Thapar House, Gate No. 2, 124 Janpath, New Delhi-110001 on or before 1500 Hrs on up to 14th February, 2020. The same will be opened on the same day in the presence of the bidders, if any, at 1530 Hrs.
8. The Managing Director of the company reserves the right to accept or reject any offer in whole or in part without assigning any reason thereof.
9. No extra payment other than quoted rates will be paid on account of visits to this office or otherwise.
10. In the event of seeking legal opinion on any provision or provisions of the Companies Act, 2013 from the firm by SDCL, the same will be provided by the firm "FREE OF COST".
11. Submit following documents along with quotation otherwise the same will be rejected:
 - (a) Self-attested copy of Certificate of Practice.
 - (b) Self-attested copy of membership of ICSI.
 - (c) Self-attested copy of GSTN Certificate.
 - (d) Experience certificate issued by client.
 - (e) Self-attested copies of audited annual accounts of last three years/self-attested copies of Income Tax Returns of last three years.
12. In case of deficiency in service by whatsoever reason from the part of service provider, the loss will be borne by the service provider and contract may be cancelled without further notice.
13. Statutory taxes, if any, should be mentioned separately and clearly for each item/job/work.