



SDCL/Compliance/QIT/2018/83/354

Dated: 19/01/2021

Subject: Limited Quotations Notice Invited form "Firm of Practicing Company Secretaries for various services required under the Companies Act, 2013 including Secretarial Audit for FY 2020-21 (further extendable by 2 additional years as per the conditions given in the quotation document)"

**About SDCL:**

The Government of India incorporated the Sagarmala Development Company Limited (SDCL) as a public limited company under the Companies Act, 2013 to achieve the objectives of the Sagarmala Programme and fast-track the implementation of the port-led development initiatives.

Under the ambit of the Sagarmala Programme, the Sagarmala Development Company Ltd. strives to reduce logistics costs for both domestic and EXIM cargo. It intends to create, among others, ports, port-connectivity, and transshipment hub of international standards to generate economic activity all along the Indian coastline, with the participation of coastal communities. SDCL was incorporated with an initial authorized capital of Rs. 1,000 Cr, and which may be increased subsequently, if required. The entire cost towards the authorized capital for the Company with initial subscribed share capital is borne by the Government of India. The

company will assist the state level/zone level special purpose vehicles (SPVs) and SPVs to be set up by the ports, with equity support for implementation of the projects that they will undertake. SDCL shall take up identified projects based on the available data, feasibility reports and the preparedness shown by the project proponents.

The Company's Corporate Office is at 1<sup>st</sup> Floor, 124, Thapar House, Janpath, New Delhi – 110001.

Sealed quotations are invited from reputed firms of Practicing Company Secretaries for various services required under the Companies Act, 2013 including Secretarial Audit for FY 2020-21.

**Eligibility Criteria:**

- i) Should be an independent firm/ proprietorship of Company Secretaries with a minimum experience of ten years or at least one partner/ proprietor should have experience of more than ten years in the field of corporate secretarial till 31<sup>st</sup> March, 2020. Kindly attach the self-certified Registration Certificate issued by the Institute of Company Secretaries of India.
- ii) The firm/ proprietorship should have conducted the said services to two Public Sector Undertaking during the last three years.
- iii) The firm/ proprietorship should have head office/ branch office in Delhi & NCR.
- iv) The firm/ proprietorship should not have/has been blacklisted by any Central Government department(s)/any State Government department(s)/any Public Sector Undertaking of Central Government or any State Government(s) during the last three years.

**Scope of work:**

1. Certification and filing of eforms with Registrar of Companies, Regional Director and other authorities under the Companies Act, 2013.
2. Preparation of Legal Documents under the Companies Act, 2013.
3. Annual filing and annual certification under the Companies Act, 2013
  - a) Consolidated
  - b) Standalone
4. Conversion of Annual Report of the company in XBRL Format
  - a) Consolidated
  - b) Standalone

5. Compliance related to Provident Fund.
6. Secretarial Audit for FY 2020-21.

## Technical Bid

Sl. No	Particulars	Yes/No
1.	Self-attested copy of firm registration/ membership certificate issued by ICSI	
2.	Copy of GST Registration certificate	
3.	Copy of PAN of Firm & Partner(s)	
4.	Copy of Aadhaar of Partner(s)	
5.	Copy of experience certificates (Copy of appointment letter & completion certificate/payment proof)	
6.	Undertaking as per Annexure-III	

## Financial Bid

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.	
4	Conversion of Annual Report of the company in XBRL Format		
	a. Consolidated	No.	
	b. Standalone	No.	
5	Compliance related to Provident Fund	Monthly	
6	Secretarial Audit for FY 2020-21	One time	

Quantity of work: As per requirement and rate will be valid for all the quantity of individual item of work. (Above rates are exclusive of GST)

**Note:**

1. For any professional opinion on the Companies Act, 2013 is sought NO EXTRA FEE will be paid.
2. Please note that company will not pay any out of pocket expenses/conveyance for visiting the company's office for discharging your work.

**UNDERTAKING FOR NOT BEING BLACKLISTED**

(to be provided on letter head of Agency)

I \_\_\_\_\_ Proprietor/ Partner of the firm M/s. \_\_\_\_\_ do hereby solemnly affirm that the firm M/s. \_\_\_\_\_ has not been black listed/debarred by any department(s) of Central Government/any State Government(s)'s department(s)/any Public Sector Undertaking of Central Government or any State Government(s) during the last three years..

Date.

Place:

Signature of Proprietor / Partner

## Terms & Conditions

1. The eligible firms should submit the bid as per Annexure-I & II. Bid submitted in another format will not be entertained.
2. Bids should be sent on official letter heads in sealed covers with the following required documents:
  - (i) Self-attested copy of firm's registration issued by ICSI
  - (ii) Copy of GST Registration certificate
  - (iii) Copy of PAN of Firm & Partner(s)
  - (iv) Copy of Aadhaar of Partner(s)
  - (v) Copy of experience certificates (Copy of appointment letter & completion certificate/payment proof)
  - (vi) Undertaking for not being blacklisted.
3. The FORM MR-3 (Secretarial Auditor Report) for the year 2020-21 shall be furnished without fail before the date of the Board meeting on which the Board's report will be approved.
4. In case of corrections or suggestions needed in the said report, the same shall be resolved before the date of Annual General meeting.
5. Payment with respect to Secretarial Audit shall be made when the final signed FORM MR-3 (Secretarial Auditor Report) for the year 2020-21 is approved by the Board.
6. In co-ordination with Company Secretary of Sagarmala Development Company Limited, the auditor needs to verify all the documents, registers, minutes book, etc. and shall certify in accordance with the applicable provisions of Companies Act, 2013.
7. **Submission of Offer:** The Quotation documents complete in all respects shall be submitted in 2 (Two) parts i.e., Part-I (Technical Bid-Annexure-I) comprising profile, credentials and signed copy of quotation document as token of acceptance of conditions) and Part-II (Financial Bid-Annexure-II) sealed in 2 (Two) separate envelopes clearly superscribed "Technical Bid" & Financial Bid" on the respective envelopes. Both the Bids i.e., Technical Bid and Financial Bid shall be kept in sealed cover superscribed with "**Practicing Company Secretary for various services required under the Companies Act, 2013 including Secretarial Audit for FY 2020-21**" and Name & address of the Bidder.

**Last date & time of submission of quotation: 02-02-2021 1500 Hrs. Any bids received thereafter will not be entertained.**

8. Technical bids will be opened on 02-02-2021 at 1530 Hrs.
9. Financial bids will be opened after evaluation of technical bids of only those bidders who are technically qualified. The date of opening of financial bids will be intimated to all eligible bidders separately. Those who are willing may remain present at that time.
10. Fee is to be quoted excluding GST. TDS will be deducted as applicable. GST will be paid extra as applicable. No other charges / expenses will be payable by the Company except TA/DA as per rules for outstation work, if any, assigned by the company.
11. The above appointment will be initially for one year i.e. effective from 1<sup>st</sup> February, 2021. However, the same may be extended for an additional period of maximum two terms of one year each subject to satisfactory performance and the discretion of the management on the same terms and conditions. The appointment can be terminated at one month notice from either side.
12. This NIQ has been issued with the approval of the Competent Authority.
13. Criteria for selection shall be lowest Financial Bid received by SDCL. In case of tie, job will be awarded to the firm having more years of experience.
14. Corrigendum/addendum, if any, shall be displayed on SDCL website only i.e., [www.sdclindia.com](http://www.sdclindia.com) and same shall be binding on all the agencies.
15. In case of dispute, Arbitrator(s) would be appointed by MD, SDCL and the jurisdiction will be NCT of Delhi.
16. 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.

Company Secretary