

QUOTATION FORM

QUOTATION NOTICE NO: SDC/2/2017/		DATE: 06-02-2019
APPOINTMENT OF SECRETARIAL AUDITOR FOR THE YEAR 2018-19 FOR SAGARMALA DEVELOPMENT COMPANY LIMITED		
ESTIMATED AMT: NIL		EMD AMT: NIL
TENDER FEE: NIL		EXPERIENCE: 10 years of continuous practice
REQUIRED DOCUMENTS		
1	COP letter from Institute of Company Secretaries of India	
2	Fellow Membership letter from Institute of Company Secretaries of India	
3	GST Registration No and copy of certificate	
4	PAN Card Copy	
5	Copy of Adhaar	
Tender Availability		
ISSUING AUTHORITY	Sagarmala Development Company Limited	
ISSUING OFFICE	Sagarmala Development Company Limited, 1st floor, Thapar House, Gate No-2, 124 Janpath, New Delhi-110001	
INVITING AUTHORITY	MD, Sagarmala Development Company Limited	
<u>QUOTATION</u> START DATE: 06-02-2019 LAST DATE: 12-02-2019 TIME: 17:00 PM		<u>QUOTATION SUBMITTED</u> Managing Director SDCL, 1 st Floor, Thapar House, Gate No-2, 124 Janpath, New Delhi-110001
<u>SCOPE OF WORK</u>		
<ol style="list-style-type: none">1. To conduct secretarial audit for the year 2018-19 and verify all the documents such as Minutes book, registers, resolutions, etc as per the Companies Act, 2013.2. To certify that the company is complying all the applicable provisions of Companies Act, 2013 and report to the Board for his comments. Further, he/she needs to furnish FORM MR-3 (Secretarial Audit report) to the board and to the members of SDCL.		
SIGNATURE OF ISSUING AUTHORITY & DATE		
 Sd/- Managing Director <u>Sagarmala Development Company Limited</u>		

TERMS & CONDITIONS

1. The company secretary in whole time practise shall be a fellow/associate member of Institute of Company Secretaries of India.
2. He/She should possess minimum 10 years of experience in whole time practise as a company secretary.
3. He/She should possess GST registration no. of his firm.
4. He/She should also disclose the name of the companies with which he/she has worked till date.
5. Quotations should be sent on official letter heads in sealed covers with the following required documents:
 - (i) COP letter from Institute of Company Secretaries of India
 - (ii) Fellow Membership letter from Institute of Company Secretaries of India
 - (iii) GST Registration No
 - (iv) PAN Card
 - (v) Adhaar Card Copy
6. Quotations are to be sent in sealed envelope through Speed Post/By Hand only to "MD, Sagarmala Development Company Limited, 1st Floor, Thapar House, Gate No. 2, 124 Janpath, New Delhi-110001".
7. Last date of quotation submission is 12-02-2019. Quotations received after due date will not be considered.
8. The FORM MR-3 (Secretarial Auditor Report) for the year 2018-19 shall be furnished without fail before the date of the Board meeting on which the Board's report will be approved.
9. In case of corrections or suggestions needed in the said report, the same shall be resolved before the date of Annual General meeting.
10. Payment shall be made when the final signed FORM MR-3 (Secretarial Auditor Report) for the year 2018-19 is approved in the Annual General meeting as an attachment to the Board's report.
11. In co-ordination with Shri Dal Veer Singh, 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.
12. The decision of the authorities of Sagarmala Development Company Limited shall be final.

On Letter Head

To,
Managing Director
Sagarmala Development Company Limited
1st Floor, Thapar House,
Gate No.2, 124 Janpath,
New Delhi-110001

Subject: Appointment of Company Secretary in Practice for Secretarial Audit for the year 2018-19 for Sagarmala Development Company Limited.

Reference: Your Quotation notice no. SDC/2/2017/ dated 06-02-2019.

In reference with the above, kindly fill the below table for your services as a Company Secretary in Practice for Secretarial Audit.

Name of the firm/practicing Company Secretary	Fees per annum (with GST)

GST No:

PAN No:

Mobile No:

Contact Person:

Note: - 1. The decision of the authorities of the company shall be final.

2. Quotations to be sent on your official letter head in sealed covers.

From,

Signature & Stamp of Agency

Date: _____