

NOTICE INVITING LIMITED TENDER

Sealed limited tenders are invited by **INDIAN STRATEGIC PETROLEUM RESERVES LIMITED, NOIDA (ISPRL)** for engaging Company Secretaries or a Firm of Company Secretaries in practice for the year 2014-15 for carrying out the work of Secretarial Audit as per **Annexure-I**. The other terms and conditions of the tender is given at **Annexure-II**. The paid up capital of the Company as on 31.03.2014 is 2397 Crore.

Schedule of Tender

Tender No. ISPRL/CS/01

Last date and time of submission of Tender : 26.02.2015 upto 13:00 Hrs

Date & Time of Opening of Tender : 26.02.2015 at 14:30 Hrs

Venue : Indian Strategic Petroleum Reserves Limited,
OIDB Bhawan,
Plot No. 2, Sector 73, Noida.

The tenders completed in all respects must be received in this office before date and time indicated in the Schedule. The tenders can be handed over to above address of this office on all working day between 09.00 Hrs to 1730 Hrs or by Speed Post so as to reach the Consultant, Procurement on or before the scheduled date and time indicated in the Schedule of Tender above. This office is not responsible for any kind of delay for

receipt of tender within the specified date and time and the tenders received after the scheduled date and time will be rejected outright.

Consultant, Procurement

Signature of the Tenderer with Date and Stamp of the Firm

Annexure-I

1. SCOPE OF WORK

The broad scope of work would be :

To conduct the Secretarial Audit of the Company

- In accordance with the provisions of the Companies Act 2013 and rules made thereunder. Secretarial Audit shall be in adherence to the relevant orders / clarification issued by the Ministry of Corporate Affairs, Govt. of India from time to time.
- The Memorandum of Association and Articles of Association of the Company.
- Other laws as may be applicable specifically to the Company
- Any other work related or incidental to the Secretarial Audit

1. Completion Period :

Company Secretaries or a Firm of Company Secretaries shall submit their Report in the prescribed Form within 60 days from the end of current financial year i.e. 31.03.2015.

Place:

Date :

(Authorized Signatory)
With Official Stamp

Annexure II

1. OTHER TERMS AND CONDITIONS

- The appointment is for the Secretarial Audit for the financial year 2014-15.
- All the pages of the proposal document shall have to be signed by the applicant / applicants firms with the firm's seal.
- Overwriting / correction/ erase or use of white ink should be avoided in the offer. However if any overwriting/ correction/ erase is inevitable, the same should be authenticated by signature and seal of authorized person / applicant firm.
- The Company reserves the right to accept or reject any or all the responses and to request additional submission or clarification from one or more applicants at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever. The Company also reserves the right to reject those applications / tenders who fail to comply with the instructions without assigning any reason whatsoever and does not bind it to accept the lowest or any specific offer.
- The firms are required to submit their service tax registration number, if applicable, in their offer.
- Successful applicants / bidder will be informed of the acceptance of his tender.

2. COMPLIANCES/ DECLARATION/ CERTIFICATE BY FIRMS ON APPOINTMENT:

The Practicing Company Secretary/Firm of Company Secretaries has to comply with and furnish declaration and certificates as required under statutory/ Company rules, upon appointment of Secretarial auditor, as under

- i. The Practicing Company Secretary/Firm of Company Secretaries shall not sub-contract the Secretarial audit work.
- ii. The Secretarial audit team will work in strict confidentiality and will ensure that the Secretarial data and any other information in respect of minutes of the Board / Annual General / General / Executive / Audit Committee meetings and any other information which they come to know during the course of Secretarial Audit are dealt with in strict confidence and secrecy.

Place:

Date :

(Authorized Signatory)
With Official Stamp

- iii. No partner of the Practicing Company Secretaries firm should be related to either Managing Director or any Whole Time Director of Part Time Director of the Company within the meaning of the Companies Act, 2013.
- iv. Neither the Practicing Company Secretaries / Firm of Company Secretaries nor its partners or associates should have any interest in the business of the Company.
- v. The Secretarial auditor will be required to issue the Secretarial Audit Report in form MR3.
- vi. Practicing Company Secretary/Firm of Company Secretaries shall have prime responsibility to ensure that the maximum number of audit limits specified under Companies Act, 2013 are not violated.
- vii. Practicing Company Secretary/Firm of Company Secretaries shall have to be free from any disqualification mentioned under The Companies Act, 2013. In addition to this, the practicing Company Secretaries firms must not be holding any assignment as Statutory Auditors or Internal Auditors of the Company.

3. SECRETARIAL AUDIT FEES :

The Secretarial audit fee for the year 2014-15 required to be quoted by Practicing Company Secretary/Firm of Company Secretaries and the work shall be awarded to the Company Secretary/Firm who quoted lowest fee. In case of the tie in prices, the following sequence shall be adopted for selection :

- a) Firm with longer experience will be preferred based on the year of establishment.
- b) Firm with higher number of Fellow and /or Associate Members of the Institute of Company Secretaries of India as partners will be considered.

Fee quoted should be as per format given.

Place:

Date :

(Authorized Signatory)
With Official Stamp

(To be given on the Audit Firm's Letter Head)

Format for submission of Offer

1. Name of Practising Company Secretary/Firm of Company Secretaries:
2. Registration Number of the Practicing Company Secretary/Firm of Company Secretaries with Institute of Company secretaries of India(ICSI):
3. Year of Registration with ICSI :
4. Particulars of Practicing Company Secretaries Firm:
 - i) Address of the Firm as registered with ICSI:
 - ii) (a) Telephone No. with STD code:
(b) Mobile No. of the Senior Partner (for contact purpose)
 - iii) Fax No. with STD code:
 - iv) Email address of the Firm:
 - v) Websites of the Firm, if any:
 - vi) PAN No. of the Firm:

vii) Service Tax No. of the Firm:

5. No. of Partners / Members (Name & Addresses of the partners along with their Membership No. to be submitted)

I/We hereby submit that the above details are correct and true. I shall also abide myself to the terms and conditions issued by ISPRL for engagement of Secretarial Auditor.

Place:

Date :

(Authorized Signatory)
With Official Stamp

FORMAT FOR PROFESSIONAL FEE FOR SECRETARIAL AUDIT FOR THE YEAR 2014-15

The professional fee to be quoted on Lumpsum basis in the following Format

	Rupees in Words	Rupees in Figure
Audit Fee (Lump sum)		
Tax		
Total		

The fee is payable on completion of assignment and submission of report.

Place:

Date :

(Authorized Signatory)
With Official Stamp