

## **SOLAPUR CITY DEVELOPMENT CORPORATION LTD.**

Niyojan Bhavan, Near Govt.Milk Dairy, Saat Rasta, Solapur-413003

### **Notice for Invitation for Expression of Interest**

Solapur City Development Corporation Ltd. is established for implementation of project under Smart Cities Mission. The Company is registered under Companies Act-2013. The Company invites the expression of interest from renowned Company Secretary in Practice for Secretarial Audit of the Company for Financial Year 2019-20. The details are available on [www.solapurcorporation.gov.in](http://www.solapurcorporation.gov.in). The Last date of the receiving of the bid is 14<sup>th</sup> July 2020.

**Chief Executive officer**  
**Solapur City Development Corporation Ltd.**

R.V. 14

**Sub: Inviting bids for Appointment of Practicing Company Secretary Firm for carrying out Secretarial Audit of Solapur City Development Corporation Ltd. for Financial Year 2019-20**

Solapur City Development Corporation Ltd. is an SPV Company, established under the Companies Act, 2013 having its Registered Office at Solapur Municipal Corporation, "Indrabhuvan", Railway lines, Solapur 413001

**Solapur City Development Corporation Ltd. (SCDCL), intends to appoint a Practicing Company Secretary Firm to conduct Secretarial Audit of the Company for the Financial Year 2019-20.**

**1. Scope of Work**

The illustrative (but not exhaustive) Scope of Work under Secretarial Audit given in **Annexure-I** for understanding and ready reference.

**2.1 Eligibility criteria for submission of bid**

- a) Practicing Company Secretary Firm, in Maharashtra, preferably based in Solapur as per records of Institute of Company Secretaries of India (ICSI).
- b) Practicing Company Secretary Firms having conducted Secretarial Audit of at least 1 Governmental Entity, during period of last 3 years.
- c) Practicing Company Secretary Firm should not have been debarred/disqualified/black listed by any regulator/ statutory body or Government entity or any International/ National agency.

**2.2** Documentary evidence(s) in support of above is required to be submitted. Proposals without the required documentary evidence(s) shall be ignored for evaluation.

**3. Terms and Conditions:**

- 3.1 Conduct of Secretarial Audit: Audit shall be conducted/carried out in time bound manner as per the Companies Act, 2013 as time being the essence of the contract, it is expected that the Secretarial Audit Report should be submitted at the earliest as per the format prescribed under rule No.9 of Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.
- 3.2 The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.
- 3.3 Overwriting/correction/erase and/or use of white ink should be avoided in the Offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorised person of applicant Firm.

- 3.4 Documentary evidence(s) in respect of all the information above by the applicant Firm(s) must be furnished along with the proposal.
- 3.5 All the pages of the proposal document shall have to be signed by the applicant Firm(s) with the Firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorized signatory of the applicant Firm(s) with the Firm's seal.
- 3.6 The proposal should be submitted strictly as per the terms & conditions laid down in the document.

The Offer in the Prescribed Format at **Annexure – II**, should be submitted in physical form to following address,

Solapur-City Development Corporation Ltd,  
New Collector Office Premises, District Planning Bhavan Building,  
Near Govt.Milk Dairy,Saat Rasta, Solapur-413003.

The sealed offer containing Bid Document should be submitted in the office of above mentioned within the prescribed period i.e. on or before 14<sup>th</sup> July 2020 during office hours. The bid envelope must be sealed and super- scribed with "Offer for Appointment of Secretarial Auditor –FY 2019-20". The Name, Address and other contact details, of the Applicant Firm must also be mentioned on the envelope.

Offers submitted in any other form shall not be considered.

- 3.7 The Company reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.

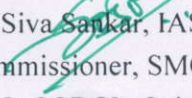
**4. Compliances / Declarations /Certificates by Firm(s) on appointment:**

- 4.1 The PCS Firm(s) shall have to comply with and furnish declarations and certificates as required under Statutory/Company rules, upon appointment as PCS Firm(s), as under:
- 4.2 The PCS Firm shall not sub-contract the secretarial audit work,
- 4.3 The secretarial audit team will work in strict confidence and will ensure that the data, statement and any other information in respect of the operation of the location / work centre/ Company is dealt with strict confidentiality and secrecy.
- 4.4 No partner of the PCS Firm should be related to either Managing Director or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act,2013.
- 4.5 Neither the PCS Firm nor its partner(s) or associates should have any interest in the business of the Company.
- 4.6 The Secretarial auditor(s) will be required to issue & submit certificate of Independence and arm's length relationship.
- 4.7 PCS Firm shall have prime responsibility to ensure that the maximum number of audit limits specified under Companies Act, 2013 are not violated.
- 4.8 The PCS Firm shall be free from any disqualification under The Companies Act, 2013.

**5. Debarring Provisions:**

The Audit Firm will be debarred from getting, in future, the Secretarial audit of IIFCL:

- 5.1 If the PCS Firm obtains the appointment on the basis of false information /mis- statement.
- 5.2 If the PCS Firm does not take up audit in terms of appointment letter.
- 5.3 If the PCS Firm fails to maintain/honor confidentiality and secrecy of the Company's data, statement and any other information.
- 5.4 If the PCS Firm fails to comply with any of condition laid down in clause 4 above.

  
( P.Siva Sankar, FAS)  
Commissioner, SMC &  
CEO, SCDCL, Solapur.

*R. V. K.*

Scope of Work – Secretarial Audit

The broad scope of Secretarial Audit includes verification of the compliances under the following enactment, rules, regulations and guidelines:-

1. The Companies Act, 2013 and the rules made thereafter;
2. Secretarial Standards issued by “The Institute of Company Secretaries of India.”
3. Any other laws/regulations as may be applicable specifically to the company
4. Any other Act/laws/ regulations as may be applicable or notified from time to time by the Competent Authority.
5. Any other specific activity as may be advised by the Audit Committee/Board/regulator(s)/Govt./management of SCDCL etc., from time to time.

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(On letter head of Practicing Company Secretary Firm)

**PROFORMA FOR BID**

To,  
Chief Executive Officer,  
Solapur-City Development Corporation Ltd,  
New Collector Office Premises, District Planning Bhavan Building,  
Near Govt.Milk Dairy,Saat Rasta, Solapur-413003

**1. ELIGIBILITYCRITERIA**

Sr.No	Eligibility Criteria	Status along with documentary proof
1.	Practicing Company Secretary Firm should have Office based in Maharashtra, preferably in Solapur as per records of Institute of Company Secretaries of India (ICSI).	
2.	Practicing Company Secretary Firms having conducted Secretarial Audit of at least 1 Governmental Entity, during period of last 3 years.	
3.	Practicing Company Secretary Firm should not have been debarred/disqualified/black listed by any regulator/statutory body or Government entity or any International/ National agency..	

**2. QUOTE FOR SECRETARIALAUDIT**

Description	Amount (Rs.)
Professional Fees in figures and word for the Financial Year 2019-20 (inclusive of out of pocket expenses etc.) Fee is exclusive of GST etc	

Signature

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Name & Designation of the Authorized  
Signatory-----

Membership Number-----  
Stamp of the PCSFirm-----

Place:  
Date: