

INDIA INTERNATIONAL CONVENTION AND EXHIBITION CENTRE LIMITED

(a Government of India enterprise under Department of Industrial Policy and Promotion (DIPP),
Ministry of Commerce and Industry, Government of India)
Room No. 452A, Ministry of Commerce & Industry, DIPP,
Udyog Bhawan, New Delhi-110011
(CIN-U74999DL2017GOI327372)

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IICC/SEC/01/2018

30th November, 2018

REQUEST FOR QUOTATION (RFQ)

Sub: Proposal for appointment of Practicing Company Secretary or a Firm/LLP of Practicing Company Secretary to conduct audit under section 204 of the Companies Act 2013

I. Introduction

India International Convention & Exhibition Centre Limited (IICC Limited) has been incorporated as a Special Purpose Vehicle (SPV) for the implementation and development of the project with 100% equity from Government through Department of Industrial Policy and Promotion, Ministry of Commerce and Industry, Government of India.

Brief Profile of IICC Limited:

- ❖ Registered Office of the Company is located at Room No. 452A, Ministry of Commerce & Industry, DIPP, Udyog Bhawan, New Delhi-110011.
- ❖ Corporate Office of the Company is located at Room No. 311-318, 03rd Floor, Hotel Ashok, Diplomatic Enclave, 50B Chanakyapuri, New Delhi 110021.
- ❖ Authorised Capital – Rs. 2100,00,00,000/- (210,00,00,000 Shares of Rs. 10 each).
- ❖ Paid up Capital:
 - As on 31.03.2018-Rs. 5,00,00,000/- (50,00,000 equity Shares of Rs. 10 each)
 - As on date- Rs. 1194,99,00,000/- (119,49,90,000 equity Shares of Rs. 10 each).
- ❖ The Board of Directors of the Company comprises of the following members:
 - a) Secretary, Department of Industrial Policy & Promotion, Ministry of Commerce & Industry (Chairman)
 - b) Secretary, Department of Economic Affairs, Ministry of Finance
 - c) Secretary, Department of Expenditure, Ministry of Finance
 - d) CEO, NITI Aayog
 - e) Special Secretary & Financial Advisor, Department of Industrial Policy & Promotion, Ministry of Commerce & Industry
 - f) Additional Secretary (D&C), Ministry of Housing and Urban Affairs
 - g) Managing Director & CEO
- ❖ The Key Management Personnel for the company are as follows:
 - a) Shri Prashanth Kumar Balsavar, Managing Director and Chief Executive Officer
 - b) Ms. Neha Dheman, Company Secretary
 - c) Chief Financial Officer

II. Proposal:

IICC Limited intends to appoint Secretarial Auditor fulfilling below mentioned criteria for conducting Secretarial Audit of the Company for the Financial Year 2018-19. However, the Company reserves the right to extend the work for next three financial year. In this context, Limited Tenders are invited to act as Secretarial Auditor of the Company from the following Practicing Company Secretary (PCS) Firm:

- I. M/s Jatin Gupta & Associates
- II. M/s Aggarwal S & Associates
- III. M/s J.K. Gupta & Associates
- IV. M/s Akarshika Goel & Co.
- V. M/s Jalaj Srivastava & Associates
- VI. M/s Kundan Agrawal & Associates
- VII. M/s AKG & CO.
- VIII. M/s Vikas Gera & Associates

Other than above, interested Practicing Company Secretary (PCS) may also participate in the bidding process enclosing profile of the firm along with tender document available at the weblink. (<https://dmicdc.com/iicc>)

A. Eligibility Criteria:

- a. The Lead Partner/ Proprietor/Individual, under whose supervision, the Secretarial Audit will be carried out should have 10 years of Post CS Qualification experience out of which, minimum of 7 years should be in full time practice. Also disclose names Public Sector Companies for which similar assignments handled, if any.
- b. The Company Secretary in Practice/Firm of Company Secretaries should have a team of appropriately trained staff, who is informed of the basic audit requirements with a minimum of 2 Qualified CS.
- c. The Practicing company Secretary (PCS) / Firm should have an office at Delhi.
- d. The Practicing Company Secretary (PCS)/Firm should have an average annual turnover of Rs. 10 Lakh or more from practice in preceding 3 financial years.
- e. The Applicant should not have been penalized by the ICSI/MCA/ROC any other Government Authority in any Disciplinary Proceedings during last 5 years. Self-declaration in this regard is to be submitted.

III. Scope of Work:

- a) To Conduct Secretarial audit for submission of Secretarial Audit Reports under the provisions of section 204 of the Companies Act 2013 rules made thereunder.
- b) The Company reserves the right to modify/ include/ exclude any items in the Scope of Work anytime during the tenure of service at its sole discretion and as per applicable laws of the land as amended from time to time

IV. Submission of Report:

- a) The Secretarial Auditor shall submit its Report in the prescribed format at the Registered Office of IICC Limited in consonance with Companies Act, 2013 read with rules thereunder before the date of the Board meeting on which the Board's report will be approved.

V. Fees and Expenses:

- a) You are requested to Quote your professional fees for the Assignment(s) in form of a fixed lump sum fee in Indian Rs. Excluding GST.
- b) The fee quoted by you should be inclusive of Travel, Telephone calls, Couriers and postage, collections and Deliveries, stationary, bulk photocopy and out of pocket expenses etc.
- c) The Professional fee shall be subject to deduction of tax at source at the applicable rates as per Income Tax Act, 1961. However, the tax as applicable, on any payment to be made to you, shall be paid by the company separately.

2. Submission of quotation:

- a) Quotations should be sent on official letter heads in sealed covers with the following required documents:
 - COP letter from Institute of Company Secretaries of India
 - Fellow Membership letter from Institute of Company Secretaries of India
 - GST Certificate
 - PAN Card/ Adhaar Card Copy
 - A copy of this quotation document with each page signed (by the signatory signing the bid) in token of acceptance of the terms and conditions stipulated therein.
- b) Quotations are to be sent in sealed envelope through Speed Post/RPAD/courier/hand delivery only to "MD & CEO, India International Convention and Exhibition Centre Limited", Room No. 311-318, 03rd Floor, Hotel Ashok, Diplomatic Enclave, 50B Chanakyapuri, New Delhi 110021.
- c) Last date of quotation submission is 05/12/2018. Quotations received after due date will not be considered
- d) The Work would be awarded to the qualified/eligible bidder quoting the lowest rates/ fee for the work.
- e) The decision of the authorities of IICC shall be Final.

Thanking You,

Yours Faithfully,

for **India International Convention & Exhibition Limited**

Sd/-

Prashant Kumar Balsawar
(Managing Director and CEO)