



Punjab State Transmission Corporation Limited

Regd. Office: PSEB Head Office, The Mall Patiala-147001.

Phone No. 0175-2308233

Email: comp-secy@pstcl.org

Corporate Identity Number : U40109PB2010SGC033814 Website : www.pstcl.org

REQUEST FOR PROPOSAL APPOINTMENT OF SECRETARIAL AUDITOR

Sealed tenders/ quotations are invited from Company Secretaries in practice or a Firm of Company Secretaries in practice for the appointment of Secretarial Auditor of Punjab State Transmission Corporation Limited for FY2014-15 who should have continuous (without any break) experience of at least three years (in full time practice) and holds a valid certificate of practice as per Section 6 of the Company Secretaries Act, 1980:

Issuing Authority	Company Secretary, PSTCL, PSEB Head Office, The Mall, Patiala -147001
Tender Specification No.	01/CS/T-85/PSTCL/2014-15
Place	Patiala
Scope of Work	To conduct Secretarial Audit of the Company for the year 2014-15 as per provisions of the Companies Act 2013 and Rules made thereunder and submit Secretarial Audit Report in the prescribed form within 60 days from the close of the financial year 2014-15 which is 31.03.2015.
Eligibility Criteria	Company Secretaries in practice or a Firm of Company Secretaries in practice should have continuous (without any break) experience of at least three years (in full time practice) of quality of work and who holds a valid certificate of practice as per Section 6 of the Company Secretaries Act, 1980
Starting date for downloading of Documents	25.02.2015
Last date of downloading of Documents	13.03.2015 AT 03.00 PM
Last date for Bid Submission	13.03.2015 AT 03.00 PM
Bid Opening	13.03.2015 AT 03.30 PM
Document Cost/Cost of Tender	Rs.500/- (Non Refundable) in the form of demand draft in favour of Accounts Officer/ Cash, PSTCL, payable at Patiala is to be submitted in a separate envelope along with tender.
Earnest Money Deposit	@2% of the tender value, subject to minimum of Rs.5000/- and maximum of Rs.5 Lac in the shape of Bank Draft in favour of Accounts Officer/Cash, PSTCL, payable at Patiala.
URL for Additional information	www.pstcl.org

TERMS & CONDITIONS

1. Tender specification can only be downloaded from PSTCL website www.pstcl.org and no hard copy of the same will be issued by this office.
2. All tender must be accompanied by earnest money at the rates and in the form prescribed in the tender document in a separate sealed envelope.

3. Conditional Tender shall not be accepted.
4. Tender received telegraphically through telex or Fax/e-mail shall not be accepted.
5. The Competent Authority reserves the rights to reject any or all tenders without assigning any reasons.
6. In case date of opening the tender happens to be a holiday, the tenders will be received and opened on the next working day at the same time.
7. The rates may be quoted in lump-sum inclusive of everything i.e. all taxes, service tax and TA & DA, as such no other charges are payable by the PSTCL.
8. The payment shall be made after the completion of job/work.
9. The Tenderers shall submit his personal profile along with tender/ quotation on prescribed tender form attached therewith and if found un-satisfactory his tender documents so received shall be re-sealed and placed in the record.
10. Cost of tender specification and EMD shall not accepted by cheque/cash.
11. The appointment will be initially for the financial year 2014-15 and could be extended for any period up till three financial years on the basis of annual review by the Board.
12. In the year 2014-15, an initial audit will be conducted at the time of appointment to gain an understanding of the existing procedures and practices and to make suggestions with regard thereto. Subsequently, the audit will be on an annual basis (including for the FY 2014-15). Time being the essence of the contract, it is expected that the Secretarial Audit Report should be submitted in the prescribed form within 60 days from the close of the financial year.
13. The successful PCS/Firm shall nominate a Nodal Officer immediately on the award of the work/contract for timely and smooth interaction.
14. The audit work has to be conducted at the Registered office of the Corporation at PSEB Head Office, The Mall, Patiala.
15. In Addition to above, all other terms and conditions shall apply as specified under Works Regulations 1997 of the Corporation.
16. If default is made by the Company Secretary or the Firm of Company Secretaries in complying with the aforesaid, he shall be punishable with fine which may extend up to five thousand rupees, besides termination of contract.
17. In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, the decision of Chairman-cum-Managing Director, PSTCL will be final and binding on both the parties to the contract.

Company Secretary
Punjab State Transmission Corporation Limited
The Mall, Patiala.

Performa for Submission of Tender

Sr. No.	Particulars	Reply
1.	Name of Practicing Company Secretary(Firm)	
2.	Details of Office(s) Address: Telephone No(s) Mobile No. Email: Website:	
3.	I. Date of Commencement of Practice as PCS. II. Date of approval of name of the firm from ICSI. III. Certificate of Practice (COP) Number/ Registration.(Please attach documentary evidence)	
4.	Post Qualification Experience in full time practice of Lead Partner/Proprietor/Individual under whose supervision Secretarial Audit is to be conducted.	
5.	PAN No. Service Tax Registration No. (attach copy)	
6.	Any other relevant information (Please attach separate sheet, if required)	

7. Scope of work and Amount Quoted:

Scope	Amount Quoted (inclusive of everything i.e. all taxes, service tax and TA & DA)
Conduct Secretarial Audit for the year 2014-15 as per provisions of Companies Act 2013 and Rules made thereunder and submit Secretarial Audit Report in the prescribed form.	

8. Details of experience (assignments done or in hand). (Attach separate sheet if necessary)

9. Details of cost of tender document and EMD

Particulars	Amount	Demand Draft No.	Date of issue of Demand Draft	Name of the issuing Bank
Cost of Tender Document	500/-			
Earnest Money Deposit				

Note: Cost of Tender document and amount of earnest money deposit shall be in a separate sealed envelope. This shall be mentioned on the envelope.

I hereby submitted that the above details are correct and true. I shall also abide myself to the terms and conditions of NIT issued by PSTCL for appointment of Secretarial Auditor.

15. Any other Details (attach separate sheet if required)

PLACE:

DATE:

Signature
(WITH STAMP)