



PUNJAB STATE TRANSMISSION CORPORATION LIMITED

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

Corporate Identity Number: U40109PB2010SGC033814

www.pstcl.org (O/o Company Secretary) E-mail: comp-secv@pstcl.org

Tel./Fax No. 0175-2970047

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR THE ENGAGEMENT OF SERVICES OF COMPANY SECRETARIES IN PRACTICE OR A FIRM OF COMPANY SECRETARIES IN PRACTICE FOR THE APPOINTMENT OF SECRETARIAL AUDITOR OF PUNJAB STATE TRANSMISSION CORPORATION LIMITED (PSTCL) FOR FY2019-20.

Issuing Authority	Company Secretary, PSTCL, PSEB Head Office, The Mall, Patiala -147001
Tender Specification No.	01/CS/T-85/PSTCL/2019-20
Place	Patiala
General Information	PSTCL is a deemed transmission licensee and has been notified by the State Govt. as the State Transmission Utility to undertake transmission of electricity in the State along with the operation of SLDC functions.
Scope of Work	To conduct Secretarial Audit of the Company for the year 2019-20 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 date of close of financial year 2019-20.
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) and holds a valid certificate of practice as per Section 6 of the Company Secretaries Act, 1980. The Applicant should not have been penalized by the ICSI/MCA/ROC/ any other Government Authority in any Disciplinary Proceedings during the last five years. Self-declaration in this regards is to be submitted.
Starting date for downloading of Documents	09.10.2019
Last date of downloading of Documents	25.10.2019 Up to 3.00 PM
Last date for Bid Submission	25.10.2019 Up to 3.00PM
Bid Opening	25.10.2019 at 3.30PM
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. Three sealed envelopes clearly indicating thereon what is inside the envelope be placed in One envelope properly sealed clearly indicating bid for 'Appointment of Secretarial Auditor for 2019-20 be submitted':
 - i. One containing the Demand Drafts of Earnest Money Deposit (EMD).
 - ii. One Envelope containing proof of eligibility and Tender Documents.
 - iii. One Envelope containing Price Bid.
4. Conditional Tender shall not be accepted.
5. Tender received telegraphically through telex or Fax/e-mail shall not be accepted.
6. The Competent Authority reserves the rights to reject any or all tenders without assigning any reasons.
7. 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.
8. Amount quoted should be in lump-sum inclusive of everything i.e. all taxes, service tax and TA & DA (Both words and figures), as such no other charges are payable by the PSTCL. In case of any deviation, the amount in words will be considered as correct for the assignment.
9. The payment shall be made after the completion of assignment and submission of the Secretarial Audit Report in the prescribed form.
10. 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.
11. Cost of EMD shall not be accepted by cheque/cash.
12. The appointment will be initially for the financial year 2019-20 and could be extended for any period up to three financial years on the basis of annual review by the Board.
13. In the year 2019-20, 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.
14. The successful PCS/Firm shall nominate a Nodal Officer immediately on the award of the work/contract for timely and smooth interaction.
15. In Addition to above, all other terms and conditions shall apply as specified under Works Regulations 1997 of the Corporation as amended from time to time.
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 and action shall be taken as law.
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.

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



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

8. Details of EMD

Particulars	Amount	Demand Draft No.	Date of issue of Demand Draft	Name of the issuing Bank
Earnest Money Deposit				

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.

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

PLACE:

DATE:

**Signature
(WITH STAMP)**



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PRICE BID/ QUOTATION

Scope	Amount Quoted (inclusive of everything i.e. all taxes, service tax and TA & DA)
Scope of Work shall be to conduct Secretarial Audit for the year 2019-20 as per provisions of Companies Act, 2013 and Rules made thereunder and submit Secretarial Audit Report in the prescribed form.	Rs..... Rs. in words