

Request for Proposal (RFP) - Secretarial Audit

RFP No. IFCI/CS/2024-25/2

Dated: 22/01/2025



Request for Proposal (RFP) For

Appointment of Secretarial Auditor for carrying out Secretarial Audit of IFCI & Issuance of Annual Secretarial Compliance Report, for Financial Year 2024-25

Mode of Tender - e-Tendering on GEM Portal

**To be submitted before
04:00 P.M. on Monday, 03/02/2025**

Addressed To

**The Company Secretary,
IFCI Limited,
IFCI Tower,
61 Nehru Place,
New Delhi - 110019**

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Disclaimer

This RFP is neither an agreement nor an offer and is only an invitation by IFCI to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder with information to assist the formulation of their proposals.

This RFP does not claim to contain all the information each bidder may require. Bidder(s) should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and wherever necessary, may obtain independent advice. IFCI makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. IFCI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

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While this document has been prepared in good faith, neither IFCI, nor any of their officers make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly and expressly disclaimed by IFCI and any of their officers or subscribers, even if any loss or damage is caused by any act or omission on the part of IFCI or any of their officers or subscribers, whether negligent or otherwise.

By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of IFCI. IFCI and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.

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This document has not been filed, registered or approved in any Court of Competent jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirements.

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1. Introduction

IFCI is a Government Company u/s 2(45) of the Companies Act, 2013. It is a Non-Deposit taking Systemically Important NBFC. IFCI is listed on the National Stock Exchange of India Limited and BSE Limited. To know more about the Company please visit www.ifcilttd.com.

IFCI intends to appoint Secretarial Auditor for carrying out Secretarial Audit of IFCI & Issuance of Annual Secretarial Compliance Report, for Financial Year 2024-25.

In this regard, IFCI invites Bids from eligible Practising Company Secretary (PCS) /Firm of Practising Company Secretaries for carrying out the Secretarial Audit of IFCI & Issuance of Annual Secretarial Compliance Report, for Financial Year 2024-25, as per the Scope of Work.

2. Scope of Work

In terms of Section 204 of the Companies Act, 2013 read with The Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and Regulation 24A of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation, 2015 (as amended) (Listing Regulation), every listed company and certain other prescribed class of companies are required to undertake Secretarial Audit. Further, listed entities shall additionally, on an annual basis, require a check by the Practising Company Secretary (PCS) on compliance of all applicable SEBI Regulations and circulars / guidelines issued thereunder, consequent to which, the PCS shall submit a report to the listed entity in the manner specified in SEBI circular.

The below mentioned scope of work is illustrative and not exhaustive and may include other essential task/ matters incidental & ancillary to the issuance of Secretarial Audit Report / Annual Secretarial Compliance Report:

A. Secretarial Audit

The broad purpose of the Secretarial Audit is identification and verification of the compliances under the various enactments, rules, regulations and guidelines as may be applicable on the Company. On the basis of the audit, the Auditor will give a report on the compliances with regard to the followings, among other things:

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1. The Companies Act, 2013, and the Rules made thereunder, including any amendment thereof, wherever applicable;
2. The Securities Contracts (Regulation) Act, 1956 ('SCRA'), and the Rules made thereunder including any amendment thereof, wherever applicable;
3. The Depositories Act, 1996, and the Regulations and Bye-laws framed thereunder including any amendment thereof, wherever applicable;
4. The Foreign Exchange Management Act, 1999 and the Rules and Regulations made thereunder to the extent of Foreign Direct Investment, Overseas Direct Investment and External Commercial Borrowings including any amendment thereof, wherever applicable;
5. The following Regulations and Guidelines prescribed under the Securities and Exchange Board of India Act, 1992 including any amendment thereof, wherever applicable;
 - a. The Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015;
 - b. The Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
 - c. The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015;
 - d. The Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018;
 - e. The Securities and Exchange Board of India (Share Based Employee Benefits and Sweat Equity) Regulations, 2021;
 - f. The Securities and Exchange Board of India (Issue and Listing of Non-Convertible Securities) Regulations, 2021;
 - g. The Securities and Exchange Board of India (Registrars to an Issue and Share Transfer Agents) Regulations, 1993 regarding the Companies Act and dealing with clients;
 - h. The Securities and Exchange Board of India (Delisting of Equity Shares) Regulations, 2021;
 - i. The Securities and Exchange Board of India (Buyback of Securities) Regulations, 2018;
 - j. Any other Regulations and circulars / guidelines issued thereunder as may be applicable on the listed entities; and
6. Any other Acts/Laws/Regulations/Guidelines as may be applicable specifically to the company from time to time;
7. The Auditor shall also examine the compliance of Secretarial Standards issued by The Institute of Company Secretaries of India and as approved by the Central Government from time to time;

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8. The Auditor shall also verify the books, papers, minutes books, forms and returns filed and other records maintained.

The PCS shall submit the Secretarial Audit Report in the format prescribed under Section 204 of the Companies Act, 2013 read with The Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, within the stipulated timelines.

B. Scope of Annual Secretarial Compliance Report

1. Annual Secretarial Compliance Report is a check by the company secretary in practice (PCS), on compliance of all applicable SEBI Regulations and circulars/guidelines issued thereunder. The PCS shall audit / check the following:-

- (1) All the Secretarial documents and records maintained by the Company;
- (2) The filings/ submissions made by the Company to the stock exchanges;
- (3) Website of the Company as per SEBI Listing Regulations, etc.;
- (4) Any other document / filing, as may be relevant.

On the basis of the audit/check, the PCS shall give a report on the compliances with regard to the following:-

- (1) The Securities and Exchange Board of India Act, 1992 ("SEBI Act") and the applicable Regulations, Rules, Circulars, Guidelines issued thereunder; and
- (2) The Securities Contracts (Regulation) Act, 1956 ("SCRA"), and applicable rules, regulations, circulars, guidelines issued thereunder by the Securities and Exchange Board of India ("SEBI");
- (3) The specific Regulations and Guidelines prescribed under the Securities and Exchange Board of India Act, 1992 including any amendment thereof, wherever applicable and including but not limited to the following:-
 - a. The Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015;
 - b. The Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
 - c. The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015;
 - d. The Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018;
 - e. The Securities and Exchange Board of India (Share Based Employee Benefits and Sweat Equity) Regulations, 2021;

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- f. The Securities and Exchange Board of India (Issue and Listing of Non-Convertible Securities) Regulations, 2021;
 - g. The Securities and Exchange Board of India (Buyback of Securities) Regulations, 2018;
 - h. Any other Regulations and circulars / guidelines issued thereunder as may be relevant and applicable on the listed entities; and
3. The PCS shall submit the Annual Secretarial Compliance Report in the format prescribed under SEBI Circular No. SEBI/HO/CFD/PoD2/CIR/P/0155 November 11, 2024 or as may be amended from time to time, within the stipulated timelines as may be prescribed from time to time. The PCS shall comply with any directions/guidelines/circulars issued by SEBI / Stock Exchange in this regard.

3. Eligibility Criteria & Evaluation Methodology

Before submitting the bids the PCS / Firm of PCS should ensure they are not disqualified in terms of the provisions of the Companies Act, 2013 read with relevant Rules, The Company Secretaries Act, 1980, read with relevant Regulations & Guidelines, SEBI Regulations, Circulars, etc. in this regard (including any amendments thereof).

Bids fulfilling following Technical Eligibility Criteria and scoring at least 75 marks/points, shall be technically qualified and shall be eligible for financial evaluation. Bidders should provide documentary proof of fulfilling the below eligibility criteria:

Sl. No	Mandatory Eligibility Criteria	Documents Required	Allotted Points / Marks
1	The Company Secretary in Practice / Firm of Company Secretaries must be registered with ICSI. The registration of the Firm should be valid and in-force.	Certificate of registration of Firm issued by the Institute of Company Secretaries of India	-
2	The Company Secretary in Practice / Firm of Company Secretaries hold a valid	Peer Review certificate issued by the Institute of	-

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	certificate of Peer Review issued by the Institute of Company Secretaries of India.	Company Secretaries of India	
3	<p>Bidder should: -</p> <ul style="list-style-type: none"> i. must be based in Delhi/ NCR. ii. must not be disqualified to be appointed as Secretarial Auditor / Professional Assignments; iii. must not be the subject of any legal/ quasi-judicial / professional misconduct proceedings for any professional services; iv. not have, and their partners and officers been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to procure audit / professional assignments within a period of 3 Financial years preceding the cut-off date or not have been otherwise disqualified pursuant to debarment proceedings; v. not have a conflict of interest with IFCI / or its Directors/ Promoters. 	Self-Declaration on letter head of the PCS / Firm	-

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	vi. not have been prohibited/ blacklisted/ debarred from participation in the bid process by any Government Department/ CPSU/ SPSU/ Banks/ Autonomous Bodies/ Statutory Bodies including IRDA, MCA, ROG, RBI, SEBI, ICAI, ICSI, ICAI, C&AG etc.		
Sl. No	Other Eligibility Criteria	Documents Required	Allotted Points / Marks
4	The Lead Partner/Proprietor/ Individual, under whose supervision the Secretarial Audit of IFCI will be carried out, should have a minimum Post CS Qualification Experience of 18 years, out of which minimum 15 years should be in full time practice (without break).	Documents supporting Post Qualification Experience and Certificate of Practice issued by the Institute of Company Secretaries of India	20
5	The Company Secretary in Practice / Firm of Company Secretaries should have undertaken successful completion of Secretarial Audit of at least five (5) Equity Listed Companies having share capital of atleast Rs.100 crores or net worth of Rs.300 crores in the last 3 Financial Years.	Work Order/ Contract/ Audit Report/ Annual Report and Proof of Capital and Net worth of Listed Companies	20
6	The Company Secretary in Practice / Firm of Company Secretaries should have undertaken successful completion of Secretarial Audit of atleast three (3) Public Sector	Work Order/ Contract/ Audit Report/ Annual Report	20

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	Undertaking(s) / Non-Banking Financial Companies (NBFC) / Public Financial Institutions (PFI) in the last 3 Financial Years.		
7	The Company Secretary in Practice / Firm of Company Secretaries should have an average turnover of Rs.50 Lakh or more from practice, in last 3 Financial Years.	Self-certified copy of Return	20
8	The Company Secretary in Practice / Firm of Company Secretaries should have a minimum of 3 full time employees, who are qualified Company Secretaries / minimum 3 Active Partners in full time practice and at any point of time during 3 years of Audit, this structure is to be maintained.	Self-certified Detailed Profile / CVs	20

The cut-off date for ascertaining eligibility / experience will be 31.03.2024

The Financial Bids of only those Bidder(s), who qualify mandatory and other eligibility criteria and fulfilling terms and conditions specified in technical bid will be opened. The assignment of Secretarial Audit of IFCI & Issuance of Annual Secretarial Compliance Report, for Financial Year 2024-25, would be awarded to the L1 bidder.

IMPORTANT NOTE: IFCI reserves the right to examine the details furnished by the Bidder(s) and also to cross check the information furnished from Bidder's previous clients. IFCI also reserves the right to relax eligibility criteria in view of any Statutory Guidelines/ Circular/ Notification / to reject the Tender without assigning any reason thereof.

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4. TERMS AND CONDITIONS: -

(i) Validity of Appointment: The validity of appointment will initially be for the financial year 2024-25 for conducting Secretarial Audit and issuance of Annual Secretarial Compliance Report.

(ii) Completion of Audit: The Secretarial Audit shall be completed within 30/45 days from the date of end of financial year or award of work/contract whichever is later. It is also expected that the Secretarial Audit has to commence within 20 days from the award of the work/contract, time being the essence of the contract.

(iii) Place of Audit: The audit work has to be conducted at the Registered Office of the Company which is IFCI Tower, 61 Nehru Place, New Delhi – 110019.

(iv) Payment Terms: Payment will be released within one month from the date of submission of bill by the PCS/ Firm and after issuance of Secretarial Audit Report to the satisfaction of IFCI. No advance payment shall be made for conduct of Secretarial Audit.

(v) Management Right: The Management of IFCI reserves the right to cancel/ restrict/ enlarge/ modify/ postpone and/or extend the date of receipt/ opening of Bid or withdraw the Bid notice, right to reject all or any bids without assigning any reason(s) whatsoever. In such case the bidders shall not be entitled to any form of compensation from the Company.

(vi) Identification of Nodal Officer: The successful PCS/ Firm shall nominate a Nodal Officer, within 5 days from the award of the work/contract. Details of the Nodal Officer should be given to IFCI immediately after his/her nomination for timely and smooth interaction.

(vii) Dispute: 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, decision of CEO & MD / DMD, IFCI will be final and binding on both the parties to the Contract.

(viii) Submission of Bids: The PCS/ Firm satisfying/ fulfilling the above stated eligibility criteria must read the tender document very carefully before submission of bids. The evaluation of the bids will only be based on the documents uploaded online on GEM Portal <https://gem.gov.in/>

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1. Bidder(s) shall submit their bid (comprising of "Technical" and "Financial" bid), online at GEM Portal. Bidder(s) who wish to participate in this tender must be registered as seller at <https://gem.gov.in>. A two-stage bidding process will be followed. The response to the RFP will be submitted in two parts:
 - Technical bid Part I
 - Financial bid Part II
2. **Online submission of bids:** Online bids will have to be submitted within the time specified on website <https://gem.gov.in/> the following manner:-

Technical Bid: Scanned Copies to be uploaded (.pdf): Technical bid response must comply with the Technical Bid Format as per annexures provided and all the compliances stated **in this RFP** The technical information should be prepared very carefully and as indicated in the tender document since it will form the basis for pre-qualification of bidder(s). Only relevant and to the point information/document should be uploaded. Failure to provide any required information, may lead to the rejection of the offer. Before submitting the bid, the bidder(s) shall ensure that all the documents and annexures being uploaded are self-certified/ signed by the Bidder(s). IFCI reserves the right to waive any of the Technical Specification during technical evaluation, if in IFCI's opinion it is found to be minor or an acceptable deviation. **Format of Technical Bid as per Annexure-4.**

Financial Bid: Bidder(s) are requested to read the terms and condition as mentioned in this tender document and submit the form accordingly. The rates as given in the financial bid shall be quoted in figures and the rates must be inclusive of all taxes. The bidder(s) are required to check the prices/amount carefully before uploading the financial bid. Only one bid would be considered from one PCS / Firm. **Format of Financial Bid as per Annexure-5.**

(ix) Date of Submission and Opening of Bids: The bid shall reach IFCI's Registered Office on or before the timelines mentioned below. Technical Bids will be opened in the presence of applicants, who desires to be present there. The Technical Bids received after the specified date/time, incomplete/unsigned, in open envelope or by mail will not be considered/be rejected.

Date of Submission of Bids (Technical and Financial)	04:00 P.M. on Monday, 03/02/2025
Date of Opening of Technical Bids	04:30 P.M. on Monday, 03/02/2025

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Date of Opening of Financial Bids	Shall be communicated to technically qualified bidder(s)
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(xi) Performance Bank Guarantee (PBG) / Performance Security / Security Deposit: To ensure due performance of the contract, PBG / Performance Security / Security Deposit will be obtained from the successful bidder awarded the contract. The successful bidder will be required to provide Performance security for an amount of 5% of the value of the contract (Audit Fee). The Performance Security is to be furnished by within 14 (fourteen) days after notification of the award and it shall remain valid for a period of 60 (sixty) days beyond the date of submission of Audit Report by the Auditor and placing of the same before the Board.

The performance security will be forfeited and credited to IFCI's account in the event of a breach of contract by the bidder who is awarded the contract. It should be refunded to the bidder without interest, after he duly performs and completes the contract in all respects but not later than 60 (sixty) days of completion of all such obligations.

(xii) Amendment: The Bidder(s) are advised to visit GEM Portal <https://gem.gov.in/> and IFCI's website on regular basis for checking necessary updates. Prospective bidder(s) will be notified of amendment, if any, in the RFP Documents which will be final and binding on all the bidder(s), including extension of deadline for submission of Bid, via notification on IFCI website only.

(xiii) Misrepresentation: If any false information/documents is provided/submitted or it comes to the knowledge of IFCI, IFCI reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect and take legal action against the bidder/ firm/proprietor.

(xiv) Rejection of Bids: Bids may be rejected on occurrence of any one of the following events/ conditions:

(i) General Rejection Criteria

- Any effort by a Bidder to influence IFCI in its decisions on bid evaluation, bid comparison or contract award may result in rejection of Bidder(s) bid.
- Bids which do not conform to unconditional validity of the bid as prescribed in the Tender.
- If the information provided by the Bidder is found to be incorrect / misleading at any stage / time during the Tendering Process.

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- Any evidence of cartelisation.
- Bids received by IFCI after the last date prescribed for receipt of bids.
- Bids without signature of person (s) duly authorized on required pages of the bid.
- Bids without power of authorization and any other document consisting of adequate proof of the ability & eligibility of the signatory to bind the Bidder.

(ii) Technical Rejection Criteria

- Failure to furnish all information required by the RFP Document or submission of a bid not substantially responsive to the Tender Document in every respect.
- Bidder(s) not quoting for the complete scope of Work as indicated in the Tender documents, addendum (if any) and any subsequent information given to the Bidder.
- Bidder(s) not complying with the Technical and General Terms and conditions as stated in the RFP Document.
- Bidder(s) not conforming to unconditional acceptance of full responsibility of providing services in accordance with the Scope of work of this tender.
- If the bid does not confirm to the timelines indicated in the bid.

(iii) Financial Rejection Criteria

- Incomplete Price Bid.
- Price Bids that do not conform to the Tender's price bid format.

(xv) Clarification: In case of any clarification required in this regard, the undersigned may be contacted

Name of the contact person for any clarification	Ms. Priyanka Sharma, 011-41732000; Ms. Sharmila Chhikara, 011-41732000
e-mail Address	priyanka.sharma@ifcilttd.com sharmila.chhikara@ifcilttd.com (Please quote the RFP No. in the Subject Line of the e-mail)

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ANNEXURES

Annexure 1

Offer Forwarding Letter /Tender Submission Letter

(To be submitted on Bidder's letter head)

To
The Company Secretary
IFCI Limited,
IFCI Tower, 61 Nehru Place
New Delhi -110 019

Dear Madam,

Subject: Appointment of Secretarial Auditor for carrying out Secretarial Audit of IFCI & Issuance of Annual Secretarial Compliance Report, for Financial Year 2024-25

This is in reference to your above-mentioned tender. Having examined the tender document, I/we the undersigned, hereby submit my/our proposal along with necessary supporting documents as desired by IFCI.

Further, I/we agree, that IFCI reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder(s) of any such change.

Further, I/we agree to abide by all the terms and conditions as mentioned in the tender document. I/We have also noted that IFCI reserves the right to consider/ reject any or all applications without assigning any reason thereof.

Signature:-----

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

Stamp of the PCS/ Firm:-----

Date:

Place:

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Annexure 2

Tender Acceptance Letter

(To be submitted on Bidder's letter head along with Technical Bid)

To

The Company Secretary
IFCI Limited,
IFCI Tower, 61 Nehru Place
New Delhi -110 019

Dear Madam,

Subject: Appointment of Secretarial Auditor for carrying out Secretarial Audit of IFCI & Issuance of Annual Secretarial Compliance Report, for Financial Year 2024-25

Tender Reference No: _____

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, I/We hereby enclose my/our offer, as detailed in your above referred RFP.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality/ entirety.

I/We hereby declare that my/our Firm has not been prohibited/blacklisted/ debarred from participation in the bid process by any Government Department/ CPSU/ SPSU/ Banks/ Autonomous Bodies/ Statutory Bodies including IRDA, MCA, ROG, RBI, SEBI, ICAI, ICSI, ICMAI, C&AG etc.

Further, I/We hereby declare that none of my/our partners of my/our Firm is not have been prohibited/blacklisted/ debarred from participation in the bid process by any Government Department/ CPSU/ SPSU/ Banks/ Autonomous Bodies/ Statutory Bodies including IRDA, MCA, ROG, RBI, SEBI, ICAI, ICSI, ICMAI, C&AG etc. nor has any criminal case against him /her is filed/pending during a period of last three financial years.

I/We certify that all information furnished by my/our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then IFCI shall without giving any notice or reason can summarily reject the bid or terminate the

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contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit /Security deposit or both absolutely.

I/We hereby certify that all the information and data furnished by me/us with regard to the above Tender Specification are true and complete to the best of my/our knowledge. I/We have gone through the scope of work, terms and conditions, stipulations and other pertinent issues till date, and agree to comply with the requirements.

I/We further certify that I/We am/are authorized to represent on behalf of my/our firm for the above-mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

I/We hereby confirm that I/we have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by IFCI and in case of such observance at any stage, it shall be treated as null and void and our tender shall be deemed to be withdrawn.

I/We also hereby confirm that I/we have neither set any Terms and Conditions nor have I/We taken any deviation from the Tender conditions together with other references applicable for the above referred Tender Specification.

I/We further confirm my/our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions.

I/We confirm that my/our firm/company and/or Partners / Directors have not been convicted under Criminal law by Competent Court or Higher Court/ Authority.

I/We confirm to have submitted offer in accordance with tender instructions and as per aforesaid reference.

Signature:-----

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

Stamp of the PCS/ Firm:-----

Date:

Place:

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Annexure 3

Bidder's Information

S. No.	Particulars/Details	Documents Attached
1.	Firm Name	
	Type of Firm [Partnership Firm / LLP registered under Partnership Act 1932 / Limited Liability Partnership Act 2008 as applicable]	
2.	Registration No. and date of registration (Registration Certificate to be enclosed)	
4.	Address Firm	
5.	Telephone No. Office	
	Mobile	
	E-Mail	
	Website	
6.	Authorized Person – Name	
	Designation	
	Mobile	
	E-Mail ID	
7.	Alternate Authorized Person – Name	
	Designation	
	Mobile	
	E-Mail ID	
8.	PAN (Please submit self-certified photocopy)	
9.	GSTIN No. (Please submit self-certified photocopy)	

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10.	Beneficiary Bank Details (Please submit canceled cheque as well)			
	Bank Account No			
	IFSC/NEFT Code			
	Name of Bank			
	Address of Branch			
11.	Whether the bidder have been prohibited/blacklisted/ debarred from participation in the bid process by any Government Department/ CPSU/ SPSU/ Banks/ Autonomous Bodies/ Statutory Bodies including IRDA, MCA, ROG, RBI, SEBI, ICAI, ICSI, ICAI, C&AG etc. If yes, please give details	Yes/No/Comments (if option is 'Yes') (If option is 'Yes' Bidder may Not be considered)		
12.	Turnover of last 3 Financial Years	31.03.2024	31.03.2023	31.03.2022

Signature:-----

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

Stamp of the PCS/ Firm:-----

Date:

Place:

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Annexure 4

(On letter head of Practicing Company Secretary/ Firm of Company Secretaries)

PROFORMA FOR TECHNICAL BID

To

The Company Secretary
IFCI Limited,
IFCI Tower, 61 Nehru Place
New Delhi -110 019

Dear Madam,

Sl. No.	Particulars	Reply/Remarks/Documents
Bids fulfill following Technical Eligibility Criteria and scoring minimum 75 marks / points or otherwise relaxed by IFCI, shall be eligible for Financial Evaluation:		
1.	<p>Name of the Practicing Company Secretary(PCS)/Firm of Company Secretaries (Firm):</p> <ul style="list-style-type: none"> • Whether Partnership/ Proprietorship/ Individual • Name of the Lead Partner/ Proprietor/ Individual/ In-charge • Name(s) of the Contact person(s) and the Contact details 	
2.	<p>(i) Year of Commencement of Practice as PCS/ Firm (ii)Certificate of Practice Number / Registration Number</p> <ul style="list-style-type: none"> •Copy of Certificate of Practice or Certificate from ICSI regarding date of Commencement of Practice as CS; and / or 	

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	<ul style="list-style-type: none"> • Copy of approval letter from ICSI in respect of Firm's Name. <p>(Attach Documentary evidence)</p>	
3.	<p>Peer Review Certificate issued by the Institute of Company Secretaries of India, for the Company Secretary in Practice / Firm of Company Secretaries</p> <p>(Attach Documentary evidence)</p>	
4.	<p>Details of Headquarter/Branch Office(s)</p> <p>Address Telephone Nos. Fax No. Email Website</p>	
5.	<p>Post Qualification Experience of Lead Partner/ Proprietor/ Individual including Service/ Practice under whose supervision the Secretarial Audit of IFCI will be conducted.</p> <ul style="list-style-type: none"> • Total Post Qualification Experience (min. 18 years) • Experience in Practice (min. 15 years) <p>(Attach Documentary evidence)</p>	

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6.	<p>Number of Secretarial Audit conducted of Equity Listed Companies having share capital of atleast Rs.100 crores or net worth of Rs.300 crores in the last 3 Financial Years.</p> <p>(Attach Documentary evidence)</p>	Name of the Listed Company	Financial Year for which Secretarial Audit conducted
7.	<p>Number of Secretarial Audit of Public Sector Undertaking(s) / Non-Banking Financial Companies (NBFC) / Public Financial Institutions (PFI) in the last 3 Financial Years</p> <p>(Attach Documentary evidence)</p>	Name of PSU / NBFC / PFI	Financial Year for which Secretarial Audit Conducted
8.	<p>Profile of PCS / Firm</p> <p>Number of active Partners in/with the Firm having experience of more than 5 years</p> <p>Number of active Partners in/with the Firm having experience of less than 5 years.</p> <p>Number of full time employees, who are qualified Company Secretaries and Members of ICSI.</p> <p>Number of Qualified/Semi-Qualified CS working in/with the PCS/ Firm.</p>		

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	Number of CS Final/Intermediate passed CS Trainees in/with the PCS/ Firm.	
9.	Average Annual Turnover of the PCS/ Firm in last 3 financial years based on ITR/Balance Sheet (Attach Documentary evidence)	
10.	<p>Submit self-declaration w.r.t.</p> <p>i. based in Delhi/ NCR.</p> <p>ii. not disqualified to be appointed as Secretarial Auditor / Professional Assignments;</p> <p>iii. not subject of any legal/ quasi-judicial / professional misconduct proceedings for any professional services;</p> <p>iv. not have, and their partners and officers been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to procure audit / professional assignments within a period of 3 Financial years preceding the cut-off date or not have been otherwise disqualified pursuant to debarment proceedings;</p> <p>v. not have a conflict of interest with IFCI / or its Directors/ Promoters.</p> <p>vi. not have been prohibited/blacklisted/ debarred from participation in the bid process by any Government Department/ CPSU/ SPSU/ Banks/ Autonomous Bodies/ Statutory Bodies</p>	

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	including IRDA, MCA, ROG, RBI, SEBI, ICAI, ICSI, ICMAI, C&AG etc.	
11.	Any other relevant information. (Attach Documentary evidence)	

Note: Specimen copy of the compliance tool documents (product features) to be executed should be enclosed with the bid submission.

Declaration

1. All the information provided by me/us here above is correct to the best of my/our knowledge & belief.
2. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.
3. I/We have read all the terms & conditions of bid and the instructions and these are acceptable to me/us.

Signature:-----

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

Stamp of the PCS/ Firm:-----

Date:

Place:

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Annexure 5

(On letter head of Practicing Company Secretary/ Firm of Company Secretaries)

PROFORMA FOR FINANCIAL BID

To

The Company Secretary
IFCI Limited,
IFCI Tower, 61 Nehru Place
New Delhi -110 019

Dear Madam,

I/We _____ (Name of Bidder) are pleased to submit, hereunder, our Financial/ Commercial Bid for the assignment/ scope of work as mentioned in the tender document regarding "**Appointment of Secretarial Auditor for carrying out Secretarial Audit of IFCI & Issuance of Annual Secretarial Compliance Report, for Financial Year 2024-25**" :-

Financial Bid (in figures)	Financial Bids (in words)

The fee above shall be comprehensive fee including related expenses, if any, but exclusive of all applicable taxes.

Note:

1. Prices quoted are in Indian Rupees only;
2. Bidder should fill the details compulsorily as per the format and authenticate the same;
3. In case of unreasonable quotes or free of cost quotes etc. (basically/deliberately intending/ aimed towards halting/sabotaging the Procurement process) the financial bid is liable to be summarily rejected;

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4. Prices quoted by the bidder will remain firm during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with any conditional price will be treated as non-responsive and shall be summarily rejected;
5. **Financial Bid should be separately submitted in sealed envelope and should not be enclosed in any case along with Technical Bid. Bidders should refer terms & conditions regarding submission of bids.**

Certified that the above offer is valid for 90 days from the opening of technical bid.

Signature:-----

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

Stamp of the PCS/ Firm:-----

Date:

Place:

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Annexure 6

Declaration for Relation in IFCI (To be submitted on Bidder's letter head)

To,

The Company Secretary
IFCI Limited,
IFCI Tower, 61 Nehru Place
New Delhi -110 019

Dear Madam,

Subject: Declaration for relation in IFCI

I/We hereby submit the following information pertaining to relation/relatives of Directors/ Employee(s) employed in IFCI

Tick (✓) any one as applicable:

1. The Partners, Employees of my/our Firm DO NOT have any relation or relatives employed in IFCI

OR

2. The Partners, Employees of my/our Firm have relation/relatives employed in IFCI and their particulars are as below:

(i)

(ii)

Signature:-----

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

Stamp of the PCS/ Firm:-----

Date:

Place:

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Annexure 7

Bid Security Declaration Form

Date: _____

Tender No. _____

The Company Secretary
IFCI Tower,
61, Nehru Place,
New Delhi – 110 019.

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification / contract period if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity fail or reuse to execute the contract, if required.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: _____ (insert signature of person whose name and capacity are shown)
in the capacity of _____ (insert legal capacity of person signing the Bid Securing Declaration)

Name: _____ (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

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(Note: In Partnership / LLP, the Bid Securing Declaration must be in the name of all partners that submits the bid)
