



भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
Security Printing and Minting Corporation of India Limited

मिनीरत्न श्रेणी-I, सीपीएसई  
(भारत सरकार के पूर्ण स्वामित्वाधीन)  
Miniratna Category-I, CPSE  
(Wholly owned by Government of India)

**Note: This notice is being published only as an abundant precaution and is not an open invitation to quote in the Tender. Participation in this tender is by invitation only and is limited to the selected SPMCIL's Registered Bidders for the item, who have been sent this Tender by Post/Courier. Unsolicited offers are liable to be ignored.**

Ref.: SPMCIL/Sec/50/2016-17/8422-31

Dated: 20.03.2017

**Sub.: Invitation of Financial Bids from the Empaneled firms in respect of our Expression of Interest No. SPMCIL/SEC/50/16 dated 17.03.2016.**

Sir/Madam,

Please refer to Offer of Empanelment vide F.No. SPMCIL/Sec/50/16/1019-28 dated 12.05.2016 against our Expression of Interest (EOI) No. SPMCIL/Sec/50/2016 dated 17.03.2016 for Empanelment of Practicing Company Secretary (PCS) / Firm of Company Secretaries initially for a period of three financial years for carrying out Secretarial Audit of SPMCIL and providing other services like Annual Return Certification / Issuance of Corporate Governance Certificate etc. from Financial Year 2015-16, on year to year basis.

2. In this regard, it is requested to submit the Financial Bid in the prescribed format attached as **Annexure-'A'** along with Earnest Money Deposit (EMD) of ₹5,000/- through Demand Draft (DD) / Banker's Cheque only in favour of SPMCIL in the sealed envelope superscribed "**Financial Bid for Secretarial Audit and other services for F.Y. 2016-17**" to **Company Secretary, SPMCIL, 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001** latest by **12.04.2017 till 3:00 P.M.** The financial bids will be opened on same day at **3.15 PM** in presence of bidders who wish to attend the bid opening. The representatives of bidders desiring to attend the bid opening have to bring authority letter from his/her firm to be present in the bid opening. The financial bid received after the specified date/time, incomplete/unsigned, in open envelope or by fax will not be considered and the same will be rejected. Conditional offers are liable to be rejected. The empaneled firms shall adhere to all the terms and conditions mentioned in the Offer of Empanelment.

3. SPMCIL reserves the right to cancel the tender without assigning any reason at any stage.

Yours faithfully,

Sd/-

**(SACHIN AGARWAL)**

Company Secretary

Encl.: As above.

**ANNEXURE-‘A’***(To be given on the PCS/ Firm’s Letter Head)***PROFORMA FOR SUBMISSION OF FINANCIAL BID****1. Particulars of the Firm**

Name of PCS/Firm of Company Secretaries	
Communication Address	
Contact Person	
Mobile No.	
Phone & FAX No.	
E-mail	
PAN No.	

**2. Earnest Money Deposit (EMD)**

DD/Banker's Cheque No. .... dated ..... drawn on  
 ..... for ₹5,000/- in favour of SPMCIL.

**3. Financial Offer**

Sl. No.	Particulars	Professional Fees (All inclusive) (₹)
(i)	<b>Secretarial Audit :</b> Secretarial Audit comprises verification of the compliances under the following enactments, rules, regulations and guidelines: (i) Companies Act, 2013 & rules made thereunder & Secretarial Standards issued by ICSI. (ii) The Memorandum of Association and Articles of Association of the Company; (iii) Guidelines on Corporate Governance for Central Public Sector Enterprises, 2010 issued by DPE. (iv) Other Corporate Laws as may be applicable to SPMCIL.	
(ii)	<b>Annual Return Certification / Issuance of Corporate Governance Certificate as per DPE Guidelines</b>	
	(a) Certification of Annual Return in Form MGT-8 and Filing of Form MGT-7	
	(b) Issue of Certificate on Corporate Governance as per DPE Guidelines.	

<b>(iii)</b>	<b>Certification and Filing of other E-Forms under the Companies Act, 2013 &amp; XBRL Conversion</b>	
	(a) Certification & Filing of E-forms, viz. DIR-3, MGT-14, DIR-12 etc (Fees per Form) <b>*(Total no. of Forms 15 nos. x ₹ _____ per form)</b>	
	(b) Conversion of Annual Accounts 2016-17 into XBRL	
	(c) Certification and Filing of E-form No. AOC4 XBRL	
<b>(iv)</b>	<b>Total [(i) + (ii) + (iii)]</b>	

\*The number of forms may vary as per requirement of the Company. The firms have to quote total fees for 15 forms mentioning the the fees for each form.

**Note:**

1. The selection of the PCS/Firm for appointment as Secretarial Auditors of SPMCIL for the year 2016-17 and for providing other services like certification of Annual Return in Form MGT-8, issuance of Corporate Governance Certificate and certification & filing of E-forms, etc. shall be made on the basis of lowest total fees quoted by PCS / Firm for the works mentioned under Sl.No. (i), (ii) & (iii) in para 3 above, i.e. the lowest amount in para (iv) above.
2. The PCS/Firm should quote the lump sum professional fees which should be inclusive of Service Tax, TA/DA & out of pocket expenses, if any, and all other types of taxes as may be applicable from time to time.
3. The filing fees on submission of e-form paid to MCA on behalf of SPMCIL shall be reimbursed on actual basis on production of receipt / challan by the PCS / Firm.
4. SPMCIL is free to do conversion of Annual Accounts 2016-17 into XBRL in-house without taking assistance of selected PCS/Firm. SPMCIL is also free to engage any professional firm for doing other professional works to meet the statutory requirements from time to time on mutually agreed fees.

**DECLARATION**

I/We have read all the terms & conditions of Offer of Empanelment No. SPMCIL/Sec/50/16/\_\_\_\_\_ dated 12.05.2016 and confirm to abide by the same.

Signature : .....

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

Stamp of the PCS/ Firm : .....

Date : \_\_\_\_\_

Place : \_\_\_\_\_