

# 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)



Ref.: SPMCIL/MM/EPCS/2020

Dated: 01.03.2021

To,  
SPMCIL Empanelled Firms

**Sub.: Invitation of Financial Bids from the Empaneled firms in respect of our Expression of Interest No. SPMCIL/MM/2019/3612 dated 18.09.2019**

Sir,

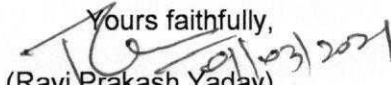
Please refer to Offer of Empanelment vide F.No. SPMCIL/MM/EPCS/2019/\_\_\_\_ dated 04.12.2019 against our Expression of Interest (EOI) Tender No. SPMCIL/MM/2019/3612 dated 18.09.2019 for Empanelment of Practicing Company Secretary (PCS) / Firm of Company Secretaries initially for a period of three financial 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 2019-20 onwards, 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'** in the sealed envelope superscribed "**Financial Bid for Secretarial Audit and other services for F.Y. 2020-21**" to Dy. Manager (Material)/CPSO, SPMCIL, 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001 latest by **23.03.2021 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. Considering the latest guidelines of GOI, EMD is kept as Nil. However in place of EMD, you have to submit a '**Bid Security Declaration**' accepting that if the firm withdraw or modify their bid during the period of bid validity after opening of tender, they will be suspended for a period of 3 years from the date of opening of tender.

4. The selected PCS/firm shall have to deposit the Performance Guarantee in the form of Demand Draft for the amount of 3% of value of contract.

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

Yours faithfully,  
  
(Ravi Prakash Yadav)  
Dy. Manager(Materials)

Encl.: As above.

(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. Bid Security Declaration**

I/We accept that if bid is withdrawn/modified during the period of bid validity after opening of tender, I/We shall be suspended for a period of 3 years from the date of opening of tender.

**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: (I) Companies Act, 2013 & rules made thereunder. (II) Secretarial Standards issued by Institute of Company Secretaries of India. (III) The Memorandum of Association and Articles of Association of the Company. (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>	
	(I) Certification of Annual Return in Form MGT-8 and Filing of Form MGT-7	
	(II) Issue of Certificate on Corporate Governance as per DPE Guidelines.	
(iii)	<b>Certification and Filing of other E-Forms under the Companies Act, 2013 &amp; XBRL Conversion</b>	

Sl. No.	Particulars	Professional Fees (All inclusive) (₹)
	(a) Certification & Filing of E-forms, viz. MGT-14, DIR-12, PAS-6 etc for the F.Y. 2021-22. (Fees per Form) <sup>1</sup> *(Total no. of Forms 20 nos. × ₹ _____ per form)	
	(b) Conversion of Annual Accounts 2020-21 into XBRL	
	(c) Certification and Filing of E-form No. AOC4 XBRL for F.Y. 2020-21.	
(iv)	<b>Total [(i) + (ii) + (iii)]</b>	

**Note:**

- The selection of the PCS/Firm for appointment as Secretarial Auditors of SPMCIL for the year 2020-21 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.]
- (a) The PCS/Firm should quote the lump sum professional fees which should be inclusive of GST and other applicable taxes.  
(b) The selected Secretarial Auditors may be required to visit the units of the Company to check the compliance of applicable laws. SPMCIL shall reimburse the travelling expenses by train AC-II or by Air in economy class for a maximum of two person and for single visit to each location. The units situated in same state may be covered in single visit. The stay arrangements shall be made in the guest houses at the units of the Company subject to availability or in the nearest hotel. The out of pocket expenses, if any shall be reimbursed on actual basis on production of bills / documentary evidence.
- 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 / acknowledgement by the PCS / Firm.
- SPMCIL is free to do conversion of Annual Accounts 2020-21 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.
- The validity of financial bids should be for 90 days.

**DECLARATION**

I/We have read all the terms & conditions of Offer of Empanelment No. SPMCIL/MM/EPCS/2019/5122 dated 04.12.2019 and confirm to abide by the same.

Signature : .....

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

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

Date:-----

Place:-----

<sup>1</sup> The number of forms may vary as per requirement of the Company. The firms have to quote total fees for 20 forms mentioning the fees for each form.