



WEST BENGAL INFRASTRUCTURE DEVELOPMENT FINANCE CORPORATION LIMITED

(Wholly owned by Govt. of West Bengal)

ADMINISTRATIVE OFFICE : "MANGALAM" Building, Block-A, 1st Floor, 24, Hemanta Basu Sarani
(Formerly Old Court House Street) Kolkata-700 001
Phone : (033) 2210-5436, 2242-2319, 2242-2305
Fax : (033) 2210-5437
e-mail : wbidfc@wbidfc.co.in, Website : www.wbidfc.co.in

REGD. OFFICE : 36A, Hemanta Basu Sarani, Kolkata-700 001
Phone : (033) 2262-3501, 2262-4150, 2262-4151

CIN : U74140WB1997SGC084422

Applications invited for appointment of Secretarial Auditor for F.Y. 2014-15

West Bengal Infrastructure Development Finance Corporation Limited (WBIDFC), a Government Company wholly-owned by the Government of West Bengal, incorporated under the Companies Act, 1956. It is also registered with Reserve Bank of India, as a deposit-taking Non-Banking Financial Company (Loan Company). The Bonds issued by the Corporation is listed in The Bombay Stock Exchange Limited. To know more about the Corporation, please visit www.wbidfc.co.in

WBIDFC intends to appoint experienced Practising Company Secretary/Firm to conduct the Secretarial Audit for the financial year 2014-15 in terms of the provisions of Section 204 of the Companies Act, 2013 and Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014. The appointment may be extended for a further period of two years at the discretion of the Corporation.

The criteria for selection of Practising Company Secretary/Firm are given below along with the Notes & Annexure:

Sl No.	Pre-qualification criteria	Marks
1	The candidate/Firm having certificate of practice : <ul style="list-style-type: none">• less than 5 years• 5 to 10 years• 10 to 15 years• Above 15 years	5 10 20 30
2	Candidate/Firm conducted or have been conducting Secretarial Audit in Listed Company (ies) for 3 financial years ending FY2014-15 numbering: <ul style="list-style-type: none">• Less than 2• 2 to 5• 5 to 10• Above 10	0 5 10 15
3	Candidate/Firm conducted or have been conducting Secretarial Audit in Government Company (ies) for 3 financial years ending FY2014-15 numbering: <ul style="list-style-type: none">• 1 to 2• 2 to 5• 5 to 10• Above 10	2 5 10 15

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Shanya Sarkar
Company Secretary

4	Candidate/Firm having qualified Company Secretaries as partners/ associates numbering: <ul style="list-style-type: none"> • Less than 2 • 2 to 5 • 5 to 7 • Above 7 	5 10 15 20
5	Candidate/Firm having average Annual Turnover in last 3 financial years ending FY2014-15: <ul style="list-style-type: none"> • Less than 10 lakhs • 10 to 15 lakhs • 15 to 20 lakhs • Above 20 lakhs 	5 10 15 20
Maximum Marks		100
Qualifying Marks		50

Other mandatory conditions:

1. The candidate/Partners shall possess a Certificate of Practice from the Institute of Company Secretaries of India.
2. The candidate/partners should not have been convicted of any offence or debarred or imposed punishment by any court/statutory authority/ICSI.
3. An individual or a firm should not be associated with the Company or any of its directors/key managerial personnel/senior management in any manner during a period of two years immediately preceding the date of appointment.
4. The candidate/Firm should have Headquarter/Branch Office in Kolkata.
5. Candidates fulfilling the pre-qualification/technical criteria as mentioned above and obtaining the qualifying marks shall be short-listed. Final selection from short-listed candidates shall be made on price bid (expected audit fee).
6. The Corporation reserves its right not to select candidates quoting very low audit fee which in the opinion of the management are not commensurate with the scope of work.
7. 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 the Managing Director, WBIDFC, will be final and binding on both the parties to the Contract.

The appointed Auditor would submit Secretarial Audit Report in the prescribed Form MR-3 as per Rule 9(2) of the Companies (Appointment & Remuneration of Managerial Personnel) Rules, 2014 within the specified time. Upon conclusion of the Audit such Report will form part of the Board's Report.

Notes:-

1. Applications are invited from the eligible Practising Company Secretaries/Firms in the formats as given in the Annexure –I (Pre-qualification criteria) and Annexure-II (price Bid).

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[Signature]
Company Secretary

2. Information and documents as per Annexure-I and Annexure-II are to be submitted **in two separate sealed envelopes** containing the following marking:

[1] Envelope No.1 – Compliance of Eligibility Criteria & Terms and Conditions.
[2] Envelope No.2 – Price Bid

and shall be inserted in one sealed envelope named "Application for Secretarial Audit".

3. Applications (by courier/hand delivery) should reach the Company on or before 02.06.2015 at the address stated herein below:

The Company Secretary
West Bengal Infrastructure Development Finance Corporation Limited
Mangalam Building, Block-A, 1st Floor,
24, Hemanta Basu Sarani, Kolkata - 700001

4. The management reserves the right to select a candidate/firm based on the criteria as mentioned and their decision shall be full and final.
5. While sending the application, the applicant should write "Application for Secretarial Audit" on the sealed envelope.
6. A copy of this tender document, duly signed and stamped by the PCS/Firm, has to be submitted along with the application in token of acceptance of the terms and conditions.
7. Date of opening of Tenders shall be displayed on the Notice Board/Website of the Corporation.

Dated: 19.05.2015

Company Secretary

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[Handwritten Signature]
Company Secretary

Annexure-I

1. Name of the Practising Company Secretary/Firm:
2. Address:
3. Membership Number:
4. Certificate of Practice Number:
5. Number of years of holding Certificate of Practice as on 01.04.2015:
6. Telephone & Mobile No., Fax no., e-mail id(mandatory), website:
7. Date of Incorporation/Registration of Audit Firm:
8. Experience (in detail)*:
9. Income Tax PAN No:
10. Service Tax Registration No:
11. Time required (in days) for completion of Secretarial Audit.
12. He/she has not been convicted of any offence or debarred or imposed punishment by any court/statutory authority (*declaration to be given*).
13. He/she is not associated with the Company or any of its directors/key managerial personnel/senior management in any manner during a period of two years immediately preceding the date of application (*declaration to be given*).
14. Sealed & Signed copy of tender document, in token of acceptance of the terms and conditions specified therein, is enclosed.

[* Information shall cover all pre-qualification criteria]

Dated:

Name with signature

West Bengal Infrastructure Development
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Company Secretary

Annexure-II

1. Name & address of the Practising Company Secretary/Firm:
2. **Expected Secretarial Audit Fees (all inclusive) excluding applicable taxes.**

Dated:

For West Bengal Infrastructure Development
Finance Corporation Limited
Chandrabali
Company Secretary