



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

Notice Inviting Tender

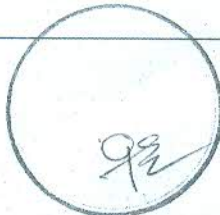
Applications invited for appointment of Secretarial Auditor for F.Y. 2017-18

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 are 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 2017-18 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• Above 10 years	5 10 15
2	Candidate/Firm conducted or have been conducting Secretarial Audit in Listed Company/Govt. Company (ies) for 3 financial years ending FY2016-17 numbering: <ul style="list-style-type: none">• Less than 2• 2 to 5• 5 to 10• Above 10	Not Eligible 10 20 30
3	Candidate/Firm conducted or have been conducting Secretarial Audit in Government Company (ies) for 3 financial years ending FY2016-17 numbering: <ul style="list-style-type: none">• Less than 1• 1 to 3• 3 to 5• Above 5	Not Eligible 5 10 15



10/1

4	Candidate/Firm having qualified Company Secretaries as partners/ associates/staffs 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 FY2016-17: <ul style="list-style-type: none"> • Less than 5 lakhs • 5 to 10 lakhs • 10 to 20 lakhs • Above 20 lakhs 	5 10 15 20
Maximum Marks		100
Qualifying Marks		50

Other mandatory conditions:

1. The Practicing Company Secretary/all the partners of the CS Firm shall possess Certificate of Practice from the Institute of Company Secretaries of India.
2. The Practicing Company Secretary/any of the partners of the CS Firm 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 with any of its directors/key managerial personnel/senior management in any manner during a period of immediately preceding three years.
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 the basis of 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.

Scope of work:

1. The appointed Auditor would submit an interim Report for the half-year ended at 30th September.



2. 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.

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).
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".

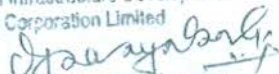
3. Applications (by speedpost/courier/hand delivery) should reach the Company on or before 15 days (excluding the date of issue) of the Tender at the address stated herein below:

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. All supporting documents establishing the fulfilment of all pre-qualification criteria have to be enclosed.
8. Date of opening of Tenders shall be displayed on the Notice Board/Website of the Corporation.

Dated:

For West Bengal Infrastructure Development
Finance Corporation Limited


Company Secretary

ON LETTER HEAD

Annexure-I

1. Name of the Firm:
2. Address:
3. Telephone & Mobile No., Fax no., e-mail id(mandatory), website:
4. Date of Incorporation/Registration of Audit Firm:
5. Number of years of holding Certificate of Practice (principal partner) as on 01.09.2017:
6. Income Tax PAN No:
7. GST No:
8. Contact person with phone no. and e-mail id:
9. No. of Partners, Associates & Staffs:
10. Name, ICSI Membership Number & Certificate of Practice number of the proprietor/partners:
11. Time required (in days) for completion of Secretarial Audit.

Documentation:

12. A **declaration** that "None of the partners/proprietor has been convicted of any offence or debarred or imposed punishment by any court/statutory authority" (*declaration to be attached separately*).
13. A **declaration** that "None of the partners/proprietor is associated with the Company or any of its directors/key managerial personnel/senior management in any manner during a period of three years immediately preceding the date of application" (*declaration to be attached separately*).
14. Signed copy (with stamp/seal) of tender document, in token of acceptance of the terms and conditions specified therein, is enclosed.
15. **Supporting documents establishing the fulfilment of all pre-qualification criteria are enclosed.**

Dated:



Signature with name & stamp/seal



ON LETTER HEAD

Annexure-II

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

Dated:

Signature with name & stamp



78