



Sub: Engagement of Practicing Company Secretary/ Firm of Practicing Company Secretaries for process audit and Compliance of applicable Laws in GSDL.

1. Geospatial Delhi Limited (GSDL) is a company under Companies Act, 1956 (Now Companies Act, 2013), wholly owned by Government of NCT Delhi. The paid-up capital of the Company is ₹. 10.76 Crore.
2. In order to ensure that, there is proper system to ensure Compliance with the provisions of all applicable Laws and this system is adequate and operating efficiently, GSDL intends to avail the services of practicing Company Secretary having experience of working of Government company of State and Central Government, who may do the process audit of existing procedures being adopted for the compliance in GSDL and find the gaps and may suggest remedial action alongwith designing of checklist and workflow for ensuring compliances. Yearly compliance certificate has also to be provided.
3. Interested Practicing Company Secretary (PCS)/ Firm of Practicing Company Secretaries fulfilling the eligibility criteria and other terms and conditions may submit sealed quotation.

I. ELIGIBILITY CRITERIA

- i. The applicant should be a PCS/Firm of PCS and having practicing certificate from ICSI.
- ii. At least 10 years' experience after membership from ICSI. The experience should be either in the employment with Government Company or/ and providing of advisory services of the same nature to the Government Company.

II. ASSIGNMENT

- i. The selected PCS or Firm of PCS shall identify all applicable Laws to GSDL and shall carryout the process audit of existing procedures being adopted for the compliances in GSDL and find the gaps and may suggest remedial action alongwith designing of checklist and workflow for ensuring

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compliances. Yearly compliance certificate regarding Compliance with all applicable Laws has also to be provided

III. TERMS AND CONDITONS

- i. Quotations in, two sealed envelopes marked "Quotation for Engagement of Practicing Company Secretary/ Firm of Practicing Company Secretaries for Process Audit and Compliance of Applicable Laws in GSDL" addressed to Chief Finance Officer, Geospatial Delhi Limited, 3rd Floor, C-Wing, Vikas Bhawan-II, Civil Lines, New Delhi-110 054, by registered or speed post only should reach on or before **17.08.2018 upto 03.00 PM**. First sealed envelope superscribed as Technical Bid should contain the details as per **Annexure A** of this document and second sealed envelope superscribed as Price Bid should contain the details as per **Annexure B** of this document. The Bids shall be opened on the same day at **04.00 PM**. Bidders wishing to attend opening of sealed quotations may send their one authorized representative with authority letter. Only one representative shall be allowed to attend the opening of Bids.
- ii. Certificate issued regarding Practicing Company Secretary or Firm of Practicing Company Secretaries, by ICSI should be provided.
- iii. The fee should be quoted in the format as per the **Annexure B**, inclusive of all charges. GST will be paid extra. Fee should be quoted both in figures as well as in words. In case the rates quoted in words and figures are at variance, the rates written in words will be taken as final.
- iv. PCS/ Firm of PCS should have registered/ branch office of Delhi.
- v. GSDL reserves the right to terminate the engagement in whole or in part in case of performance found unsatisfactory.
- vi. In the case of any dispute, jurisdiction will be at New Delhi and decision of MD, GSDL shall be final and binding on the Bidder.
- vii. All Bids should be submitted in English only.

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(A Govt. of NCT of Delhi Company)

Regd. Office:- 3rd Level, 'C' wing, Vikas Bhawan-2,
Civil Lines, Delhi-110054, INDIA
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E-mail: es.gsdl@nic.in; Website: www.gsdl.org.in
CIN No.: U85191DL2008SGC178367

- viii. Criteria for the selection shall be fee quoted by the firm fulfilling the eligibility criteria.
- ix. The Company reserves the right to accept or reject any or all the responses at any stage without assigning any reasons thereof.
- x. The selected PCS/ Firm of PCS shall not sub-contract the assignment.
- xi. The work will be done in strict confidence and information of the company shall not be shared with any person or entity at any stage without specific permission of GSDL.
- xii. The financial proposal submitted should be firm and valid for a period of 120 days from the last day of submission of the proposal.
- xiii. GSDL does not take the responsibility of misplacement of the proposal, if the above instruction is not followed.

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A Geo Knowledge Enterprise

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ANNEXURE-A
(On Letter Head)

1	Name of practicing Company Secretary or Firm of practicing Company Secretaries with its registered office address	
2	Phone no. / Mobile no.	
3	Name of responsible person, mobile no. and details who will coordinate for the assignment	
4	Membership Number and details of Certificate of practice issued by ICSI	
5	Name of the Government Companies where services have been rendered either as an employee or advisory services of the same nature to the Government Company during last 10 years. (Documents regarding the work order and employment certificate may be enclosed)	

Certificate

I/ we undersigned hereby certify that all the information mentioned above is true and correct.

(Authorized Signatory)

Place:

Date:

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ANNEXURE-B
(On Letter Head)

**Commercial Bid for the Quotation for Engagement of Practicing Company
Secretary/ Firm of Practicing Company Secretary for Process Audit and
Compliance of Applicable Laws in GSDL**

Particular	Total cost including other Taxes and all other charges, but excluding GST.
Fee for _____	

The fee quoted is inclusive of all taxes, perquisites, allowances, expenses, etc., but exclusive of GST.

(Authorized Signatory)

Place:

Date:

Stamp

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