



## **SHIVSHAHI PUNARVASAN PRAKALP LIMITED (SPPL)**

(A Company fully owned by Government of Maharashtra)

CIN: 70200MH1998SGC116664

Griha Nirman Bhavan, 5<sup>th</sup> Floor, Bandra (East)  
Mumbai – 400 051.

Website : [www.sppl.biz](http://www.sppl.biz), E-mail : [sppl\\_mumbai@rediffmail.com](mailto:sppl_mumbai@rediffmail.com)

Phone No. 022-26591087/ 26590588/ 26591989.

### **TENDER FOR SECRETARIAL AUDIT**

**TENDER NO. SECY/2<sup>nd</sup> /S.A.**

**Date: 01 /03/2023**

Sealed tenders are invited from the reputed and experienced Practising, Company Secretary (PCS)/Firms having not less than 5 years experience with reputed client age by 3.00 PM on ~~09/03/2023~~ 20/03/2023. Preference will be given to PCS/Firm, having experience of conducting

Secretarial Audit of Public Sector Undertakings.

Detailed terms & conditions are available on our website [www.sppl.biz](http://www.sppl.biz)

Sd/-  
Company Secretary

**SHIVSHAHI PUNARVASAN PRAKALP LTD. (SPPL)**

(A Company fully owned by Government of Maharashtra)  
CIN: 70200MH1998SGC116664  
Griha Nirman Bhavan, 5<sup>th</sup> Floor, Bandra (East)  
Mumbai – 400 051.

**NOTICE INVITING PROPOSAL**

For Appointment/ Engagement for Conducting Secretarial Audit of Shivshahi Punarvasan Prakalp Limited (SPPL) for two years from the financial year 2019-20 & 2020-21 of SPPL.

**Enquiry Number** : Co. Secy./02/SA/Secretarial Audit/2021-22  
**Last Date of Receipt of offer** : ~~09/03/2023~~ 20/03/2023 (15.00 Hrs.)  
**Due Date for opening** : ~~13/03/2023~~ 21/03/2023 (15.30 Hrs.)

**Sealed offers are invited from the reputed and experienced Practicing Company Secretary for Secretarial Audit for two years from the financial year 2019-20 & 2020-21.**

SPPL is fully owned company of Government of Maharashtra under the control of Ministry of Housing Government of Maharashtra. More details about the Company and the position are available on Co's website [www.sppl.biz](http://www.sppl.biz)

**ELIGIBILITY CRITERIA :**

- 1) Company Secretaries in practice or a Firm of Company Secretaries in practice should have continuous (without any break) experience of at least five years (in full time practice) of quality of work and who holds a valid certificate of practice as per Section 6 of the Company Secretaries Act, 1980. The cut-off date for ascertaining experience will be 31<sup>st</sup> March, 2022.
- 2) Preference will be given to PCS/Firm having experience of conducting Secretarial Audit of Public Sector Undertakings.
- 3) The Company Secretaries Firm must furnish in self-undertaking to the effect that they have not been blacklisted in the past by any Government Organization/ Regulating Authorities and there has been no litigation on financial/work deficiency irregularities with any of its past clients during the last 3 Financial Years (Enclose Self Declaration.)

### **SUBMISSION OF BID :**

1. Company Secretaries Firms must submit their bid in two envelope :
  - (a) Envelope-1 : The envelope-1 should contain the documents as stipulated in the eligibility criteria as Annexure-I of the tender document.
  - (b) Envelope-2 : The envelope-2 should contain the financial bid as per Annexure - II of the tender document to the Managing Director, Shivshahi Punarvasan Prkalp Ltd. 5<sup>th</sup> Floor, Griha Nirman Bhavan, Kalanagar, Bandra (E), Mumbai-400 051.
2. The Company Secretaries Firms must submit the physical copy of Technical Bid & Financial Bid superscribed as 'Technical Bid & 'Financial Bid' for appointment of firm of Company Secretary for Secretarial Audit' to the, The Managing Director, Shivshahi Punarvasan Prkalp Ltd. 5<sup>th</sup> Floor, Griha Nirman Bhavan, Kalanagar, Bandra (E), Mumbai- 400 051, on or before 3.00 pm on ~~09/03/2023~~ 20/03/2023.

### **TERMS & CONDITIONS**

1. Tender specification can only be downloaded from SPPL website [www.sppl.biz](http://www.sppl.biz) and no hard copy of the same will be issued by this office.
2. Conditional Tender shall not be accepted.
3. Tender received telegraphically through telex or Fax/e-mail shall not be accepted.
4. In case date of opening the tender happens to be a holiday, the tenders will be received and opened on the next working day at the same time.
5. The Scope of Audit shall include compliance with the provisions of the Companies Act, 2013 and all other applicable laws. The Audit is to be conducted within stipulated time frame.
6. The payment for the same will be made on the submission of the bill after issuance of Secretarial Audit Report.
7. Period of Contract for 2 years from financial year 2019-20 & 2020-21. It may be extended by Competent Authority on same rate, terms & condition. If the work has been satisfactory.
8. The rates may be quoted in lump-sum on yearly basis, exclusive of all taxes.

9. If default is made by the Company Secretary or the Firm of Company Secretaries in complying with the aforesaid, he shall be punishable with fine which may be decided by Competent Authority of the Company.
10. SPPL reserves the rights to reject any or all tenders without assigning any reasons.
11. In case of any dispute, the decision of Managing Director, SPPL shall be final.
12. Interested Party may please send their detailed resume along with the fees chargeable for conducting the Secretarial Audit and copies of relevant documents as per Annexure – I & II up to ~~09/03/2023~~ 20/03/2023 at the following address :

Company Secretary  
Shivshahi Punarvasan Prakalp Limited  
Kalanagar, Bandra (East), Mumbai – 400 051

Company Secretary  
SPPL

**ANNEXURE – I**  
**FORMAT FOR TECHNICAL PROPOSAL**

1. Name of C.S. Firm : \_\_\_\_\_
2. Registered Address : \_\_\_\_\_
3. Address of Branch Office (if any) :  
(a) \_\_\_\_\_  
(b) \_\_\_\_\_
4. ICSI/ Company Secretary Firm Registration No. : \_\_\_\_\_  
(a) Date of Registration of the Firm : \_\_\_\_\_
5. Experience of Statutory Audit of atleast one Public Sector Undertaking/ Autonomous Body/Private Organisations established under Companies Act, whose annual turnover is Rs. 25 Crore or more during any of the last three years.
6. No. of Assignments/ Engagements in hand or handle in last Two Financial Years completed on 31.03.2022 in hand \_\_\_\_\_ & No. of years \_\_\_\_\_.

Name of Agency	Nature of Work	Location	Period of Appointment

(Please attach appointment letter in each case)

I/We undersigned hereby certify that all the information mentioned above is true & correct.

**Date: Date:     /     /2023**

**Signature**

**Seal of Office/Partner**

**Name & Designation**

**ANNEXURE – II****Format for Financial Proposal****(a) Name of the Company Secretaries Firm :**

No.	<b><u>Secretarial Audit Service for following Financial Year</u></b>	Amount of Fees for the period from	
		(a) 01/04/2019 to 31/03/2020	
		(b) 01/04/2020 to 31/03/2021	
		Rupees in Figures	Rupees in Words
		Annual	Annual
a)	F.Y. 01/04/2019 to 31/03/2020		
b)	F.Y. 01/04/2020 to 31/03/2021		
	<b>Total</b>		

**Notes:**

1. Lump sum fees mentioned above are inclusive of all the cost (out of pocket expenses & transportation charges). No escalation of fees will be given during assignment period.
2. Fees quoted above are exclusion of GST at the prevailing rates.
3. Normally, the Firm quoting least fees will be selected provided, it is qualified & evaluated to be appropriate for audit of SPPL. In case such Firm quoted least fees refuses to sign the contract with SPPL, its EMD would be forfeited and its tender would be scraped.

**Date:    /    /2023****Sign****Seal of Office/Firm/Proprietor****Name:**

**Notes:**

1. Public Sector undertaking means all P.S.E./Boards/Nigam/Company/Society/ Corporation/ Local Bodies. etc. of Government of Maharashtra or Government of India incorporated under Companies Act, excluding unit under Co-operative Sector & Baking and Insurance Company.
2. Engagement of the organization w.r.t. Audit of GoM or GoI undertaking/Private Organisations (Point No. 5) whose turnover is at least Rs. 25 Crore in respect of completed year.
3. Turnover (Point No. 5 above) will be in respect of the completed year of assignment as on 31/03/2019 and till 31/03/2021 in respect of on hand ongoing assignments. In respect of completed year of assignment, turnover of the auditee organization must be evidenced must be evidenced by the photocopies of the relevant pages of audited annual account of the organization.
4. Audit Assignment / Engagement means Statutory, Internal and Pre Audit Assignment/ Engagement but same will not include any other Audit or Investigation, tax Audit under the Income Tax Act or other consultancy and GST Audit under GST Act.
5. Articled or Audit Clerk (other than paid Staff) will not be considered as Staff employed by the Firm
6. In case of absorbed/merged or converted firm, date of establishment of such firm applying will be the date of such absorption/merger/conversion as mentioned in the certificate of ICAI position as on 01/04/2021 and period of establishment will be considered from such date only.

**Certificate**

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

**Date:****Signature****Seal of Office/Partner****Name & Designation**