

MANIPUR IT SEZ PROJECT DEVELOPMENT COMPANY LIMITED

(A company under Government of Manipur)

4th Floor, western Block, New Secretariat, Imphal-795001

TENDER NOTICE

Imphal, 13th October, 2014

No. 61/8/2014 – MIPDCO: Bids are invited from applicants for engagement as **"Corporate Consultant"** to provide advisory services to "MANIPUR IT SEZ Project Development Company Limited (MIPDCO)" and assist in its compliance of legal, administrative, Financial and other requirement as per the provisions of the Companies Act, 2013 and rules.

2. The Roles & Responsibilities and Eligibility Criteria for engagement as "Corporate Consultant" are at ANNEXURE I.

3. Bids are to be submitted as per the attached format at ANNEXURE II.

4. Schedule of Bid process is as below:

Sr. No	Particulars	Date
1.	Last date of submission of Bidder. Bids to be submitted at: <i>MIPDCO</i> <i>4th Floor, western Block, New Secretariat,</i> <i>Imphal-795001</i>	27 th October, 2014 by 3:00 PM
2.	Date of opening of Bid.	29 nd October, 2014 at 12.00 PM

Nambam Deben

(Nambam Deben)

Executive Director (MIPDCO)

Imphal, 13th October, 2014

Copy to:

1. Secretary to the Hon'ble Chief Minister, Manipur.
2. Staff Officer to Chief Secretary, Government of Manipur.
3. All Directors of MIPDCO.
4. File concerned.

Scope of Services: An illustrative (but not exhaustive) Scope of Work is to provide the services and assist the company to comply all the required applicable provisions of the Companies Act, 1956, and New Companies Act, 2013 applicable with effect from 1st April, 2014 all the notified section till date and rules made thereunder.

(a) Regular Consultancy & Compliances

- Regular Consultancy Services for applicability and compliances of the various provisions of the Companies Act, 1956 and New Companies Act, 2013, applicable w.e.f., 1st April, 2014, all the notified Section till date and the rules made there under;
- Preparation & drafting of resolutions, certification of E-forms and uploading of documents for increase in Authorised and Paid-up Share Capital of the Company and issue of Share Certificate after payment of stamp duty;
- Preparation & drafting of resolutions, certification of E-forms and uploading of documents for alteration to Articles of Association of the Company;
- Preparation of various notices, papers and other documents with regard to calling & convening of Board as well as Committee Meetings and General Meetings of members as per the provisions of the Companies Act, 2013;
- Follow up with the Ministry of Corporate Affairs(MCA), Office of the Registrar of Companies(ROC), Office of Regional Director(RD), Company Law Board(CLB) etc. for registration of any Forms/ Documents or to submit any information as desired by them;
- Updation in amendments of various provisions of the Companies Act, 2013 and Rules & Regulations made under the said Act;

(b) Annual filing of ROC Return, Balance Sheet etc.

- Preparation of Notice of Annual General Meeting and Director's Report as per Financial Statements of the Company;
- Co-ordination with Auditors of the Company for their queries under the Companies Act, 1956 as well as New Companies Act, 2013 for Audit of Annual Accounts of the Company;
- Preparation & Certification of Annual Returns in E-form 23AC & ACA (Balance Sheet), Form 20B (Annual ROC Return) and Form DIR-12 (for regularization of Directors at the AGM)/under new Forms, as per New Act, 2013 and uploading of the same with the Ministry of Corporate Affairs;
- Any other provisions required under the New Companies Act, 2013.

(c) Records Maintenance

- Minutes of the Board Meetings as well as General Meetings in Loose Leaf format and Binded;
- Statutory Register like Register of Directors, Members, Transfers, Directors Shareholding, Disclosures, Charges and investment register;
- Declarations, disclosures, statements and such other documents as required to be complied under various provisions of the Companies Act, 2013 from time to time and intimation with RoC;

The broad scope of Secretarial Audit includes verification of the compliances under the following enactments, rules, regulations and guidelines:-

- i. The Companies Act, 2013/Companies Act, 1956 and the rules made thereunder;
- ii. Secretarial Standards issued by "The Institute of Company Secretaries of India"; and
- iii. Other applicable laws.

- (d) Any other additional functions as may be deemed necessary in respect of a Company Secretary

ELIGIBILITY CRITERIA FOR SUBMISSION OF TECHNICAL BID:

- The Lead Partner/Proprietor/Firm/Individual should have minimum Company Secretarial Practical Experience of 2-3 years. The cut-off date for ascertaining experience will be 31.08.2014;
- Company Secretary Firm should have minimum one active partners in full time practice or should have minimum five full time employees, who are qualified Assistant Company Secretaries;
- Should have Headquarters/Branch Office in Imphal, Manipur.
- Preference will be given to Lead Partner/Proprietor/Firm/Individual having experience/current engagement with any State Department.

Necessary Documents to be submitted:

- PAN copy of the Firm/ Company
- Registration copy of the Firm/ Company
- Address Proof of the Company/ Firm
- Profile of the Company
- All the bidders shall also attach documents pertaining to Income Tax PAN No., Service Tax No. with complete address of the firm and telephone/fax number.

Format for General Information

1.	Name of the Bidder	
2.	Name of Partners/Proprietors along with their Membership Number	
3.	Address of the Head Office of the Bidder	
4	Address of Branch Offices (if any)	
5	Firm Registration No.	
6.	Phone No./Fax/e-mail ID	
7.	Whether proprietary firm or partnership firm	
8.	Previous experience in of Government Department / Public undertakings/ Banks/Companies established under Companies	
9.	PAN given by the IT Department & Service Tax No. (if any) (self-attested copy to be enclosed)	
10.	Certificate of Incorporation/ Registration Certificate issued by the Institute of the Companies	
11.	Signed declaration/acceptance of Bidder terms & conditions in attached format.	

I/We hereby affirm that Government of Manipur is a liberty to take action against me/us as per the terms and conditions of Bid Documents, if the above said statement proves to be wrong at any point of time.

Place:

Dated:

Signature of Authorized Person of the firm/
proprietor etc.with Seal & Stamp.

Name:_____

Designation:_____

Membership No. _____

Format for Financial Bid

Particulars	Amount (Rs.)
Price for engagement of "Corporate Consultant" of MIPDCO	
Taxes Payable	
Total	

Note:-

1. In case of discrepancy between the prices quoted in words and figures, the amount quoted in words will be considered.

Signature of Authorized Person of the firm/
proprietor etc. with Seal & Stamp.
Name:_____

Place:

Dated:

Designation:_____

Registration/Membership No. _____