

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA  
(A Government of India Undertaking)  
G.T.Road Kanpur-209217

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ALIMCO/CS/EOI/2017-18

Date: 21.08.2017

**Advertisement inviting application for the engagement of services of Practicing Company Secretary/firm for conducting 'Secretarial Audit' of ALIMCO for a period of one years for Financial Year 2017-18**

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Artificial Limbs Manufacturing Corporation of India (ALIMCO) is a Schedule 'C' Miniratna Category II Central Public Sector Enterprises, registered under Section 8 (Not for Profit motive) of the Companies Act 2013 which is functioning under the Administrative Control of Department of Empowerment of Persons with Disabilities. It is 100% owned Govt. of India Central Public Sector Enterprises

ALIMCO intends to hire services of Practicing Company Secretary / Firm for a period of 1 year commencing form FY 2017-18 for conducting Secretarial Audit of the Corporation. The offer documents embodying details related to eligibility criteria, scope of the work and other instructions provided here-under can be downloaded from this website.

The last date of submission of the offer shall be **11.09.2017** up to 2.00 P.M.

Amitabh Dubey  
Junior Manager  
(Company Secretary)

**IMPORTANT DATA / INFORMATION IN RESPECT OF OFFER FOR SECRETARIAL AUDIT**  
**(Details related to the eligibility criteria, scope of the work and offer procedure)**

**1. Schedule**

Sr. No.	Particulars	Date/Time
1	Date of publication	<b>21.08.2017</b>
2	Last date of submission of offer in physical form	<b>11.09.2017 by 2:00 P.M</b>
3	Date of opening	<b>11.09.2017 at 3:00 P.M</b>

1.1 The offer received from all participants shall be opened in the office of the undersigned as per schedule given above in the presence of the representatives of the prospective applicants, who may wish to witness the offer opening. The undersigned reserves the right to accept or reject any or all offers in part or whole without assigning any reason, whatsoever.

1.2 Before the last date for the receipt of offer, the undersigned may amend any of the offer conditions as may be desired if such an amendment is necessary and the same shall be up-loaded as a corrigendum and will be made available only on the website [www.alimco.in](http://www.alimco.in) Hence, the prospective applicants are advised to keep visiting the above website for any updates in this regard.

1.3 The sealed proposal should be submitted in two parts i.e- Technical offer (Annexure-I) and Financial offer (Annexure-II). The Technical offer envelope must be sealed and superscribed with Offer for Short listing /Appointment of Secretarial Auditor- Technical offer” and the financial offer envelope must be sealed and super scribed with Offer for Short Listing / Appointment of Secretarial Auditor-Financial offer”. The Name & Address of the Applicant Firm must also be mentioned on the body of both envelopes. Both these envelopes may be put in a separate cover after affixing proper seal and should be superscribed as offer for Secretarial Audit for FY 2017-18 and should reach the undersigned at the following address, on or before the due date and time as mentioned above.

Amitabh Dubey  
Junior Manager  
Company Secretary  
G.T.Road Naramau Kanpur

1.5 If the date mentioned above for opening of offer is declared as a Government holiday, the offer will be opened on the next working day at the same time as mentioned in the schedule.

1.6 The Company reserves the right to request additional submissions or clarification from one or more applicant (s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.

## **2. Scope of Secretarial Audit.**

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

- (i) The Companies Act, 2013 and the rules made there under;
- (ii) Compliance to the Department of Public Enterprises (DPE) Guidelines on Corporate Governance for Central Public Sector Enterprises, 2010 as amended from time to time and issues a certificate of compliance
- (iii) Any other Act/Laws/Regulations as may be applicable on ALIMCO

## **3. Eligibility Criteria for submission of Technical offer.**

3.1 The Practicing Company Secretary (PCS) / Firm of Company Secretaries (Proprietorship /Partnership/Limited Liability Partnership) should have minimum Ten years of continuous practicing experience (without any break) as Practicing Company Secretary. The PCS/Firm must provide documentary proof in support of practicing certificate issued in it's favour by the Institute of Company Secretaries of India. The cut-off date for ascertaining experience will be **31.07.2017**.

3.2 The Practicing Company Secretary (PCS) / Firm of Company Secretaries should provide a detailed profile of the proprietor / firm including to information relating to experience, major clients etc.

3.3 The Applicant should have not been banned/ black listed/ de-barred from business by any PSU/ Govt. Department / Institute/ Company during last three (03) financial years. Self declaration in this regard is to be submitted.

#### **4. Terms & Conditions.**

4.1 The Financial offer of only those Firms, who qualify in the Technical offer, shall be opened. The Secretarial Audit fee for the period of 01 years for FY 2017-18 may be quoted by eligible PCS/firm and the work shall be awarded to the firm who has quoted the lowest fee. Fee Quote should be in separate sealed envelope and super-scribed with - Offer for Short Listing /Appointment of Secretarial Auditor-Financial offer

4.2 The audit work has to be conducted at the Registered Office of the ALIMCO at G T Road Naramau Kanpur or at any other place as may be decided by ALIMCO.

4.3 The tenure of appointment shall be at the sole discretion of the company. The tenure may be renewed every year up to a maximum of 3 (three) years at the sole discretion of the Company. However, it is expressly stated here that the said tenure is not to be construed as assured and the Company reserves the right not to reappoint at its sole discretion without assigning any reason thereof. The payment will be made on the submission of bill after issuance of Secretarial Audit Report & Corporate Governance certificate.

4.4 Overwriting / corrections / erase and / or use of white ink should be avoided in the proposal. However, if any overwriting /correction/erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant firm.

4.5 All the applicants shall also attach documents pertaining to Income Tax PAN No., GST No. if applicable with complete address of the firm a along with the Technical offer. The offer shall furnish a declaration in the Technical offer as per the followings:-

## DECLARATION/ ACCEPTANCE

I \_\_\_\_\_ S/o Sh. \_\_\_\_\_ working as \_\_\_\_\_ in

(name of the PCS / firm / firm address in full be mentioned), hereby solemnly affirm and declare that I have been authorized by the firm to sign the offer proposal. I hereby declare and certify through the firm that I have accepted all the terms & conditions mentioned in this offer and I shall abide by all the terms & conditions of offer/ work award letter in the event of acceptance of my/our offer.

Signature of Authorized Person of the firm/

Proprietor etc. with seal & Stamp.

4.6 The offer will not be allowed to withdraw his/ her offer once the offer is submitted.

4.7 The offer Proposal should be submitted strictly as per the terms & conditions laid down in the document. Proposal should not contain any conditions other than the prescribed ones. The proposal, which deviates from these terms and conditions, shall be liable to be rejected. The Offer in the prescribed Format at Annexure-I & Annexure-II must be submitted in physical form to the address mentioned above. Offers submitted in any other form shall not be considered.

4.9 The last date for receipt of the offer proposal is up to 2 P.M by **11.09.2017** at the Registered Office of the Companies at Kanpur. Proposals received after this date shall not be considered.

4.10 The successful offer shall provide their consent for acceptance within 7 days of communication from the Companies.

4.11 In the event of failure by the successful party (L-1), the Companies are at liberty and also reserve the right to get the Secretarial Audit conducted from the next lowest party (L-2) to ensure uninterrupted conduct of Audit.

### **5. Address for Clarification / Correspondence**

All correspondence regarding clarification of any of the conditions of this document may be made with the undersigned by post or by email to the following address / email id. am\_sy@alimco.in

**Annexure-I**

**(On the letter head of Practicing Company Secretary/Firm of Company Secretaries)**

**PROFORMA FOR TECHNICAL OFFER**

To,

Amitabh Dubey  
Junior Manager  
Company Secretary  
G.T.Road Naramau Kanpur

Technical Details:

S.No.	Particulars	Reply
1	Name of the applicant	
2	Name of partners/Proprietors along with their Membership Number	
3	Address of the applicant (copy of proof to be enclosed)	
4	Firm Registration No. ( If any)	
5	Phone No./e-mail ID	
6	Whether Proprietary firm or partnership firm/ LLP or PCS	
7	Income Tax PAN No. GST No. (If any) ( copy to be enclosed)	
8	Experience in Company Secretary practice (No. of years) ( copy of proof to be enclosed)	
9	Signed declaration/acceptance of offer terms & conditions in attached format.	
10	Declaration from the applicant that he is not disqualified under the Companies Act, 2013/ or any other act for doing the Secretarial Audit.	

Signature of Authorized Person of the firm/

Proprietor etc. with seal & Stamp.

**Annexure-II**

**(On letter head of Practicing Company Secretary/Firm of Company Secretaries)**

**PROFORMA FOR FINANCIAL OFFER**

**(Price offer)**

To,

Amitabh Dubey  
Junior Manager  
Company Secretary  
G.T.Road Naramau Kanpur

<b>Description</b>	<b>Lump sum price (Rs.)</b>
<b>Fixed Amount (inclusive of all taxes including all taxes, GST (If any) Charges, out of pocket expenses etc.)</b>	
<b>Total Amount payable</b>	

**Note:**

**1. The above quoted amount is inclusive of all taxes and duties and remains firm during the period of the contract.**

**Signature of Authorized Person of the firm/**

**Proprietor etc. with seal & Stamp.**