



MEGHALAYA ENERGY CORPORATION LIMITED

OFFICE OF THE COMPANY SECRETARY

Corporate Identification Number: U40101ML2009SGC008374

Registered Office: Lum Jingshai, Short Round Road, Shillong – 793001

Telephone No: 0364-2591074; Fax No: 0364-2590355; Website address: www.meecl.nic.in

No.MeECL/CS/SECRETARIAL AUDIT/1556

Date: 19th March, 2020

NOTICE INVITING EXPRESSION OF INTEREST

Meghalaya Energy Corporation Limited invites proposal in sealed envelope from the reputed practicing Company Secretaries (Proprietorship/Partnership/Limited Liability Partnership) for appointment as the Secretarial Auditors of Meghalaya Energy Corporation Ltd. and its three subsidiary companies namely, Meghalaya Power Generation Corporation Limited, Meghalaya Power Distribution Corporation Limited and Meghalaya Power Transmission Corporation Limited for conducting Secretarial Audit for the financial year 2019-20, under the provisions of the Companies Act, 2013:

Last date and time of submission	10 th April, 2020 (12.00 Noon)
Date of opening of technical bid	10 th April, 2020 (1.00 PM)

Interested firms may view and download the EOI document containing the detailed terms and conditions, evaluation criteria and scope of work at the website <http://www.meecl.nic.in> for any clarification, due date extension or corrigendum.

(G. S. Mukherjee)
Company Secretary

Copy to:

1. P.S. to the Chairperson-cum-Managing Director for kind information of the CMD, MeECL, Shillong
2. The Director (Corporate Affairs), MeECL, Shillong
3. The Director(Distribution), MePDCL, Shillong
4. The Director(Generation), MePGCL, Shillong
5. The Director(Transmission), MePTCL, Shillong

Company Secretary

EXPRESSION OF INTEREST

FOR

ENGAGEMENT OF

PRACTISING COMPANY SECRETARY

FOR CONDUCTING SECRETARIAL AUDIT

FOR THE FINANCIAL YEAR 2019-20

OF

MEGHALAYA ENERGY CORPORATION LIMITED

MEGHALAYA POWER GENERATION CORPORATION LIMITED

MEGHALAYA POWER DISTRIBUTION CORPORATION LIMITED

MEGHALAYA POWER TRANSMISSION CORPORATION LIMITED

Meghalaya Energy Corporation Limited
Meghalaya Power Generation Corporation Limited
Meghalaya Power Distribution Corporation Limited
Meghalaya Power Transmission Corporation Limited
Corporate Office: Lumjingshai, Short Round Road, Shillong – 793001
Tel. 0364-2591074 Fax No. -0364-2590355 Website: www.meecl.nic.in

1	Name of Assignment	Expression Of Interest (EOI) for engagement of practising Company Secretary for conducting Secretarial Audit of the Meghalaya Energy Corporation Limited, the Meghalaya Power Generation Corporation Limited, the Meghalaya Power Distribution Corporation Limited and the Meghalaya Power Transmission Corporation Limited for the financial year 2019-20.
2	Due Date & time for receipt of tenders	10 th April, 2020 on or before 11.00 AM
3	Technical bid opening date	10 th April, 2020 at 12.00 Noon
4	Price bid opening date	10 th April, 2020 at 4.00 PM
<p>Note: <i>If the due date for receiving /opening the tenders happens to be a holiday, then the tenders will be received/opened on the subsequent working day, for which no prior intimation shall be given.</i></p>		
5	Tender outer cover should be addressed to	The Company Secretary, Meghalaya Energy Corporation Ltd., Lumjingshai, Short Round Road, Shillong, Meghalaya - 793001
6	Method of submission of Tender	Sealed Tender in hard copy – One part System
7	Clarification to be sought for from	Office of the Company Secretary Meghalaya Energy Corporation Ltd., Lumjingshai, Short Round Road, Shillong, Meghalaya – 793001 Email ID: companysecretarymeecl@gmail.com
8	Required number of tender copies	One Set of Tender Documents.
9	Place at which tenders will be opened	Office of the Company Secretary, Meghalaya Energy Corporation Ltd., Lumjingshai, Short Round Road, Shillong, Meghalaya – 793001 or the Conference Room, MeECL, Lumjingshai, Shillong-793001.

SECTION –1

TERMS AND CONDITIONS

1. INTRODUCTION

The Meghalaya Energy Corporation Ltd. (MeECL) is a company incorporated under the Companies Act, 2013 along with its three subsidiary companies namely Meghalaya Power Generation Corporation Ltd (MePGCL), Meghalaya Power Transmission Corporation Ltd (MePTCL) and Meghalaya Power Distribution Corporation Ltd (MePDCL) as a part of the Meghalaya Power Sector Reforms Scheme. The State Load Dispatch Centre (SLDC) is a strategic business unit under the MePTCL.

The MePDCL, MePGCL, MePTCL are deemed licensees in terms of Section 14 of the Electricity Act, 2003. The MeECL along with MePGCL, MePTCL, MePDCL hereafter called 'utilities' have the responsibility of generation, transmission and distribution of electricity respectively, in the State of Meghalaya.

2. SCOPE OF SECRETARIAL AUDIT WORK

To conduct the Secretarial Audit of the MeECL and its subsidiaries for the financial year 2019-20 in accordance with the relevant provisions of -

- (i) The Companies Act, 2013 and the rules made there under;
- (ii) Secretarial Standards issued by "The Institute of Company Secretaries of India" and
- (iii) Any other Act/Laws/Regulations as may be applicable.
- (iv) Secretarial Audit shall be in adherence to the relevant orders/clarifications issued by the Ministry of Corporate Affairs, Govt. of India from time to time and the Secretarial standards issued by the Institute of Company Secretaries of India.

3. ELIGIBILITY CRITERIA FOR APPOINTMENT

The Company Secretary having certificate of practice from the ICSI.

4. SELECTION

The Selection of the Secretarial Auditor shall be based on the financial proposal.

5. AUDIT FEES

The practising Secretarial Auditors are required to quote their audit fees/ remuneration inclusive of out of pocket expenses plus GST.

The payment will be made against bill/invoice after the completion of audit and submission of the Secretarial Audit Report to the respective Company.

The practising Secretarial Auditors shall bear all costs associated with the preparation and submission of the bid, attending bid meetings and visiting sites if required and or any other locations in connection with the bidding and the Company will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

6. SUBMISSION OF OFFER

The common technical bid document containing the details as per annexure-I and the separate financial proposals as per annexure-II should be enclosed/submitted in a separate envelop for each company i.e for MeECL, MePGCL, MePDCL and MePTCL should be enclosed/submitted together in a common envelope.

All envelopes must be sealed detailing the Name & Address of the Bidder and mentioning “**EOI for appointment of Practising Company Secretary for conducting Secretarial Audit for the financial year 2019-20**”.

The tender documents duly sealed and signed are to be submitted as a token of acceptance of all the terms and conditions of the tender.

The company does not take any responsibility for loss of applications in transit. Bids sent through Telegram, Telex, Fax or E-mail will not be considered.

Bids received as stated above after the due date and closing time for submission of Bids shall not be considered. Any Bids received late due to any reason whatsoever will not be accepted thereafter.

The Competent Authority reserves the right to reject any or all tenders without assigning any reason.

Interested Practising Company Secretaries may send their bids along with the signed Tender document, so as to reach this office latest by 10th April, 2020 on or before 11.00 AM.

7. LAST DATE FOR SUBMISSION OF BID

Bids, complete in all respects, must be submitted to this office by the due date and time i.e., on the **10th April, 2020 on or before 11.00 AM** In the event of the specified date for the submission of Bids being declared a holiday, the Bids can be submitted up to the appointed time on the next working day.

8. OPENING OF BIDS

The technical bid will be opened on the **10th April, 2020 at 12.00 Noon** and the price bid will be opened on the **10th April, 2020 at 4.00 PM**. In the event of the specified date for the opening of the bid being declared a holiday, the Bids shall be opened at the same time and location on the next working day.

Any other day fixed for opening of financial bid the same shall be intimated to the bidders through notice publish at the website of the Corporation ie., www.meecl.nic.in

9. OTHER TERMS & CONDITIONS

The appointment of auditors is subject to the following declarations:

- a) The Practising Company Secretary must not sub-contract the work;
- b) The Practising Company Secretary will work in strict confidence and will ensure that the information in respect of the operation of the Area/Unit is dealt with strict confidence and secrecy.

- c) Neither the Practising Company Secretary nor its partner or Associates have any interest in the business of Company;
- d) The Practising Company Secretary will be required to submit a Certificate of Independence;
- e) The Practising Company Secretary shall have prime responsibility to ensure that he does not violate the limits specified under section 141(3)g of the Companies Act, 2013 read with sub-section (3) of Section 141 of the Companies Act, 2013.
- f) The Practising Company Secretary shall be free from any disqualifications specified under Sec 148(5) of Companies Act 2013 read with sub-section (3) of Section 141 of the Companies Act, 2013.
- g) The Practising Company Secretary partners holding a certificate of practice issued by the Institute of Company Secretaries of India.
- h) The Practising Company Secretary shall undertake that the data given to the Auditor by the Corporations and any information generated from the data provided shall not be used by the Auditor for any other purpose.

10. **JURISDICTION OF COURTS**

Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of the Courts at Shillong only.

11. **DISCLAIMER**

The Corporation reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason therefore.

DETAILS OF THE PRACTISING COMPANY SECRETARY

Sl No.	Particulars	
1	Name of the Practising Company Secretary	
2	ICSI Registration Number	
3	Year of Practising	
4	Complete Postal Address	
5	Contact details: Address of the Practising Company Secretary with the following details (Branch office will be considered as per the details available in the certificate of practice): a) Phone No(s) b) ii) Mobile No(s) c) iii) FAX No(s) d) E-mail ID(s)	
6	PAN of the Firm	
7	GST Registration Number	

Note:

- 1) Documentary evidence of all the information as stated in annexure-I is to be furnished along with the offer.
- 2) All the pages of offers and documents are to be signed by the Partner/owner of the firm along with the seal of the Company Secretary/Firm.

10. Declaration:

I /Wehereby certify that the above information furnished is true & correct to the best of my/our knowledge and I/we will abide by the terms & conditions set by the Company for the empanelment of Practising Company Secretaries.

Signature of the bidder with seal

Place :

Date :

Note:

1. Documentary evidence of all the information as stated above is to be furnished along with the offer.
2. All the pages of the terms & conditions and documents submitted are to be signed with the seal of the firm.

FINANCIAL BID
(To be submitted in a separate envelope)

To,
The Company Secretary

Shillong

Subject: Appointment of Practising Company Secretary for conducting secretarial audit for the financial year 2019-20.

I / We have read all the terms and conditions of the EOI carefully and hereby offer/quote my/our price for the Secretarial Audit for the financial year 2019-20 at Rs. ----- (Rupees in words-----) inclusive of out of pocket expenses plus GST for (name of the company).

Signature of the bidder with seal

Place :

Date :