



MEGHALAYA ENERGY CORPORATION LIMITED

Office of the Company Secretary

Corporate Identification Number: U40101ML2009SGC008374

Registered Office: LumJingshai, Short Round Road, Shillong – 793001

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

Tender No. MeECL/CS/SEC-Aud/2015/3154

Date: 14th June, 2024

NOTICE INVITING EXPRESSION OF INTEREST

Meghalaya Energy Corporation Limited is inviting proposals from the reputed practicing Company Secretaries for appointment as the Secretarial Auditor of Meghalaya Energy Corporation Limited and its three subsidiary companies namely Meghalaya Power Generation Corporation Limited, the Meghalaya Power Distribution Corporation Limited and the Meghalaya Power Transmission Corporation Limited for conducting secretarial audit for the financial year 2023-24 under the provisions of the Companies Act, 2013:

Due Date & time for submission of bids	28 th June, 2024 Time: 05:00 P.M.
Technical bid opening date	1 st July, 2024 Time: 03:00 P.M.

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

(G.S. Mukherjee)

Company Secretary

Copy to:

- 1) The Chairman-cum-Managing Directors, MeECL & Subs. for kind information of the authority.
- 2) The Director (Finance), MeECL & subs. for kind information of the authority.
- 3) The Director (Corporate Affairs), MeECL & Subs. for information of the authority.
- 4) The Director (Distribution), MePDCL for information.
- 5) The Director (Generation), MePGCL for information.
- 6) The Director (Transmission), MePTCL for information.

Company Secretary

**EXPRESSION OF INTEREST
FOR
ENGAGEMENT OF
PRACTISING COMPANY SECRETARY
FOR CONDUCTING SECRETARIAL AUDIT
FOR THE FINANCIAL YEAR 2023-24
OF
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**

i.	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 2023-24.
ii.	Due Date & time for receipt of tenders	28th June, 2024 Time: 05:00 P.M.
iii.	Technical bid opening date	1st July, 2024 Time: 03:00 P.M.
iv.	Price bid opening date	The notice of meeting shall be published at the website of the Corporation i.e. www.meecl.nic.in.
v.	Note: 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.	
vi.	Method of submission of Tender	The bids shall be submitted in online mode only.
vii.	Clarification to be sought for from	The bidders who require clarification on any aspect of the tender documents should email their queries by 21st June, 2024 by 05:00 p.m. at companysecretarymeecl@gmail.com. The clarifications and addendum/corrigendum issued will be treated as part of tender document.
viii.	Place at which tenders will be opened	Conference Room, 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 2023-24 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";
- (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.

3. ELIGIBILITY CRITERIA FOR APPOINTMENT

- i. The Company Secretary having certificate of practice from the ICSI.
- ii. Five years in practice
- iii. One year experience of conducting secretarial audit of PSU in last three years.

4. SELECTION

- i. The bidders who fulfils the eligibility criteria will be evaluated on the basis of amount quoted by the bidder.
- ii. The lowest of amount quoted by the bidders will be considered as L1 and may be awarded with the assignment.
- iii. In case of tie in the financial bids of the technically qualified bidders, the MeECL reserves the right to select the qualified bidder based on their experience or higher number of Fellow/Associate Members of the Institute of Company Secretaries of India as partners or turnover etc.

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

- i. The bids shall be submitted in online mode only. The documents (pdf format) shall be separately tagged, serially numbered.
- ii. The tender documents shall be submitted in password protected pdf format named as "Technical Proposal" and "Financial Proposal". The password should be different for the Technical proposal and Financial Proposal and shared with MeECL by the bidder when specifically asked.
- iii. Both the files Technical proposal (in format of Annexure-I) and Financial Proposal (in format of Annexure -II) should be emailed at **companysecretarymeecl@gmail.com**, clearly mentioning the subject of email as " Tender No. MeECL/CS/SEC-Aud/2015/3153 dated 14th June, 2024"
- iv. Technical Proposal shall consist of documentary evidence in support of Bid Qualification Requirement.
- v. Financial Proposal shall contain 'price bid'.
- vi. The offers not satisfying the above requirements will summarily be rejected.
- vii. The password protected bid documents should be submitted through emails only not later than the due date and time as specified above.
- viii. The password shall be shared through email only, after request received at the time of opening of the technical and financial proposal respectively, from the specified email (mentioned in this tender document) sent by the MeECL.
- ix. MeECL will request password for opening the Technical Proposal during the time and date of opening of Technical Proposal. The bidders should not share the password for opening of Financial Proposal on the date of opening of Technical Proposal.
- x. MeECL will request password for opening the Financial Proposal during the time and date of opening of Financial Proposal.
- xi. Name, contact details and address of the bidder should also be clearly written on the technical and financial proposals.
- xii. 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.
- xiii. 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.
- xiv. The Competent Authority reserves the right to reject any or all tenders without assigning any reason.

7. EVALUATION OF PROPOSAL

- i. The Technical Bid received by due date and time at the above address shall be opened at the date fixed for opening of technical bids and the representatives of the bidders may be present either physically or through video conferencing at meeting. **The link to join the virtual meeting for opening of the technical bids will be emailed to all bidders.**

- ii. The "Financial Proposal" would be opened after technical evaluation. The date and time of opening of Financial Proposal would be intimated to the bidders. The Financial Proposal will be opened in the presence of the authorized representatives of the bidders, who wish to be present.

The bidders are required to quote the lumpsum amount for conducting secretarial audit of all four companies i.e. MeECL and its three subsidiaries. No separate financial quotation shall be submitted for separate company.

8. 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 or before **28th June, 2024 by 05:00 P.M.** 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.

9. OPENING OF BIDS

The technical bid will be opened on the 1st July, 2024 **at 03:00 p.m.** 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.

The date of meeting for opening of the financial bids shall be intimated to the bidders through notice publish at the website of the Corporation ie. www.meecl.nic.in.

10. OTHER TERMS & CONDITIONS

The appointment of auditors is subject to the following declarations:

- i. The Guidelines issued by the ICSI for mandatory Peer Review for Certification and Audit Services.
- ii. The Practising Company Secretary must not sub-contract the work;
- iii. 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.
- iv. Neither the Practising Company Secretary nor its partner or Associates have any interest in the business of Company;
- v. The Practising Company Secretary will be required to submit a Certificate of Independence;
- vi. 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 subsection (3) of Section 141 of the Companies Act, 2013.
- vii. 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.
- viii. The Practising Company Secretary partners holding a certificate of practice issued by the Institute of Company Secretaries of India.
- ix. 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.

11. 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.

12. AMENDMENT

At any time prior to deadline for submission of bids or extended date, if deemed necessary, MeECL reserves the right to add/delete/modify any portion of the tender document by issuing an amendment/corrigendum. Such amendment(s) shall be placed on the website of the MeECL. The modification shall be binding on all bidders. The clarifications and addendum/corrigendum issued will be treated as part of tender document.

13. 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.


Company Secretary
Meghalaya Energy Corporation Limited
Shillong

Annexure-I

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.	Years of experience of conducting secretarial audit of PSU in last three years.	
5.	Complete Postal Address	
6.	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)	
7.	PAN of the Firm	
8.	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.
- 3) The tender document duly sealed and signed is submitted as a token of acceptance of all the terms and conditions of the tender.

9. 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 :

Annexure-II
FINANCIAL BID

(Lumsum amount for conducting secretarial audit of MeECL and its three subsidiaries)

To,
The Director (Finance)

Shillong

Subject: Appointment of Practising Company Secretary for conducting secretarial audit for the financial year 2023-24 of MeECL and its subsidiaries namely MePDCL, MePGCL and MePTCL.

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 2023-24 at Rs. -----
(Rupees in words-----) inclusive of out of pocket expenses plus GST for all four Companies i.e. Meghalaya Energy Corporation Limited (MeECL) and its three subsidiaries namely Meghalaya Power Distribution Corporation Limited (MePDCL), Meghalaya Power Generation Corporation Limited (MePGCL) and Meghalaya Power Transmission Corporation Limited (MePTCL).

Signature of the bidder with seal

Place :

Date :

