



E: 424113

Terms and Conditions of the Short Notice Inviting Quotation (SNIQ)

AIDC Ltd. having its Registered Office at R.G. Baruah Road, Guwahati-24 intend to engage a Practicing Company Secretary/Firm of Company Secretaries for preparing, certifying and filing forms with MCA/ROC under Companies Act, 2013.

Therefore, Sealed Quotation in single cover envelop system, i.e. (I) Technical bid and (II) Financial bid in 1 envelop (Technical & Financial to be covered & sealed separately) is hereby invited on behalf of the Assam Industrial Development Corporation Ltd., Guwahati-24 (AIDC) from reputed Practicing Company Secretary / Firm of Company Secretaries having head office at Guwahati for the work of documents preparation of AIDC, certifying and annual filing forms with ROC/MCA under Companies Act, 2013.

Last date of submission of bids : 29.02.2024 latest by 2.00 P.M.

Date of opening of technical bids : at 2.15 P.M. on 29.02.2024

Financial bids will be opened on 12th March, 2024 amongst the technically qualified bidders after evaluation of technical bids.

Eligibility Criteria : The following documents must be submitted with the technical bids :

1. The PCS /Firm of PCS must submit their profile along with experience of similar nature of work done in the Govt. Deptt./ PSUs for the last 5 financial years. (The PCS / Firms of PCS having experience of working with Govt. Deptt. Will be preferred).
2. The PCS should be a member of ICSI, New Delhi and the Registration Certificate of the firm must be enclosed along with the bid.
3. Empanelment with State Govt. PSU/ Central Govt. PSU/ or any other Financial Institution, if any.
4. Details of Manpower/Organization set up in the firm.
5. The firm should have a Minimum Average annual turnover of Rs. 20 (twenty) Lakhs for the last 3 financial years.
6. Head office / Registered office should be at Guwahati.
7. Pan Card with self-attestation (Photocopy).
8. Valid GST Registration Certificate.

Scope of Works :

The selected bidder must attend AIDC office and collect the data for operation of documents, certifying / filing as and when informed by AIDC and must file to complete the procedure within the prescribed time limit mentioned in the Companies Act, 2013.

Mode of payment :

1. Income Tax and GST will be deducted from the bill as guidelines of Govt. norms.
2. The payment of fees will be made by RTGS after deduction of Income Tax on submission of bills along with the copy of the documents filed.
3. No TA/DA and other pocket expenses will be given.

Instruction to bidders to submit their quotation in a Single envelope:

1. **Technical Bid** (to be given in separate envelop with self-attestation)
2. **Financial bid** (To be given in separate envelop)
3. Sealed Quotation in single cover envelop system addressed to “The Managing Director, AIDC Ltd., R.G. Baruah Road, Guwahati-24” i.e, (I) Technical bid and (II) Financial bid in 1 envelop (Technical & financial to be covered & sealed separately) should reach to the Office of the Assam Industrial Development Corporation Ltd., R.G. Baruah Road, Guwahati-781024 on or before 2.00 P.M. of 29th February, 2024.
4. They must quote the rate separately in below mentioned format for preparing, certifying and filing of form/documents as per requirement of Companies Act, 2013.

Sl. No.	Name of forms for preparing, certifying, and filing of form/documents as per requirement of Companies Act, 2013	Quoted Rates in figure	Quoted Rates in word
1	Annual Filing Forms: MGT 7, MGT 8 and XBRL filing		
2	DIR 12		
3	SH 7		
4	CHG – 1		
5	CHG – 4		
6	PAS – 3		
7	KYC of Directors		
8	Other documents to be filed with MCA/ROC		
Total =			

5. Price should be quoted inclusive of all taxes.
6. Quotations received after the stipulated date and time will be entitled to be rejected.
7. Rates should be quoted both in word and figure and no overwriting or incomplete quotation will be accepted.
8. Selection or rejection of quotation is lying within the jurisdiction of the undersigned without showing any cause.
9. No enhancement of rates within the validity period of the contract shall be entertained.
10. The offer rate validity will be 60 days from the last date of bids submission.

11. Managing Director, AIDC reserves the right to accept or reject any or all the quotations without assigning any reasons thereof.

Sd/-
Managing Director, AIDC Ltd.