



RASHTRIYA ISPAT NIGAM LIMITED

VISAKHAPATNAM STEEL PLANT

(A Govt. of India undertaking)

CIN: U27109AP1982GOI003404

Regd. Office: Administrative Building, Rashtriya Ispat Nigam Limited (RINL),
Visakhapatnam Steel Plant (VSP), Visakhapatnam -530 031, Andhra Pradesh, India.

Telephone: + 91 891 2518015/249; Fax: +91 891 2518249;

Email: csrlnl@vizagsteel.com; Website: www.vizagsteel.com

Company Affairs Department

Tender No. **RINL/VSP-CA/2015-16/001**

Date: January 20, 2016.

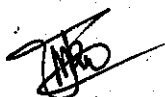
Sub: - Inviting bids for Empanelment of Practicing Company Secretary (PCS) / Firm of Company Secretaries (Firm) for carrying out Secretarial Audit of RINL for the financial year 2016-17 onwards, on year to year basis.

Notice inviting bids for **Empanelment** of Practicing Company Secretary(PCS) / Firm of Company Secretaries (Firm) for carrying out **Secretarial Audit of RINL** from Financial Year **2016-17** onwards, on year to year basis as per the provisions of **Section 204** of the Companies Act, 2013 read with **Rule 9** of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.

Rashtriya Ispat Nigam Limited (RINL) popularly known as Visakhapatnam Steel Plant (VSP), a Central Public Sector Enterprise (CPSE) was incorporated initially as a private limited company under the Companies Act, 1956 with the Registrar of Companies, Andhra Pradesh ("RoC") on February 18, 1982 in Visakhapatnam. Subsequently, RINL was converted into a public limited company and a fresh certificate of incorporation was issued by the RoC on May 10, 2012. RINL is a Schedule-'A' Navratna company in Steel Sector, under the administrative control of Ministry of Steel (MoS), GoI with 100% shareholding. The Registered office of the company is located at Administrative Building, Rashtriya Ispat Nigam Limited, Visakhapatnam Steel Plant, Visakhapatnam -530 031, Andhra Pradesh, India.

The main activities of RINL-VSP include production of steel products in the long product category / basic grade pig iron from its operating unit in Visakhapatnam, Andhra Pradesh and marketing them through a network of 23 branch offices, 22 stockyards and 6 CSAs cater to the delivery requirements across the country.

The principal products of RINL-VSP include Bars, Wire rods, Rounds, Structural, Billets and Pig iron and the company also markets the resulting by-products like coal chemicals (Ammonium Sulphate, Benzol products etc.)





The company has one Subsidiary viz. Eastern Investment Limited (EIL) with 51% shareholding and 2 step-down subsidiaries namely 'The Orissa Minerals Development Company Limited' (OMDC) and 'The Bisra Stone Lime Company Limited (BSLC) thru EIL. The Company is also a partner in 3 Joint Ventures viz. RINMOIL Ferro Alloys Private Limited, International Coal Ventures Private Limited and RINL Powergrid TLT Private Limited.

Draft Red Herring Prospectus (DRHP) was filed with SEBI on September 19, 2014 by RINL in the process of Initial Public Offering of equity shares by way of an offer for sale by the President of India acting through the Ministry of Steel, Government of India (IPO).

To know more about the Company, please visit www.vizagsteel.com.

RINL intends to empanel Practicing Company Secretary (PCS) / Firm of Company Secretaries (Firm) to conduct Secretarial Audit of the Company starting from Financial Year 2016-17 onwards as per the provisions of Section 204 of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014. After completion of the process of empanelment, Price bids will be invited from empanelled PCS/ Firm for each financial year for conducting the Secretarial Audit for that financial year. First such audit is proposed to be conducted for the financial year 2016-17. However, no PCS/Firm shall be appointed for more than two consecutive financial years.

1.0. SCOPE OF WORK

The Scope of Work (illustrative but not exhaustive) under Secretarial Audit by the appointed PCS/Firm is given in **Annexure-1** for understanding and ready reference.

2.0. ELIGIBILITY CRITERIA FOR SUBMISSION OF TECHNICAL BID:-

- 2.1 The Lead Partner/Proprietor/Individual, under whose supervision the Secretarial Audit of RINL will be carried out, should have continuous (without any break) experience of 7 (Seven) years or more as whole-time practicing company secretary. The cut-off date is 31st December, 2015 for ascertaining the experience in whole-time practice;
- 2.2 The PCS/ Firm should have conducted Secretarial Audit for at least two companies out of which one company is listed on either BSE or NSE and another company is a Public company having (i) a paid-up share capital of ₹50Cr (Rupees fifty crore) or more; or (ii) a turnover of ₹250Cr Rupees two hundred fifty crore or more.

Secretarial Audit referred above is as per the provisions of Section 204 of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014;

- 2.3 The PCS/ Firm should have at least two active partners in full time practice or minimum three full time employees, who are qualified Company Secretaries;
- 2.4 The PCS/ Firm should have an Average Annual Turnover of ₹5Lakhs (Rupees Five Lakhs only) or more per annum from practice, in last three Financial years;

Preference will be given to PCS/ Firm having experience of conducting Secretarial Audit of Central Public Sector Enterprises (CPSEs).

The PCS/ Firm satisfying/ fulfilling the above criteria may download the **Tender Document** from www.vizagsteel.com or collect the same from RINL, Company Secretary's Office at the RINL's Corporate Office at 2nd Floor, "D" Block, Room No.D-12, Company Affairs Department, Administrative Building, Visakhapatnam Steel Plant, Visakhapatnam, Andhra Pradesh on any working day (Monday to Saturday) between 10:00 AM and 5:00 PM except on public & national holidays.

3.0. TWO PART BID SYSTEM:

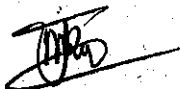
Tenderers are to submit their bids in two parts i.e **Technical bid** and **Price bid**.

3.1 **Technical Bid:**

- (i) The Technical Bid is to be submitted in the format given at **Annexure – 2**.
- (ii) Technical bid is to be signed & stamped on each page by an authorized signatory.
- (iii) The duly filled in Technical Bid is to be kept in a sealed cover duly superscribing as **"Technical Bid for empanelment of PCS/ Firm of PCS to conduct Secretarial Audit of RINL for the F.Y. 2016-17 onwards, and year to year basis"**.
- (iv) The Technical bid must not include any pricing information.
- (v) Technical Bids will be opened in the presence of tenderers or their representatives present immediately after the last date and time for submission of tender as indicated.

3.2 **Price Bid:**

- (i) The tenderer shall quote firm price for the Secretarial Audit of RINL/VSP for the financial year **2016-17** in the Price bid format given at **Annexure-3** and the Price bid is to be duly signed & stamped by the authorized signatory.
- (ii) The firm price quoted shall be inclusive of travelling, other incidental expenses and all taxes and duties excluding Service Tax. RINL/VSP will reimburse Service Tax at applicable rates.
- (iii) No T.A. / D.A or local conveyance will be paid and no food & accommodation will be provided by RINL/VSP.
- (iv) Any correction/overwriting in price bid shall be duly countersigned by the authorized signatory. The price is to be quoted both in figures and words. In case any discrepancy between these two, the price quoted in words will be considered as final.
- (v) The duly filled in Price Bid is to be kept in a sealed cover duly superscribing **"Price Bid for appointment of Secretarial Auditor for carrying out Secretarial Audit of RINL/VSP for the financial year 2016-17"**.
- (vi) The Price bid of the tenderers who are qualified under Technical bid will only be considered for opening of price bid. The interested technically qualified tenderers or their representatives can attend and witness Price bid opening.





- 3.3 **Last date for submission of Technical bid & Price bid:** The Technical bid & Price bid should be submitted in separate sealed envelopes and are to be kept both in another sealed cover duly super-scribed as "Tender for empanelment of PCS / Firm of PCS to conduct Secretarial Audit of RINL for the F.Y. 2016-17 onwards, and year to year basis" and shall reach RINL's Company Affairs Department on or before Monday the 29th February 2016 latest by 15:00 Hrs at the following address:-

Smt.P.K.M.Lakshmi
A.G.M(Admn)/CA, Company Affairs Department,
2nd Floor, "D" Block, Room No.D-12
Administrative Building, Rashtriya Ispat Nigam Limited (RINL),
Visakhapatnam Steel Plant (VSP), Visakhapatnam – 530031

- 3.4 **Opening of Technical Bid: Monday the 29th February 2016 at 16:00 Hrs**
Price Bids: Please refer clause 4.15(ii)

3.5 **Submission of Bids:**

- i) If any tender is submitted without following the above procedure of submission of two separate sealed covers "Technical Bid" & "Price Bid" duly keeping these covers in another sealed cover super-scribing tender reference will be summarily rejected.
- ii) It is the responsibility of the tenderer to ensure timely submission of tender at above address within the stipulated date and time, RINL/VSP shall not be responsible for late receipt/ non-receipt of tender(s).
- iii) The tender document, technical bid, price bid and its enclosures are to be signed & stamped by a person who is authorized to sign on behalf of PCS / Firm as authorized signatory.
- iv) The Technical and Price Bid must be prepared in indelible ink. All the pages of the Technical and Price Bid must be numbered and initialed by the authorized signatory.
- v) The Bids must contain no overwriting except as necessary to correct errors made by the Tenderers themselves, in which cases such corrections must be initialed by the authorized signatory signing the Bid.
- vi) Mere submission of application and fulfilling eligibility criteria does not entitle the PCS/Firm to any right to receive any work from RINL/VSP.

4.0. **TERMS AND CONDITIONS:-**

- 4.1 **Validity of Empanelment:** The validity of empanelment will be for a period of three financial years starting from 2016-17 for conducting Secretarial Audit of RINL/VSP. The Company at its sole discretion may extend the validity of empanel with the approval of Competent Authority of RINL, for another one year.
- 4.2 **Price Bids for carrying out Secretarial Audit:** Price Bids for carrying out Secretarial Audit for the financial year 2016-17 will be accepted simultaneously along with Technical Bids from all the Tenderers but price bids of successful technical bidders only be opened. Thereafter Price bids will be invited from



empanelled PCS/ Firm for each financial year (i.e.2017-18 onwards) for conducting Secretarial Audit for that financial year.

- 4.3 **Completion of Audit:** The Secretarial Audit has to commence within 20 days from the date of award of the work/contract. Time being the essence of the contract, it is expected that the Secretarial Audit report should be submitted at earliest as per the format prescribed under Rule No.9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.
- 4.4 **Place of Audit:** The audit work has to be conducted at the Corporate office of RINL at 2nd Floor, "D" Block, Company Affairs Department, Administrative Building, RINL, Visakhapatnam Steel Plant, Visakhapatnam-530031, Andhra Pradesh or at any other place as may be decided by RINL.
- 4.5 **Payment Terms:**
- (i) Payment will be released within thirty days from the date of submission of bill by the PCS/ Firm after issuance of Secretarial Audit Report to RINL/VSP.
 - (ii) No advance payment will be made against subject work.
 - (iii) The above payment is subject to applicable Tax Deducted at source (TDS).
 - (iv) Mode of payment shall be through NEFT/RTGS/Account Transfer/Any other mode of e-payment implemented by Banks as per RBI guidelines. Successful tenderer shall submit details of Bank account number etc., as per prescribed format of RINL which will be provided by RINL/VSP.
 - (v) If Service Tax is applicable, successful tenderer has to submit the serially numbered CENVATABLE invoices containing the following details in the invoice to enable RINL to avail CENVAT credit.
 - (a) Name, address & the service tax registration number.
 - (b) Name & address of the person receiving the taxable service i.e. RINL
 - (c) Description, classification of the taxable service provided; and
 - (d) The service tax payable and educational cess thereon.
 - (vi) Imposition of any fresh levies, tax & duties or enhancement in existing levies, duties & taxes after the date of opening of the technical bid shall be to RINL/VSP account. Similarly in case of withdrawals of any levies, taxes & duties or decreasing levies, taxes & duties, after the date of opening of technical bid the consequential benefits shall be passed on to RINL/VSP by the successful tenderer on whom contract is finalized..
- 4.6 **The Management of RINL reserves the right:**
- (i) To reject all or any bids without assigning any reason(s), whatsoever.
 - (ii) To relax or waive/amend any of the conditions stipulated in this document as deemed necessary in the best interests of RINL without assigning any reasons thereof.
 - (iii) To include any other item under the Scope of work.
- 4.7 **The Bid shall be liable to be rejected if:**
- (i) It is not properly covered, sealed and super-scribed as indicated.
 - (ii) It is not in the prescribed form and not containing all required details.
 - (iii) It is not properly signed.
 - (iv) It is received after the expiry of due date and time.
 - (v) It is received by telex, fax, telegram or email.

- 4.8 Mere submission of application and fulfilling eligibility criteria does not entitle for empanelment and mere empanelment does not entitle the PCS/Firm to any right to receive any work from RINL.
- 4.9 **Identification of Nodal Officer:** The successful PCS/ Firm shall nominate a Nodal Officer, within 10 days from the award of the work/contract. Details of the Nodal Officer should be given to RINL immediately after his/her nomination for timely and smooth conduct of Secretarial Audit.
- 4.10 **Dispute:** In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of CMD, RINL will be final and binding on both the parties to the Contract.
- 4.11 **Risk purchase:** In the event of failure to fulfill the contract terms and execution of work as per letter of contract/work order/agreement, RINL/VSP shall reserve the right to make the contractual obligation carried out by alternative arrangements at the risk & cost of PCS/Firm and shall recover any additional cost involved therein.
- 4.12 If it comes to the notice of the RINL/VSP at any stage right from the tender submission till successful completion of the work that any of the certificates/ documents submitted by the tenderer are found to be false/fake/doctored, tenderer will be debarred from participation in all the RINL/VSP tenders for a period of five years including termination of the contract, if awarded. Firm/ PCS in such cases shall make good RINL/VSP any loss/damage resulting from such termination. Contract / assignment / agreements in operation anywhere in RINL/VSP will also be terminated with attendant fall outs including recovery of risk & cost charges etc. Decision of RINL/VSP will be final and binding.
- 4.13 **Confidentiality:** The PCS/Firm shall treat all the information provided by the RINL as confidential and shall also ensure the security and confidentiality of information, documents, records, software, data, deliverables etc., handled during the Secretarial audit work and should not part with anybody.
- 4.14 **Compliances/ declaration by the firm on appointment.**
(a) The PCS/ Firm shall not sub-contract the work.
(b) The PCS/ Firm shall certify as under:-
(i) Neither the PCS Firm/ nor its Partner or Associates have any interest in the business of RINL.
(ii) If the Firm/PCS is appointed as Secretarial Auditor, it will not cross the prescribed ceiling limits specified under Companies Act, 2013 and Rules made thereunder, if any, or by the ICSI.
- 4.15 **Evaluation of bids:**
(i) To facilitate evaluation of bids, RINL/VSP may, at its sole discretion, seek clarifications from any tenderer. Such clarification(s) shall be provided by the tenderer immediately without any delay within the prescribed time. If a tenderer does not provide clarifications sought within the prescribed time, their bid shall be liable to be rejected.
(ii) The "Price Bid" of the tenderers who are qualified under technical bid evaluation will only be opened at a later date with prior intimation about



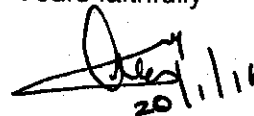


Price Bid opening. The interested qualified Technical bidders can attend and witness Price Bid opening.

- (iii) The tender will be finalized on the basis of lowest price (L-1) quoted.
- (iv) The decision about L1 bidder made by RINL/VSP will be final & binding on all tenderers.

In case of any clarification required in this regard, the undersigned could be contacted at phone no.0891-2518249/0891-2759482, Email: csrnl@vizagsteel.com/ dacharya@vizagsteel.com/ jagadeeshm@vizagsteel.com RINL reserves the right to cancel/ restrict/ enlarge/ modify/postpone and/ or extend the date of RINL receipt/ opening of Bid or withdraw the Bid notice without assigning any reason(s) whatsoever. In such a case, the bidders shall not be entitled to any form of compensation from the Company.

Yours faithfully



20/1/16

(P.K.M.Lakshmi)

A.G.M(Admn)/Company Affairs)

Email: csrnl@vizagsteel.com;

pkmlakshmi@vizagsteel.com;



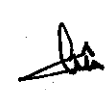
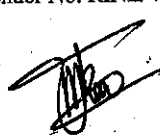
SCOPE OF WORK – SECRETARIAL AUDIT

The broad scope of Secretarial Audit comprises 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 from time to time;
- (ii) The Memorandum of Association and Articles of Association of the Company;
- (iii) The Securities Contracts (Regulation) Act, 1956 ('SCRA') and the Rules made thereunder from time to time;
- (iv) The Depositories Act, 1996 and the Regulations and Bye-laws framed thereunder from time to time;
- (v) Foreign Exchange Management Act, 1999 and the rules and regulations made thereunder to the extent of Foreign Direct Investment, Overseas Direct Investment and External Commercial Borrowings;
- (vi) The following Regulations and Guidelines prescribed under the Securities and Exchange Board of India Act, 1992 ('SEBI Act') and the Rules made thereunder from time to time:
 - a) The Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
 - b) The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 1992;
 - c) The Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009;
 - d) The Securities and Exchange Board of India (Issue and Listing of Debt Securities) Regulations, 2008;
 - e) The Securities and Exchange Board of India (Registrars to an Issue and Share Transfer Agent) Regulations, 1993;
- (vii) Secretarial Standards issued by "The Institute of Company Secretaries of India (ICSI)".
- (viii) Guidelines on Corporate Governance for Central Public Sector Enterprises, 2010 issued by DPE from time to time.
- (ix) Other Specific Laws and Laws as may be applicable to the Steel Industry & RINL.
- (x) Any other specific activity as may be advised by the Audit Committee / Board/ Govt.Regulatory Authority etc.,

LIST OF SPECIFIC APPLICABLE LAWS-RINL

1. The Mines Act, 1952
2. Legal Metrology Act, 2009
3. Environment Protection Act, 1986
4. The Water (Prevention & Control of Pollution) Act, 1974
5. The Air (Prevention & Control of Pollution) Act, 1981
6. Indian Explosives Act 1884
7. The Hazardous Wastes (Management, Handling and Transboundary Movement) Rules, 2008
8. Foreign Trade Development & Regulation Act, 1992
9. Customs Act, 1962
10. Foreign Exchange Management Act, 1999
- The above Acts and Rules made there under; and
11. Any other laws as may be applicable from time to time.



**Annexure-2**

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

TECHNICAL BID(For Empanelment of PCS/Firm of PCS for conducting Secretarial Audit of RINL for the F.Y. 2016-17 onwards, and year to year basis)Ref: Tender No. **RINL/VSP-CA/2015-16/001**

Date:

To
 Smt.P.K.M.Lakshmi
 A.G.M(Admn)/CA, Company Affairs Department
 2nd Floor, "D" Block, Room No.D-12
 Administrative Building, Rashtriya Ispat Nigam Limited (RINL)
 Visakhapatnam Steel Plant (VSP),
 Visakhapatnam – 530031. Andhra Pradesh.

Sl.No	Particulars	Reply
1.	Name of the Practicing Company Secretary(PCS)/Firm:	
	➤ Whether Partnership/ Proprietorship/ Individual	
	➤ Name of the Lead Partner/ Proprietor/ Individual	
	➤ Name(s) of the contact person(s) and the contact details (i.e. mobile, telephone, fax & email)	
2.	(a) Date of Commencement of Practice as PCS / Firm & Total no. of years as whole-time Practicing Company Secretary as on cut off date (i.e. 31.12.2015)	DD/MM/YYYY & ...years...months...days
	(b) Certificate of Practice Number / Registration Number. (Please attach self attested & duly stamped copy of Certificate of Practice and / or Copy of approval letter from ICSI in respect of Firm's Name)	
3	Details of Head Quarter, Branch Office(s): Contact Person Name of each office: Address : Mobile: Telephone Nos. : Email : Fax No. : Website:	

4	Total no. of years as whole-time Practicing Company Secretary of Lead Partner/ Proprietor/ Individual under whose supervision the Secretarial Audit of RINL will be conducted.	As on cut-off date (i.e. 31.12.2015) Total no ofyears....months....days												
	Name:													
	Membership No. :	ACS...../ FCS.....												
	CoP No. & Date of Commencement of Practice:													
	[Please attach self attested & duly stamped ICSI Membership Certificate & CoP]													
5	PAN No. Service Tax Regn. No.													
	(Please attach self attested & duly stamped copy of PAN & ST Regn.Certificate)													
6	Particulars of Secretarial Audits conducted as per Companies Act, 2013: [(supported by <u>Form MR-3</u> (attested & duly stamped on each page)& Annual Report(s))] (a) Listed Companies (Listed on BSE/NSE):-													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Name of the Company:</td> <td style="width: 25%;">CIN:</td> <td style="width: 30%;"><u>Financial Year</u></td> </tr> <tr> <td>Stock Exchange: BSE/NSE ;</td> <td>Scrip Name/Code:</td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>		Name of the Company:	CIN:	<u>Financial Year</u>	Stock Exchange: BSE/NSE ;	Scrip Name/Code:							
Name of the Company:	CIN:	<u>Financial Year</u>												
Stock Exchange: BSE/NSE ;	Scrip Name/Code:													
	(b) Public Companies having (i) a <u>paid-up share capital</u> of Rupees <u>fifty crore</u> or more; or (ii) <u>turnover</u> of Rupees <u>two hundred fifty crore</u> or more.													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Name of the Company:</td> <td style="width: 25%;">CIN:</td> <td style="width: 30%;"><u>Financial Year</u></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>		Name of the Company:	CIN:	<u>Financial Year</u>									
Name of the Company:	CIN:	<u>Financial Year</u>												
	(c) Central Public Sector Enterprise (CPSE)													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Name of the Company:</td> <td style="width: 25%;">CIN:</td> <td style="width: 30%;"><u>Financial Year</u></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>		Name of the Company:	CIN:	<u>Financial Year</u>									
Name of the Company:	CIN:	<u>Financial Year</u>												
7	Number of <u>active Partners</u>:													
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">Name</th> <th style="width: 20%;">Membership No ACS / FCS....</th> <th style="width: 10%;">COP No.</th> <th style="width: 45%;">Whole-time PCS experience Total no..yrs... monthsdays as on cut off date</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		Name	Membership No ACS / FCS....	COP No.	Whole-time PCS experience Total no..yrs... monthsdays as on cut off date								
Name	Membership No ACS / FCS....	COP No.	Whole-time PCS experience Total no..yrs... monthsdays as on cut off date											




	<p>Number of full – time employees, who are Qualified Company Secretaries</p> <table border="1"> <tr> <th data-bbox="239 212 414 257">Name</th> <th data-bbox="414 212 678 302">Membership No ACS/FCS....</th> <th data-bbox="678 212 1396 302">Whole-time employment experience Total no.....yrs... monthsdays as on cut off date</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> <p>(Please attach details including name, membership no., & experience as on cut off-date etc., of active partner(s) /employee(s) along with documentary proof such as Membership Certificates & CoP issued by ICSI.)</p>	Name	Membership No ACS/FCS....	Whole-time employment experience Total no.....yrs... monthsdays as on cut off date									
Name	Membership No ACS/FCS....	Whole-time employment experience Total no.....yrs... monthsdays as on cut off date											
8	<p>Average Annual Turnover of the PCS/ Firm in last <u>three</u> financial years based on Income Tax Return (ITR) filed.</p> <p>(Please attach self attested & duly stamped ITRs, please round off & highlight the relevant figures those have taken for computation of annual turnover of respective financial year).</p> <table border="1"> <tr> <th data-bbox="239 884 774 929">Financial Year</th> <th data-bbox="774 884 1316 929">Annual Turnover (Rs in Cr)</th> </tr> <tr> <td data-bbox="239 929 774 974">(i) 2014-15</td> <td data-bbox="774 929 1316 974"> </td> </tr> <tr> <td data-bbox="239 974 774 1019">(ii) 2013-14</td> <td data-bbox="774 974 1316 1019"> </td> </tr> <tr> <td data-bbox="239 1019 774 1064">(iii) 2012-13</td> <td data-bbox="774 1019 1316 1064"> </td> </tr> <tr> <td data-bbox="239 1064 774 1108">Total</td> <td data-bbox="774 1064 1316 1108"> </td> </tr> <tr> <td data-bbox="239 1108 774 1131">Average Annual Turnover (Rs in Cr)</td> <td data-bbox="774 1108 1316 1131"> </td> </tr> </table>	Financial Year	Annual Turnover (Rs in Cr)	(i) 2014-15		(ii) 2013-14		(iii) 2012-13		Total		Average Annual Turnover (Rs in Cr)	
Financial Year	Annual Turnover (Rs in Cr)												
(i) 2014-15													
(ii) 2013-14													
(iii) 2012-13													
Total													
Average Annual Turnover (Rs in Cr)													
9	<p>Any other relevant information such as profile, awards, achievements, membership in any statutory committees, organizations etc.. along with documentary evidence. <i>(Please attach separate sheet, if required)</i></p>												

List of Enclosure:

(Please enclose the documents in chronological order and specify clearly each enclosure number and with reference to clause number in the Tender document)

This is to certify that:- (i) *if the Firm/PCS is appointed as Secretarial Auditor, it will not cross the prescribed ceiling limits specified under Companies Act, 2013 and Rules made thereunder, if any, or by the ICSI. (ii) Neither the PCS Firm/ nor its Partner or Associates have any interest in the business of RINL.(iii) The PCS/ Firm will not sub-contract the work.*

Declaration:

1. All the information provided by me/us here above is correct to the best of my/our knowledge and belief.
2. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.






3. I/We have never been penalized by the ICSI/ICAI/ICMA/MCA/ROC and other Government/ Statutory Authorities in any Disciplinary Proceedings and also undertake to maintain absolute secrecy about the cases of the RINL.
4. I/We have read all the terms & conditions of bid (i.e. Tender No. RINL/VSP-CA/2015-16/ 001) and the instructions and these are acceptable to me/us.

DECLARATION / ACCEPTANCE

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

Signature:.....

Name & Designation of the

Authorized Signatory:

Stamp of the PCS/ Firm:

Date:

Place:

NOTE: Signature with stamp of the Practicing Company Secretary(PCS) / Firm of Company Secretaries at bottom of each page.

NOTE: Tender document & bids should be submitted in the same format without modifying the content. Deletion / modification of any part of this tender & bid documents is not accepted.

**ANNEXURE-3**

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

Price Bid should be submitted in separate sealed envelope and super-scribed as "Price Bid for appointment of Secretarial Auditor for carrying out Secretarial Audit of RINL/VSP for the financial year 2016-17".

PRICE BID

Ref: Tender No. **RINL/VSP-CA/2015-16/001**

Date: DD/MM/YYYY

To

Smt.P.K.M.Lakshmi

A.G.M(Admn)/Company Affairs

Company Affairs Department

2nd Floor, "D" Block, Room No.D-12

Administrative Building,

Rashtriya Ispat Nigam Limited (RINL)

Visakhapatnam Steel Plant (VSP), Visakhapatnam – 530031.

Nature of Service	Firm Price in Rupees
Secretarial Audit fee of RINL/VSP for the F.Y.2016-17	Rs..... (Rupees.....only) in words.

Note: The Firm Price quoted shall be inclusive of travelling, other incidental expenses and all taxes and duties excluding service tax. RINL/VSP will reimburse service tax at applicable rates. No T.A. / D.A or local conveyance will be paid and no food & accommodation will be provided by RINL/VSP.

Signature:

Name & Designation of the

Authorized Signatory:

Stamp of the PCS/ Firm:

GENERAL CHECK LIST:

Sl.No.	Description of the document	Enclosed Y/N
1.	ICSI Membership Certificate & Certificate of Practice (CoP) of the Lead Partner/ Proprietor/ Individual, <u>under whose supervision</u> the Secretarial Audit of RINL will be carried out.	
2.	Copy of approval letter from ICSI in respect of Firm's name	
3.	Secretarial Audit Reports (Form MR-3) Please attach <u>Annual Reports</u> of concerned companies by <i>clearly specifying</i> Paid up Capital and Turnover.	
4.	Certificate of Practice (CoP)/ ICSI Membership Certificate of active <u>partners</u> and full time <u>employees</u> , who are qualified Company Secretaries.	
5.	Income Tax Returns for the Financial Year (a) 2014-15 (b) 2013-14 (c) 2012-13 Please highlight the relevant figures taken for computation of Annual Turnover.	
6.	Latest Service Tax Return	
7.	PAN Copy of the PCS/Firm	
8.	Certificate of authority about authorized signatory	
9.	Brief Profile of PCS / Firm	

- NOTE:** (1) Signature with stamp of the Practicing Company Secretary (PCS) / Firm of Company Secretaries at bottom of each page.
- (2) Tender document & bids should be submitted in the same form without modifying the content. Deletion / modification of any part of this tender & bid documents is not accepted.