

Maharashtra Knowledge Corporation Ltd.

Regd. Office: ICC Trade Tower, `A` Wing, 5th Floor,
Senapati Bapat Road, Shivajinagar, Pune 411016, Maharashtra, INDIA.
CIN: U80302PN2001 PLC135348
Tel: 91 20 4011 4500/501 Fax: 91 20 2563 0302 Website: www.mkcl.org
E-mail: cs@mkcl.org

REQUEST FOR PROPOSAL FOR APPOINTMENT AS SECRETARIAL AUDITOR OF MAHARASHTRA KNOWLEDGE CORPORATION LTD.

Sealed tenders are invited in two parts (**Part-I Technical Bid and Part-II Financial Bid**) from Practicing Company Secretary (PCS)/ PCS Firms ("**Firm/s**") for appointment as Secretarial Auditors of Maharashtra Knowledge Corporation Ltd. ("**MKCL**"/ "**the Company**") pursuant to the provisions of the Companies Act, 2013 read with Rules thereunder by two stage bidding process.

RFP No.	1/2024-25/MKCL.CMP.1/Secretarial Auditor
Date of issue of the Tender	April 24, 2024
Last date and time for submission of bids	May 05, 2024 by 3:00 p.m.
Address for submission of bids and opening of Technical Bids	The CEO & Company Secretary Maharashtra Knowledge Corporation Ltd. (MKCL) ICC Trade Towers, `A` Wing, 5 th Floor, Senapati Bapat Road, Shivaji Nagar, Pune 411 016, Maharashtra, INDIA. Phone +91-20-40114500/501.
Last date and time for submission of queries by email to cs@mkcl.org ; sanas@mkcl.org	April 30, 2024 by 5:00 p.m.
Date and Time of opening of technical bids	May 06, 2024 at 12 noon
Minimum remuneration	The minimum professional fees for conducting of Secretarial Audit for FY 2024-25 is Rs.2,50,000/- (Rupees Two Lakhs & Fifty Thousand) plus out of pocket expenses plus applicable taxes.

This Bid Document is the property of MKCL. MKCL reserves the right to cancel the Bid at any moment of time without assigning any reason.

Interested bidders may download the RFP documents containing detailed Eligibility Criteria, Terms of Reference and General terms & Conditions etc. from our website <https://www.mkcl.org/tenders>. There is no cost for RFP/Tender document. The Annual Reports of MKCL can be downloaded from <http://www.mkcl.org/downloads>

MKCL will not be responsible for delay in receipt of tender(s), sent by post / courier/in person. The same shall be opened on scheduled due date and time i.e. Any corrigendum to this tender, if issued by MKCL in future, will be available on the website of the Company (www.mkcl.org). Therefore, the bidders are advised to keep visiting the website regularly. The Financial bid with respect to technically qualified Bidder/s shall be opened on later date that will be intimated to the qualified Bidder/s through email.

For Maharashtra Knowledge Corporation Limited

Komal Chaubal
Chief Executive Officer
(Pursuant to Office Order dt. 28.03.2024)

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1. DISCLAIMER

The information contained in this Request for Proposal Document ("**RFP Document**" / "**Bid Document**") or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of MKCL, is provided to the bidder(s) on the terms and conditions set out in this RFP Document and all other terms and conditions subject to which information is provided.

This RFP Document is not an agreement and is not an offer or invitation by MKCL to any parties other than the applicants who are qualified to submit the bids ("**Bidders**"). The purpose of this RFP document is to provide the Bidders(s) with information to assist the formulation of their quotation. This RFP document does not claim to contain all the information each bidder may require. Each bidder should conduct its own independent investigation and analysis and is free to check the accuracy, reliability, and completeness of the information in this RFP document and where necessary obtain independent information.

MKCL makes no representations or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of this RFP document. MKCL may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

2. INTRODUCTION

About Maharashtra Knowledge Corporation Ltd. (MKCL)

Maharashtra Knowledge Corporation Limited ("**MKCL**" / "**the Company**") is an unlisted public limited company promoted and established by the Department of Higher and Technical Education, Government of Maharashtra and was incorporated on August 20, 2001 under the erstwhile Companies Act, 1956. In order to make the capabilities of MKCL available to all the Departments of Government of Maharashtra, governmental coordination of the affairs of the Company has been handed over from January 05, 2018 to the General Administration Department (GAD) from Department of Higher & Technical Education. Subsequently, it was allocated to Directorate of Information Technology (DIT) under GAD.

MKCL conceives, designs, develops, and deploys state-of-the-art Educational, Governance and Empowerment innovations, models, frameworks, technologies, products, processes, solutions and services at affordable costs. With its range of products and services in the field of Education, Governance and Empowerment, MKCL has emerged as a **Fast-track IT Enabler / IT Integration Partner / Business Process Re-Engineering Partner and Knowledge Partner** of the educational institutions ranging from private organizations, schools to Universities as well as of the government, semi-government and community/voluntary organizations and mission mode project organizations.

The below are MKCL's joint venture or associate companies-

- Odisha Knowledge Corporation Ltd. (OKCL)
- Haryana Knowledge Corporation Ltd. (HKCL)
- MKCL Arabia Limited

The below is MKCL's 100% Indian subsidiary company (a Section 8 Not-For-Profit company)

- MKCL Knowledge Foundation (MKCL-KF)

3. BID INVITATION

A) THE PROPOSAL

- i. It is not yet mandatory for the Company to obtain a Secretarial Audit Report as per Section 204 of the Companies Act, 2013, read with the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014. However, the Company had voluntarily appointed Secretarial Auditors for conducting the Secretarial Audit of the Company since FY 2014-15. The Auditors appointed by the Board have been diligently discharging their responsibilities as Secretarial Auditors of the Company since FY 2014-15. They will now complete a decade as Secretarial Auditors of the Company. In view of good corporate governance and as a professional approach, it has been unanimously decided by the Board to identify and appoint new Secretarial Auditors for the Company to conduct the Secretarial Audit and furnish the Secretarial Audit Report to the Company for FY 2024-25 as per the scope pursuant to Section 204 of the Companies Act, 2013, read with the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.
- ii. Sealed tenders in two parts (Part-I Technical Bid and Part-II Financial Bid) are invited by MKCL from eligible firms (no consortium or subcontract shall be allowed).
- iii. Bidders can depute their representatives to attend the bid opening. The representative must submit an authority letter duly signed by the bidder, authorizing him/her to represent and attend bid opening process on behalf of the bidder. The name of the successful bidder will be announced only after the evaluation process and recommendation by the Key Management Team (KMT) of MKCL and approval of appointment by the Board of Directors.

B) BIDDERS ELIGIBILITY CRITERIA

The offer shall be considered only from Indian, technically competent and experienced, Practicing Company Secretaries Firm who meet the following pre-qualification requirements/criteria:

Sr. No.	Requirements/Criteria	Minimum Requirement	Supporting documents required
	1	2	3
1.	a. The Firm should be a Sole proprietor/ Partnership/ Limited Liability Partnership. b. The Firm should have requisite office infrastructure In Pune.	a. The Firm should have minimum 5 years' experience in Full Time Practice. b. The Firm should have main/branch office in Pune, Maharashtra.	Certificate of Practice/ Registration Certificate in the name of firm
2.	The Firm should have undertaken assignments of Secretarial Audit of other Companies preferably in education field, IT & ITES field/ Public Sector Undertakings (PSUs). The clients should be a mix of listed and unlisted Companies.	Undertaken and completed at least 5 clients' assignments of Secretarial Audit in last 5 preceding financial years.	Please submit details of all clients in format enclosed as Annexure-D . As supporting document, the Firm should submit Appointment Letter as Secretarial Auditor of respective Financial Years of the said Companies.
3.	The Firm should have qualified professionals who are Member of the Institute of Company	At least minimum three (3) active partners/ full time employees/ combination of both, engaged in full time.	Please submit- List of all partners/employees within the firm along with their Membership No., Joining date

Sr. No.	Requirements/Criteria	Minimum Requirement	Supporting documents required
	1	2	3
	Secretaries of India (ICSI) at the time of submission of tender.		and Qualification/s in Annexure-E .
4.	The Firm should not have been blacklisted by Central/State Govt. / PSUs. Also, the Firm or its any partner should not have been involved in any irregularities nor there should be any disciplinary proceedings against any/all of them by the Institute of Company Secretaries of India.	-----	Please submit Self-declaration certificate as per format enclosed as Annexure-F .
5.	Declarations/Certification by Firm(s) for appointment as Secretarial Auditors.	-----	Self-declaration in Annexure-G .

C) SELECTION CRITERIA

The bidding process will consist of two stages: Technical Bid and Financial Bid, which the bidder will submit in two separate parts. The Key Management Team (KMT) of MKCL will scrutinize the bids to ensure that the bidders meet the eligibility criteria. This decision will be conclusive and binding. The KMT will also evaluate the technical bids and shortlist the eligible firms for the opening of their financial bids. The decisions made by the KMT in this process will be final and binding.

D) VALIDITY PERIOD

The bid offer will be valid till September 30, 2024. A bid valid for shorter period shall be rejected by MKCL as non-responsive. Any decision in this regard by MKCL shall be final, conclusive, and binding on the bidder.

E) AMENDMENT & CANCELLATION

At any time before the submission of proposal, MKCL may at its discretion, amend the RFP including extension of the deadline for the submission of proposals. Any such amendment will be notified vide email and will be binding on all the bidders. MKCL reserves the right to reject any or all the tenders without assigning any reason and no claim on this account shall be acceptable.

F) SUBMISSION OF BIDS

The bids should be submitted in sealed cover and delivered at the address given on page no.1 latest by May 05, 2024. The documents for technical bids will be opened at the address given on page no.1. In case the due date of tender opening happens to be holiday, tenders shall be received and opened at the same time and place on the next working day.

The part II i.e., financial bid of only those bidders shall be opened who are eligible based on qualifying criteria and are technically suitable. The date and time for opening of part II of the bids will be intimated to the qualifying firms.

The bidder is required to submit the following documents along with the bid:

i. For the Technical Bid, bidders must include Declarations and Supporting documents as specified in formats enclosed from Annexure-A to Annexure-G.

ii. For the Financial Bid, bidders must include [Annexure-H](#) as specified in format enclosed.

iii. Bidders must submit documentary evidence with their Technical Bid to demonstrate that they meet the Qualification Requirements/Criteria outlined under the bidder's eligibility criteria. This evidence should also confirm compliance with the eligibility and qualification requirements as per Section 204 of the Companies Act, 2013. Copies of the required documentary evidence must be submitted on or before the date of opening of the Technical Bid.

Any other Information/details required in this regard can be obtained from the office of undersigned vide email or from website <https://www.mkcl.org>

Ms. Komal Chaubal
CEO & Company Secretary
Maharashtra Knowledge Corporation Ltd.
ICC Trade Towers, 'A' Wing, 5th Floor, Senapati Bapat Road,
Shivaji Nagar, Pune 411 016, Maharashtra, INDIA.
Phone +91-20-40114500/501/504, email: ceo@mkcl.org

4. SCOPE OF WORK

A) General Scope:

Sr. No.	Scope of Secretarial Audit shall be in accordance with the Companies Act, 2013 and rules thereunder
1.	1) Companies Act, 2013 and the rules made thereunder. 2) Review of compliances made under Foreign Exchange Management Act, 1999 under Foreign Direct Investment, Overseas Direct Investment & External Commercial Borrowings. 3) Compliances made under Secretarial Standards issued by the Institute of Company Secretaries of India. 4) Review of Board/Committee meeting notices, agenda, minutes. 5) Review of Audit Reports. 6) Review of General Meeting notices, agenda, minutes. 7) Review of Boards' Report.

B) Deliverables:

Sr. No.	Particulars of Work	Deliverable time
1	The Secretarial Audit Report in Form MR-3 for the half year ended September 30 and March 31.	Within 60 days from the end of the respective half year end.
2	MGT-8 Certificate required for Annual Return under the Companies Act, 2013.	Within 40 days of the Annual General Meeting (AGM) to be held for the respective financial year.

3	Scrutinizer Report on E-Voting & Poll Process at Annual General Meeting.	Act as Scrutinizer at the AGM to be held for the respective financial year and shall provide the scrutinizers' report within 24 hours from the conclusion of AGM.
4	Certification of Annual Filing Forms i.e. AOC-4 XBRL and MGT-7.	Within 4 working days from the date of sending the form/documents for review.
5	Certification of other event based statutory forms.	Within 4 working days from the date of sending the form/documents for review.
6	Reports of Reconciliation of Share Capital Audit for the half year ended September 30 and March 31.	Within 20 days from the end of the respective half year ended.
7	Any other report/ opinion as desired by the management.	Within 7 working days from the request for such report/opinion.

5. GENERAL TERMS & CONDITIONS

A) GENERAL INSTRUCTIONS TO BE OBSERVED BY BIDDERS

- 1) The following instructions must be carefully observed by all bidders to ensure submission of complete and comprehensive bid. Quotations/bids not strictly in accordance with these instructions will be liable to be rejected.
 - i. The bid must be complete in all respects. Failure to comply with any of these instructions or to offer brief explanation for non-compliance is likely to render effective comparison of the tender impossible and may lead to rejection of an otherwise competitive lowest offer. Further before submission of the bid, the bidders are required to make themselves fully conversant with the eligibility criteria, scope of work, payment, general terms & conditions etc.
 - ii. The bids shall be submitted in a single copy.
 - iii. The bid shall be submitted in two parts i.e. Part-I and Part-II. Each part will be enclosed in a separate envelope duly super-scribed as **Part-I Technical bid and Part-II Financial Bid respectively** on the envelope. Both the envelopes will be further enclosed in a larger envelope and super-scribed as '**CONFIDENTIAL- RFP no.1/2024-25/MKCL.CMP.1/Secretarial Auditor**'.
 - a) Part-I Technical bid: The first part will consist of documentary evidence regarding qualifying criteria and other documents as mentioned in this RFP.
 - b) Part-II Financial Bid: The second part will consist of the financial bid only in the specified format.
 - c) The bidder shall supply a list of authorized person(s) with their signatures duly attested on the firm's letterhead so that they may represent on behalf of the firm and participate in the opening process of the bid. The firm shall supply one such copy in the bid in the larger envelope and one copy should be with the authorized person otherwise he/she will not be allowed to participate in the opening of bid.

The following procedure will be adopted for the opening of bids-

- Firstly, the larger envelope containing the bids will be opened in the presence of the bidders/representatives, who choose to be present at the time, date and at the prescribed address. After opening the larger envelope, the envelope marked Part-I (Technical Bid) will be opened.
- After opening Part-I of the bids (Technical bid), the bids will be technically evaluated by the KMT. The Part-II will be opened in respect of those bidders who are short listed based on qualifying criteria and evaluation done by MKCL as mentioned in Part-I. The date and time for opening Part-II of the bids will be intimated to the eligible/shortlisted firms. The financial bids (Part-II) will be opened in the presence of the representative of the eligible bidders who choose to be present.

B) MODIFICATION & REJECTION

MKCL reserves the right to modify specifications at any time and to reject any or all the bids received without assigning any reasons. MKCL will not be responsible for and will not pay for expenses or losses that may be incurred by the bidders in the preparation of the bids.

C) RECEIPT OF BIDS

Bids shall be received at the **registered office of MKCL at ICC Trade Towers, 'A' Wing, 5th Floor, Senapati Bapat Road, Shivaji Nagar, Pune 411 016, Maharashtra, INDIA** within specified hours on the due date given in the bid notice and shall be opened at the fixed hours in the presence of bidders or their representatives who may like to be present. In case the due date of receiving/opening of bids happens to be a holiday, bids shall be received and opened at the same time & place on the next working day.

D) FORMAT AND SIGNING OF BID

Each and every page of the bid shall be signed and duly stamped by the bidder, or a person duly authorized to sign on behalf of the bidder.

E) TECHNICAL BID

The Technical Bid should contain the following information:

- Documents as specified in Annexure A to G.
- Duly signed authority letter by the competent authority of the firm.
- Authorizing the executants to sign the bid on behalf of the firm.

Note: Technical Bid shall not include any information regarding Financial Bid. A Technical Bid containing information on the Financial Bid shall be declared invalid and be rejected.

F) FINANCIAL BID

i) The Financial bid should be strictly submitted in the format given by MKCL as per [Annexure-H](#) and should not have any deviations, restrictive statements etc. therein otherwise such bid is liable to be rejected at the sole discretion of MKCL.

ii) The rate quoted should be given in figures and words and any overwriting, erasures, cutting etc. should be avoided.

G) CLARIFICATION OF BID

During evaluation of bids, if found necessary, MKCL may seek clarification of the bid from the bidder. The request for clarification and the response shall be in writing.

6. ASSIGNMENT OR TRANSFER OR SUB-CONTRACT

The Secretarial Auditor shall not assign or transfer the audit assignment or any part thereof, any share, or interest there-in to any other person. The Secretarial Auditor will not sub-contract/outsource this assignment as Secretarial Auditor of the Company and will not engage any other firm/proprietor/their staff on commission/remuneration sharing basis.

7. PROVIDING SUBSTITUTES

The Secretarial Auditor shall provide the suitable substitutes having the requisite qualification and experience in case of resignation etc. by any official deputed for the work.

8. OTHER INSTRUCTIONS

i) The personnel involved for conducting of Audit should be qualified as per the requirements mentioned in the Qualification Criteria and preferably should have been involved in similar assignments.

ii) The staff assigned for the Audit assignment should adhere to the Quality Standards, regulatory directions, guidelines, code of conduct as laid by the ICSI.

iii) The staff selected for the Audit assignment should treat all data and information about MKCL obtained in the execution of the proposed assignment as confidential, hold it in strict confidence and should not reveal such data /information to any other party without the prior written approval of MKCL.

iv) The proposal should be submitted strictly in the formats provided in this RFP However, any additional information can also be provided if required by the bidder, but no additional terms and conditions can be written.

v) The proposal should be free of overwriting/corrections/alterations.

vi) The proposals and related Annexures should be signed by the authorized signatory of the bidder. The executant's authority to represent and bind the Firm must be confirmed by a written authority letter issued by the Competent Authority of the bidder accompanying the proposal.

vii) It is hereby clarified that the bid/response to the RFP should be submitted in the exact format given herein without making any changes/alterations to the RFP document. Any change/alteration made to the RFP document by the participant would make the respective Bid/response to the RFP void and the same shall be liable to be rejected by the MKCL without further going into the merits of the tender. It is also clarified that in case of any difference/change between Bid/response to the RFP document submitted by the participant and the RFP document maintained by MKCL, the RFP document maintained by MKCL, would be considered as authentic and binding on the participant.

9. COMPLIANCE CONFIRMATION

The bidder must submit unconditional and unambiguous compliance confirmation to all the terms and conditions stipulated in the RFP.

10. CHANGE IN CONSTITUTION OF FIRM AND ADDRESS

In case of any change in the constitution of the firm and contact details, the same shall be forthwith notified by the bidder to MKCL for its information. Any change in the address of the Firm shall also be intimated to MKCL.

11. COMPLETION TIME

i) The bidder shall complete the assignments according to the mutually agreed time schedule. If the bidder seeks an extension due to unavoidable hindrances in execution or for any other reason, it must apply in writing to MKCL. MKCL, at its discretion and if it deems the reasons reasonable, may grant such an extension as it considers necessary or appropriate. MKCL's decision in this matter will be final and binding.

ii) For any delay in work on account of act of omission or commission on the part of the MKCL, only extension of time will be agreed for the period so lost, and no compensation would be given on this account.

12. MKCL RESERVES THE RIGHT TO THE FOLLOWING:

- Reject the proposals received in response to the RFP containing any deviation from the payment terms.
- Reject the proposal in case of attempt to solicit the business by means of phone calls/email/reference or any other method.
- Waive or change any formalities, irregularities, or inconsistencies in proposal format.
- Extend the time for submission of proposal.
- Modify the RFP document before submission of bids, by an amendment that would be notified vide email.
- To independently ascertain information from other institutions/companies to which the bidder has already done/doing the required audit assignment.

13. CONFIDENTIALITY

In case the Contract is awarded to the bidder, the bidder will have access by virtue of the assignment, to the board matters including minutes and agenda papers, accounts, and other related information of MKCL. In such case, the bidder shall keep confidential all information (written or oral) concerning the business and affairs of MKCL which has been obtained or received during performance of this Audit assignment.

14. APPOINTMENT

The decision of Appointment of Secretarial Auditor of the Company falls under the purview of the Board of Directors of MKCL. The Board may appoint the Secretarial Auditor and the decision of the Board will be communicated to the appointed Secretarial Auditor in writing. The Appointment shall be for the FY 2024-25. The performance of the Secretarial Auditor shall be reviewed and evaluated and if though fit, the Board may decide for reappointment in the subsequent financial year/s.



COVERING LETTER

**[To be included in Technical Bid envelope]
[To be furnished on the Bidder's letterhead]**

Date: _____

To,
The CEO & Company Secretary
Maharashtra Knowledge Corporation Ltd. (MKCL)
ICC Trade Towers, 'A' Wing, 5th Floor, Senapati Bapat Road,
Shivaji Nagar, Pune 411 016, Maharashtra, INDIA.

Sub: Submission of Bid in response to your RFP No. 1/2024-25/MKCL.CMP.1/Secretarial Auditor for appointment as Secretarial Auditor pursuant to provisions of the Companies Act, 2013 for the Financial Year 2024-25.

Dear Ma'am,

With reference to your RFP No. 1/2024 -25 /MKCL.CMP.1/Secretarial Auditor dated April 24, 2024, we have examined and understood the qualifications, terms of reference, terms and conditions etc. forming part of the RFP.

We, hereby enclose our offer to provide our services as Secretarial Auditors as detailed in your above referred RFP. We accept and agree to all the terms and conditions mentioned in the RFP. We are hereby submitting our bid which includes Technical bid and a Financial bid sealed in separate envelopes. If negotiations are held during the period of validity of the bid, we undertake to negotiate. Our offer is binding upon us and subject to the modifications resulting from contract negotiations.

We, hereby certify that all the information and data furnished by us with regards to this RFP No. 1/2024-25/MKCL.CMP.1/Secretarial Auditor dated April 24, 2024 are true and complete to the best of our knowledge. We have gone through the specifications, conditions and stipulations in detail and agree to comply with the requirements and intent of specification.

We understand that it is not binding on MKCL to accept any offer it receives.

Yours sincerely,

Designation:

Signature:

Full Name:

Designation

PROPOSAL FORM
[To be included in Technical Bid envelope]
[To be furnished on the Bidder's letterhead]

Date: _____

To,
The CEO & Company Secretary
Maharashtra Knowledge Corporation Ltd. (MKCL)
ICC Trade Towers, 'A' Wing, 5th Floor, Senapati Bapat Road,
Shivaji Nagar, Pune 411 016, Maharashtra, INDIA.

Sub.: Your RFP No. 1/2024 -25 /MKCL.CMP.1/Secretarial Auditor for appointment as Secretarial Auditors pursuant to the provisions of the Companies Act, 2013 and rules thereunder for the Financial Year 2024-25.

Dear Ma'am,

Having examined your RFP Document, we, the undersigned are eligible to offer our services as Secretarial Auditors appointed pursuant to the provisions of the Companies Act, 2013 ("the Act") read with rules.

We undertake, to carry out the work as per the specified scope of work and deliverables in accordance with the time schedule mutually agreed with the Company from time to time as well as on the agreed terms of payment.

We confirm that the information submitted by us in our bid/offer is true and correct. We agree to abide by the bid/offer.

We hereby acknowledge and unconditionally agree and accept that the MKCL may on its absolute discretion apply whatever criteria deemed appropriate in short listing and selection of the firm for Secretarial Audit.

We declare that we have not made any alterations/changes whatsoever in the RFP document and we are fully aware that in the event of any change, the RFP document maintained by MKCL will be treated as authentic and binding and the bid/proposal submitted by us will be liable to be rejected by MKCL in the event of any alteration made in the RFP document.

We certify that there has been no conviction by a Court of Law or contemplated by court for misconduct, guilty or Indictment/adverse order by a regulatory authority for any offence against us and if it arises, we will intimate MKCL of the same.

We undertake that, in competing for and, if the award is made to us, in executing the above Assignment, we will strictly observe the laws against fraud and corruption in force in India as well as MKCL's Anti-bribery Code.

We understand that you are not bound to accept the lowest, or any other offer, you may receive.

Signature:
Full Name:
Designation:

[To be included in Technical Bid envelope]
[To be furnished on the Bidder's letterhead]

Date:

BIDDER'S PROFILE

Your RFP No. 1/2024 -25 /MKCL.CMP.1/Secretarial Auditor for appointment as Secretarial Auditors pursuant to the Companies Act, 2013 for the Financial Year 2024-25.

Sr. No.	Particulars	Details to be Furnished
1.	Name of the PCS/ Firm with Registration Number (Please attach Registration Certificate of the Firm and Certificate of Practice)	
2.	Date of incorporation of the firm	
3.	Full Address of Registered/Head Office	
4.	Telephone / mobile, Fax number and email of the firm	
5.	Name and designation of the person authorized to interface with MKCL along with contact details	
6	Name, mobile number and email ID of the Partner(s), in case of a Partnership Firm	
7.	Address and locations of other offices in India	
7.	Permanent Account Number (PAN) of the Firm	
8.	GST Registration Number of the Firm	

Note: Any additional information about bidder's profile can also be added by bidder.

Signature:

Full Name:

Designation:

Date:

Annexure-D

[To be included in Technical Bid envelope]
[To be furnished on the Bidder's letterhead]

PARTICULARS OF SECRETARIAL AUDITS OF ALL COMPANIES PREFERABLY IN EDUCATION FIELD, IT and ITES FIELD/ PUBLIC SECTOR UNDERTAKINGS WITH COMBINATION OF LISTED AND UNLISTED COMPANIES.

Sr. No.	Name of Client with Address	Whether listed/unlisted	Year of Audits	If discontinued, then reasons

Following supporting documents should be submitted along with above detail:

- a.) Letter of Appointment as Secretarial Auditors**
- b.) Separate Sheet may be enclosed if required.**

Signature:
Full Name:
Designation:

Date:

Annexure-E

[To be included in Technical Bid envelope]
[To be furnished on the Bidder's letterhead]

LIST OF PROFESSIONALS HAVING EXPERIENCE IN SECRETARIAL AUDITS, AND AREAS RELATED TO THE COMPANIES ACT, 2013 AND RULES THEREUNDER.

Sr. No.	1	2	3	4	5
Name of Professional					
Qualification/s					
ICSI Membership No.					
Joining Date					
Partner/Employee					
Details of Special Assignments undertaken					

Note: a.) Requisite documents should be attached in support of above along with self-declarations as per eligibility criteria.

b.) Separate sheets may be attached if required.

Signature:
Full Name:
Designation:

Date:

Annexure-F

**[To be included in Technical Bid envelope]
[To be furnished on the Bidder's letterhead]**

DECLARATION CERTIFICATE

To,
**The CEO & Company Secretary
Maharashtra Knowledge Corporation Ltd. (MKCL)
ICC Trade Towers, 'A' Wing, 5th Floor, Senapati Bapat Road,
Shivaji Nagar, Pune 411 016, Maharashtra, INDIA.**

With reference to your RFP No. 1/2024-25/MKCL.CMP.1/Secretarial Auditor dated April 24, 2024 for appointment as Secretarial Auditors for the Financial Year 2024-25, we declare that the firm/any partner of the firm has not been involved in any financial irregularities, nor there is/are any disciplinary proceedings against us/them and no case of professional misconduct against the firm or any partner(s) from ICSI is pending.

Further, we declare that we have not been banned or de-listed/Debarred or blacklisted by any PSU/Government Department/Financial Institution/Professional body/Court and no case is pending with the police/court against our firm/partner in professional capacity.

We hereby agree that any misrepresentation or concealment of facts in this undertaking may lead to our disqualification for the said assignment.

Signature:
Full Name:
Designation:

Date:

Annexure-G

**[To be included in Technical Bid envelope]
[To be furnished on the Bidder's letterhead]**

To,
**The CEO & Company Secretary
Maharashtra Knowledge Corporation Ltd. (MKCL)
ICC Trade Towers, 'A' Wing, 5th Floor, Senapati Bapat Road,
Shivaji Nagar, Pune 411 016, Maharashtra, INDIA.**

Sub.: Consent to act as Secretarial Auditors of Maharashtra Knowledge Corporation Ltd. (MKCL)

Dear Sir/Ma'am,

This is with reference to your RFP No. 1/2024 -25 /MKCL.CMP.1/Secretarial Auditor dated April 24, 2024 regarding appointment as Secretarial Auditors of MKCL for the financial year 2024-25.

We hereby convey our consent to act as Secretarial Auditors of MKCL for financial year 2024-25 subject to necessary approvals as may be accorded by the Board and in accordance with the terms of reference as may be assigned.

We state that we are eligible to be appointed as Secretarial Auditors.

Thanking you,
Yours Sincerely,
Date:

Signature:
Full Name:
Designation:

[To be included in Financial Bid envelope]
[To be furnished on the Bidder's letterhead]

FINANCIAL BID

Date:

Your RFP No. 1/2024 -25 /MKCL.CMP.1/Secretarial Auditor dated April 24, 2024 for appointment as Secretarial Auditors for the Financial Year 2024-25.

FROM: (Name of Firm) Address _____ _____ _____	To: The CEO & Company Secretary Maharashtra Knowledge Corporation Ltd. ICC Trade Towers, 'A' Wing, 5th Floor, Senapati Bapat Road, Shivaji Nagar, Pune 411 016, Maharashtra, INDIA.
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Subject: Appointment as Secretarial Auditors for the Financial Year 2024-25.

Dear Ma'am,

We, the undersigned, offer to provide the audit services as per your terms of reference for the above in accordance with your RFP No. 1/2024 -25 /MKCL.CMP.1/Secretarial Auditor and our financial bid dated April 24, 2024 is as below.

Sr. No.	Particulars of Work	Deliverable time	Professional Fees (Excluding out-of-pocket expenses)	GST (as applicable) (Rs.)	Total Amount (Rs.)
1	The Secretarial Audit Report in Form MR-3 for the half year ended September 30 and March 31.	Within 60 days from the end of the respective half year end.	Amount: In words:		
2	MGT-8 Certificate required for Annual Return under the Companies Act, 2013.	Within 40 days of the Annual General Meeting (AGM) to be held for the respective financial year.	Amount: In words:		
3	Scrutinizer Report on E-Voting & Poll Process at Annual General Meeting	Act as Scrutinizer at the AGM to be held for the respective financial year and shall provide the scrutinizers' report within 24 hours from the conclusion of AGM.	Amount: In words:		

4	Certification of Annual filing forms i.e. AOC-4 XBRL and MGT-7.	Within 4 days from the date of sending the form/documents for review.	Amount: In words:		
5	Certification of Other event based statutory forms.	Within 4 days from the date of sending the form/documents for review.	Amount: In words:		
6	Reports of Reconciliation of Share Capital Audit for the half year ended September 30 and March 31.	Within 20 days from the end of the respective half year ended.	Amount: In words:		
7	Any other report/opinion as desired by the management.	Within 7 days from the request for such report/opinion.	Amount: In words:		

*If visiting Branch Office of MKCL at Navi Mumbai is required, conveyance will be arranged by MKCL. Parking charges at MKCL Pune premises, incurred if any, will be reimbursed at actuals by MKCL. Reimbursement for out-of-pocket expenses for food, beverages will be as per MKCL's Daily Allowance (DA) Policy for Domestic Official Travel.

Our financial bid shall be binding upon us subject to the modifications resulting from negotiations, up to expiration of the validity period of the bid i.e. till September 30, 2024.

Notes:

1. GST as applicable at the time of payment shall be paid by the Company.
 2. MKCL will deduct Income Tax as source (TDS) while releasing payment, if applicable as per the law.
- We understand you are not bound to accept our offer.

Signature
Designation
Full Name:
Name of Firm:
Address: