

# मॉयल लिमिटेड

(भारत सरकार का उपक्रम)

मॉयल भवन, 1ए काटोल रोड, नागपुर - 440 013

☎ : 0712-2806100, 2806182/216

ई मेल : [compliance@moil.nic.in](mailto:compliance@moil.nic.in)

वेबसाइट: [www.moil.nic.in](http://www.moil.nic.in) टेलीफेक्स: 0712-2591661

सी.आय.एन नं.: L99999MH1962GOI012398



# MOIL LIMITED

(A Government of India Enterprise)

MOIL Bhavan, 1A, Katol Road, Nagpur - 440 013

☎ : 0712-2806100, 2806182/216

E-Mail : [compliance@moil.nic.in](mailto:compliance@moil.nic.in)

Website: [www.moil.nic.in](http://www.moil.nic.in) Telefax: 0712-2591661

CIN No: L99999MH1962GOI012398

Tender No.:MOIL/CS/SA/2024-25

Date: 10.03.2025

MOIL LIMITED invites applications from the Practicing Company Secretaries (PCS) /Firms of Company Secretaries (Firms) to conduct Secretarial Audit of MOIL Ltd. for Financial years 2025-26 to 2029-30 (i.e. for 5 years) under Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and provide Secretarial Compliance Report as per the above regulations, on the following terms.

## Tender Details

Tender Ref. No.	<b>MOIL/CS/SA/2024-25</b>
Subject	Inviting applications from the PCS/Firms to conduct Secretarial Audit and provide Secretarial Compliance Report of MOIL Ltd. for Financial years 2025-26 to 2029-30 (i.e. for 5 years)
Date of Release of Tender	10.03.2025
Last Date for submission of Bid	Tuesday, 01.04.2025 by 2:00 p.m.
Date for Opening of Technical Bid	Tuesday, 01.04.2025 by 3:00 p.m.
Date for Opening of Price Bid	To be intimated separately
Cut-off date for ascertaining experience referred in the Tender	28.02.2025
Address of Bid submission/ Opening of Bid	Company Secretary Department MOIL Limited, 1-A, Katol Road, Nagpur- 440013
Tender document available on	<a href="http://www.moil.nic.in">www.moil.nic.in</a>

# मॉयल लिमिटेड

(भारत सरकार का उपक्रम)

मॉयल भवन, 1ए काटोल रोड, नागपुर - 440 013

☎ : 0712-2806100, 2806182 /216

ई मेल : [compliance@moil.nic.in](mailto:compliance@moil.nic.in)

वेबसाइट: [www.moil.nic.in](http://www.moil.nic.in) टेलीफेक्स: 0712-2591661

सी.आय.एन नं.: L99999MH1962GOI012398



# MOIL LIMITED

(A Government of India Enterprise)

MOIL Bhavan, 1A, Katol Road, Nagpur - 440 013

☎ : 0712-2806100, 2806182 /216

E-Mail : [compliance@moil.nic.in](mailto:compliance@moil.nic.in)

Website: [www.moil.nic.in](http://www.moil.nic.in) Telefax: 0712-2591661

CIN No: L99999MH1962GOI012398

Tender No. MOIL/CS/SA/2024-25

Date: 10.03.2025

**Sub: Inviting applications from the Practicing Company Secretaries/ Firms of Company Secretaries to conduct Secretarial Audit and provide Secretarial Compliance Report of MOIL Ltd. for Financial years 2025-26 to 2029-30 (i.e. for 5 years) under Companies Act, 2013 and SEBI (LODR) Regulations, 2015.**

Notice inviting bids from Practicing Company Secretaries (PCS) / Firms of Company Secretaries (Firm) for carrying out Secretarial Audit and provide Secretarial Compliance Report of MOIL Limited for financial years **2025-26 to 2029-30 (i.e. for 5 years)** 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 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, on the following terms:

**(1) SCOPE OF WORK:**

The Scope of work will be as per **Annexure I**.

**(2) PERIOD:** The selection of Secretarial Auditor will be for Financial years 2025-26 to 2029-30 (i.e. for 5 years).

**(3) ELIGIBILITY CRITERIA:**

The eligibility criteria for submission of the technical bid are as follows:

- a) The Lead Partner/ Proprietor/ Individual, under whose supervision the Secretarial Audit will be carried out, shall have continuous (without any break) experience of 10 (Ten) years or more as whole-time PCS. The experience of lead partner/proprietor/individual shall be counted for eligibility criteria. The cut-off date for ascertaining the experience in whole-time practice will be 28.02.2025.
- b) The PCS/ Firm should have been appointed as Secretarial Auditor during last ten years (as per the provision of Companies Act'2013) of at least 3 (three) different Public Companies including one Govt. Company/Govt. Bank having (i) a paid-up share capital of Rs.50 Crore (Rupees Fifty Crore) or more; or (ii) a turnover of Rs.250 Crore (Rupees two hundred fifty crore) or more, out of which one company shall be a listed either on BSE or NSE.
- c) The PCS/ Firm should have;
  - (i) In case of PCS: In addition to PCS, at least two full time employees / associate members or combination thereof, who are qualified Company Secretary.
  - (ii) In case of Partnership Firm: At least three active partners or in case of two partners' firm minimum one more qualified Company Secretary as a full time employee / associate member,

Full time employee/Associate member(s) must have post qualification experience of at least 6 years in employment/whole-time practice.

- d) Other than associate members mentioned in Clause (c) above, the PCS/Firm should have office/tie-up arrangements with a PCS in Nagpur having experience of at least 6 years in whole-time practice. For documentary evidence towards having tie up/association with other PCS in Nagpur, undertaking/confirmation jointly signed by bidder and associate in the format given in **Annexure VI** is to be submitted.
- e) The PCS / Firm should have Annual Turnover of Rs. 15 Lakh or more in preceding Financial year (i.e. 2023-24).
- f) The PCS/Firm should be a Peer Reviewed as per the provisions of SEBI (LODR) Regulations, 2015.
- g) The PCS/Firm is not disqualified to conduct Secretarial Audit and/or provide Secretarial Compliance Report under Companies Act, 2013 and SEBI (LODR) Regulations, 2015.

**The above eligibility criteria are mandatory. Bid of the applicants not fulfilling above criteria shall out rightly be rejected.**

The PCS/ Firm satisfying/ fulfilling the above criteria may download the Tender Document from website [www.moil.nic.in](http://www.moil.nic.in) or collect the same from MOIL Limited, Company Secretary Department, MOIL Bhawan, 1-A, Katol Road, Nagpur on any working day (Monday to Friday) during working hours except on public & national holidays.

**(4) EVALUATION AND SELECTION PROCESS**

The overall selection of the Bidders will be on the basis of Quality and Cost Based Selection and the following formula will be used for the evaluation of the bids:-

- a) The weightage of 70:30 will be given to the Technical bid and Price bid respectively.
- b) The Technical bid will have 100 marks.
- c) The Price bid of only those bidders who have qualified in the Technical bid will be opened.
- d) The methodology for giving marks for Technical bid is given at **ANNEXURE V**.
- e) The final evaluation of the technically qualified bidders will be made as under: -

$FS = (0.7)*TS + (0.3)* (Pmin/PB*100)$ - Where		
FS	=	Overall Score of bidder under consideration (calculated up to two decimal points)
TS	=	Technical Score for the bidder under consideration out of 100 marks.
PB	=	Price bid Value for the bidder under consideration
Pmin	=	Lowest Price bid Value among the Price bids under consideration

- f) The bidder achieving the highest Overall Score (FS) will be selected/ invited for negotiations. In case of a tie, following sequence shall be adopted for selection:
  - (i) The bidder with the highest technical score will be invited first for negotiations for awarding the contract.
  - (ii) The PCS/Firm possessing higher experience shall be given preference.
  - (iii) PCS/Firm with higher number of active partner in full time practice or full time employees who are qualified Company Secretaries;

- g) MOIL may ask for any additional documents as may be required and if not submitted within the timelines indicated, when asked for, evaluation will be on the basis of document submitted. However, MOIL reserves the right to evaluate only on the basis of the documents submitted without asking for any additional supporting documents.
- h) To facilitate evaluation of bids, MOIL may, at its sole discretion, seek clarifications from any bidder. Such clarification(s) shall be provided by the bidder immediately without any delay within the prescribed time. If a bidder does not provide clarifications sought within the prescribed time, their bid shall be liable to be rejected.

## **(5) PREPARATION OF BIDS**

Two Envelope Bid procedures shall be adopted for preparation, submission and evaluation of the bids:

### **A) Envelope I - Technical Bid**

- a) The Technical Bid is to be submitted in the format given at **Annexure- II**.
- b) Technical bid is to be signed & stamped on each page by PCS/ an authorized signatory in case of firm.
- c) The duly filled in Technical Bid is to be kept in a sealed cover duly super-scribing as **“Technical Bid for “T.E. No. MOIL/CS/SA/2024-25”**
- d) The Technical bid must not include any pricing information.
- e) Technical Bids will be opened in the presence of tenderers or their representatives present on the date and time fixed in the tender document, if they opt to be present.
- f) All annexures and other documents (except price bid in the **Annexure III**) shall be kept in Envelope I.

### **B) Envelope II – Price Bid**

- a) The tenderer shall quote firm price and all applicable taxes for the Secretarial Audit and providing Secretarial Compliance Report of MOIL for Financial years 2025-26 to 2029-30 (i.e. for 5 years) in the Price bid format given at **Annexure- III** and the Price bid is to be duly signed & stamped by the authorized signatory.
  - b) The firm quote will be exclusive of travelling and out of pocket expenses which will be paid on actual basis subject to maximum 20% of the firm price quoted.
  - c) For Secretarial Auditor from outside Nagpur, MOIL will provide free accommodation & food at MOIL Guest House, at Nagpur and local transport to the Auditors during their stay for the secretarial audit.
  - d) 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 of any discrepancy between these two, the price quoted in words will be considered as final.
  - e) The duly filled in Price Bid is to be kept in a sealed cover duly super-scribing **“Price Bid for T.E. No. MOIL/CS/SA/2024-25”**
  - f) No other document/letter etc. shall be submitted in Envelope No. II except price bid as per **Annexure-III**, failing which the bid may be rejected.
  - g) 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.
- C) The sealed Envelope – I & II shall together constitute the complete Bid and shall be enclosed in another envelope superscripted **“Bid for T.E. No. MOIL/CS/SA/2024-25”**.

**(6) SUBMISSION OF BIDS**

- a) 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.
- b) It is the responsibility of the tenderer to ensure timely submission of tender at above address within the stipulated date and time and MOIL shall not be responsible for late receipt/ non-receipt of tender(s).
- c) The tender document, technical bid, price bid and its enclosures are to be duly signed & stamped by a person who is authorized to sign on behalf of PCS/Firm as authorized signatory.
- d) The Technical and Price Bid must be prepared in indelible ink. All the pages of the Technical and Price Bid must be numbered and initialled by the authorized signatory.
- e) The Bids must contain no overwriting except as necessary to correct errors made by the Tenderers themselves, in which cases such corrections must be initialled by the authorized signatory signing the Bid.
- f) Bids should be submitted in the prescribed form issued by MOIL. Tender documents issued are not transferable. Tender documents issued shall be submitted wholly without detaching any part.
- g) The bidder is deemed to have examined all instructions, annexures, forms, terms and specifications in the bidding documents. Failure to furnish all and/or any information required and/or ambiguous/false/incorrect information and/or submission of bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
- h) Bidders are advised to submit bids strictly based on the terms & conditions and specifications contained in the tender document and not to stipulate any deviations. The response should be strictly as per the document and no editing, addition, deletion or modification of the document is permitted. If such action is observed at any stage, such response will not be considered and will be rejected.
- i) Tender shall be for the entire scope of work mentioned in the tender document.
- j) Conditional tenders are liable for rejection.

**(7) INTERIM/FINAL AUDIT**

Secretarial Auditor shall conduct the Interim Audit on quarterly basis and submit the Interim Audit Report within 60 days from the end of the quarter and the final Secretarial Audit Report and Annual Secretarial Compliance Report as per Regulation 24A of SEBI (LODR) Regulations, 2015, within 30 days from the end of the financial year.

**(8) Date of Commencement of audit:** Not later than 30 days from the date of issue of engagement letter.

**(9) Methodology of Audit:** Secretarial Audit in terms of requirement of the Companies Act, 2013 and SEBI (LODR) Regulations, 2015 shall be conducted by a dedicated team member(s) of PCS/ Firm necessarily in presence of at least one member/employee from the head office of Secretarial Auditor.

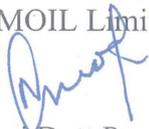
- (10) **Presentation to Management and Board:** If felt necessary, the company may invite the PCS/Firm to be present for discussions with management and Board on issues brought out in the Report. In such a case, necessary arrangements for travel shall be made by the company and out of pocket expenses, if any, will be borne by the company, which will be in addition to remuneration fixed for the secretarial audit.
- (11) **Payment:** Payment will be released within thirty days from the date of submission of Invoice by the PCS/ Firm after issuance of Secretarial Annual Audit Report and Annual Secretarial Compliance Report. The payment is subject to applicable Tax Deducted at source (TDS). No advance payment shall be made for conducting the Audit.
- (12) The PCS/Firm shall submit certification/declaration/undertaking as per **Annexure IV**.
- (13) The Company reserves the right to review the performance of the assignment, if given, and to terminate the services without assigning any reason and without cost or consequence on the part of the Company. The Company also reserves the right to re-appoint the selected PCS/ Firm for subsequent year(s) with the existing/modified terms and conditions.
- (14) PCS/ Firms are advised not to send their application, if any of the disqualifications prescribed under rules / regulations and decisions of ICSI are found applicable to them.
- (15) **Identification of Nodal Officer:** The successful PCS/Firm shall nominate a Nodal Officer (a qualified company secretary), immediately on the award of the assignment for timely and smooth interaction.
- (16) **Dispute:** In case of any dispute arising during execution of contract, an amicable solution should be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of CMD, MOIL will be final and binding.

In case of any clarification required in this regard, the undersigned could be contacted at phone no. 0712-2591661 or email to [compliance@moil.nic.in](mailto:compliance@moil.nic.in). MOIL reserves the right to cancel/ restrict/ enlarge/ modify/ postpone and/or extend or change the date of receipt/ opening of Offer or withdraw the Offer notice without assigning any reason(s) whatsoever. In such case, the tenderers shall not be entitled to any form of compensation from the Company.

Kindly arrange to forward your willingness complete in all respect strictly in line with the above, noting that there is no assurance of engagement.

Thanking You,

Yours faithfully/ भवदीय  
For MOIL Limited/ कृते मॉयल लिमिटेड



Neeraj Dutt Pandey/ (नीरज दत्त पाण्डेय)  
(Company Secretary & Compliance Officer)/  
(कम्पनी सचिव सह अनुपालन अधिकारी)



**Encl: As above**

**SCOPE OF WORK – SECRETARIAL AUDIT**

The broad scope of Secretarial Audit and Secretarial Compliance Report includes 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;
- ii. The Securities Contracts (Regulation) Act, 1956 ('SCRA') and the rules made thereunder;
- iii. The Depositories Act, 1996 and the Regulations and Bye-laws framed thereunder;
- iv. Foreign Exchange Management Act, 1999 and the rules and regulations made thereunder;
- v. The SEBI, Act, 1992 and following rules & regulations made thereunder which inter-alia include:
  - (a) Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015;
  - (b) The Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
  - (c) The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015;
  - (d) The Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018;
  - (e) Securities and Exchange Board of India (Share Based Employee Benefits) Regulations, 2014
  - (f) The Securities and Exchange Board of India (Issue and Listing of Debt Securities) Regulations, 2008;
  - (g) The Securities and Exchange Board of India (Registrars to an Issue and Share Transfer Agents) Regulations, 1993 regarding the Companies Act and dealing with client;
  - (h) The Securities and Exchange Board of India (Delisting of Equity Shares) Regulations, 2009;
  - (i) The Securities and Exchange Board of India (Buyback of Securities) Regulations, 2018;
  - (j) Securities and Exchange Board of India (Issue and Listing of Non-convertible and Redeemable Preference Shares) Regulations, 2013
- vi. Secretarial Standards issued by The Institute of Company Secretaries of India (ICSI);
- vii. The guidelines issued by the Department of Public Enterprises and
- viii. Any other laws/regulations as may be applicable specifically to the company including Prevention of Money Laundering Act (PMLA), RBI Act and regulations made thereunder and KYC norms as per RBI prudential Norms etc.

**LIST OF SPECIFIC APPLICABLE LAWS TO MOIL**

1. The Mines Act, 1952
2. Mines and Minerals (Development and Regulations) Act, 1957
3. The Iron ore Mines Manganese ore mines and Chrome ore mines Labour Welfare Fund Act, 1976
4. Other applicable Acts/ Regulations etc.

**Note:** above is an illustrative (but not exhaustive) Scope of Work under Secretarial Audit above for understanding and ready reference



6 **Particulars of Secretarial Audits appointed as per Companies Act, 2013:**  
**[(supported by Form MR-3 (attested & duly stamped on each page) & Annual Report(s) or appointment letter, if any]**

Public Companies having (i) a paid-up share capital of Rupees **50 crore** or more; or (ii) Turnover of Rupees **250 crore** or more.

Name of the Company	CIN	Listed/ Un-listed Stock Exchange (BSE/NSE)	Scrp Name/Code	Financial Year

Govt. Companies/ PSU(State/Central)/Govt. Bank

Name of the Company	CIN	Paid up share capital (Rs. crore)	Turnover (Rs. crore)	Financial Year

7 **(i) Number of active Partners:**

Name	Membership No ACS/FCS....	COP No.	Whole-time PCS experience Total no.. yrs. ... months.... days as on 28.02.2025

**(ii) Number of full-time employees, who are Qualified Company Secretaries with ICSI Membership**

Name	Membership ACS/FCS....	No	Whole time employment experience Total no ... yrs. ... months.... days as on cut-off date 28.02.2025

**(iii) Number of associate members, who are Qualified Company Secretaries with ICSI Membership**

Name	Membership ACS/FCS....	No	Experience Total no ... yrs. ... months.... days as on cut-off date 28.02.2025

(Please attach details including name, membership no., & experience as on cut off-date etc., of active Partner(s) /employee(s) / associate member(s) along with documentary proof such as Membership Certificates & CoP issued by ICSI.)

8 **Annual Turnover of the PCS/ Firm from profession in preceding financial year based on Income Tax Return (ITR) filed.**

(Please attach self-attested & duly stamped ITR, please round off & highlight the relevant figures those have taken for computation of annual turnover).

Financial Year	Annual Turnover (amount in Rs) from profession
2023-24	

9	Details of office/tie-up arrangements (i.e. associate PCS/firm) in Nagpur, if any, alongwith membership number of ICSI.		
	<b>Name</b>	<b>Date of enrolment as ACS/ FCS</b>	<b>PCS Member-ship No.</b>
			Experience Total no ... yrs. ... months.... days as on cut-off date 28.02.2025
(Please attach details including name, membership no. & experience as on cut off-date etc., of Associate PCS/Firm / associate members along with documentary proof such as Membership Certificates & CoP issued by ICSI.)			
10	Any other relevant information Along with documentary evidence. <i>(Please attach separate sheet, if required)</i>		

11. Self-Evaluation Sheet shall be filled on self-assessment basis by assigning of marks based on the criteria fulfilled. The assigned marks shall be supported by documentary proofs. All the documents attached as proof must be signed and stamped by PCS/Partner of the Firm. The Secretarial Audit Reports for which marks are being claimed should have been signed by the proprietor/ partner. Please refer to **Annexure-V**.

**DECLARATION/ ACCEPTANCE**

I \_\_\_\_\_ Son/daughter of \_\_\_\_\_ 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 PCSI Firm: .....

Date: .....  
Place: .....

NOTE:1. Signature is to be affixed with stamp of the PCS / Firm at bottom of each page.  
2. 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.

\*\*\*\*\*

(On letter head of PCS/ Firm)

**Price Bid should be submitted in separate sealed envelope and super-scribed as "Price Bid for T.E. No. MOIL/CS/SA/2024-25"**

**PRICE BID**

Ref: Tender No. MOIL/CS/SA/2024-25

Date:

To  
Company Secretary  
MOIL Limited,  
1-A, Katol Road,  
Nagur- 440013

Sir,

**Sub: - Inviting applications from the Practicing Company Secretary/ Firm of Company Secretaries to conduct Secretarial Audit and provide Secretarial Compliance Report of MOIL Ltd. For Financial years 2025-26 to 2029-30 (i.e. for 5 years) under Companies Act, 2013 and SEBI (LODR) Regulations, 2015.**

I/We..... Practicing Company Secretary/  
Firm of Company Secretaries are pleased to submit our Price Bid against above referred Tender as under:-

Nature of Service	Amount (in Rs.)	GST Amount (in Rs.)	Total Amount (in Rs.)
A	B	C	D=B+C
Professional Fee for Secretarial Audit and Secretarial Compliance Report of MOIL for			
Financial Year 2025-26			
Financial Year 2026-27			
Financial Year 2027-28			
Financial Year 2028-29			
Financial Year 2029-30			
<b>Total</b>			

**Notes:**

- The firm quote is exclusive of travelling and out of pocket expenses which will be paid on actual basis subject to maximum 20% of the firm price quoted.
- For Secretarial Auditor from outside Nagpur, MOIL will provide free accommodation & food at MOIL Guest House, at Nagpur and local transport to the Auditors during their stay for the secretarial audit.
- 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 of any discrepancy between these two, the price quoted in words will be considered as final.

For and on behalf of .....

**Signature:** .....

Name &amp; Designation of the Authorized Signatory: .....

Stamp of the PCS/ Firm: ...

Place: .....

Date: .....

(On letter head of PCS/ Firm)

**Annexure - IV**

**UNDERTAKING/DECLARATION**

I/We, .....(Name of the PCS/ Firm), do hereby verify and declare that

- i. I/we do not suffer from any disqualification as specified inter-alia under the provisions of the Companies Act, 2013/ SEBI (LODR) Regulations, 2015, The Company Secretaries Act, 1980 and the rules or regulations made there under.
- ii. I/we am/are an independent PCS/firm of the PCS and are at arm's length relationship with the company.
- iii. Myself/the firm and/or the partners of the firm / employee (s)/ associate member(s) has/have not been penalized by the ICSI/MCA/ROC any other Government Authority in any Disciplinary Proceedings during last 3 years.
- iv. Myself/the firm and/or partners of the firm/employee (s)/ associate member(s) has/have not been debarred/disqualified/black listed by any regulator/ statutory body or Government entity or any International/ National agency for corrupt or fraudulent practices.
- v. Myself/the firm and/or partners of the firm /employee (s)/ associate member(s) s/are not engaged in practice otherwise or in any other activity which would be deemed to be in practice as per Company Secretaries Act, 1980 and all rules / regulations as applicable;
- vi. constitution of the PCS/ Firm as shown in the application is same as that in the ICSI records.
- vii. I/we, if appointed as Secretarial Auditor, will not cross the prescribed ceiling limits specified under the Companies Act, 2013 and Rules made thereunder or by the ICSI.
- viii. I/we have read all the terms & conditions of bid (i.e. T.E. No. MOIL/CS/SA/2024-25) and the instructions and these are acceptable to me/us. I/We am/are familiar with all the requirements of the bid.
- ix. I/we undertake to maintain absolute secrecy/confidentiality about the cases of the MOIL & confidentiality mentioned in the tender document.
- x. that the PCS/ Firm or partners have no objection if MOIL makes any enquiries with third parties.
- xi. we are aware that any false information provided herein will make our appointment as Secretarial Auditor (if appointed) liable for termination.

For and on behalf of .....

**Signature:** .....

Name & Designation of the Authorized Signatory: .....

Stamp of the PCS/ Firm: ...

Place: .....

Date: .....

**SELECTION CRITERIA OF PCS/ FIRMS FOR SECRETARIAL AUDIT AND SECRETARIAL COMPLIANCE REPORT UNDER COMPANIES ACT, 2013 AND SEBI (LODR) REGULATIONS, 2015, FOR FINANCIAL YEARS 2025-26 TO 2029-30 (i.e. FOR 5 YEARS)**

Sr. No.	Description	Minimum Point Score	Maximum Point Score	Criteria	Self-Score
1.	The Lead Partner/ Proprietor/ Individual, <u>under whose supervision</u> the Secretarial Audit will be carried out, should have <u>continuous (without any break) experience of 10 (Ten) years or more as whole-time PCS</u> . The experience of lead partner / proprietor / individual shall be counted for eligibility criteria. The cut-off date for ascertaining the experience in whole-time practice will be 28.02.2025.	10	15	1 (one) point for every completed calendar year.  (Counted from the date of registration of the PCS/ Firms with ICSI to 28.02.2025 )	
2.	The PCS/ Firm should have been appointed Secretarial Auditor during last ten years (as per the provision of Companies Act, 2013) of at least 3 (three) different Public Companies including one Govt. Company/Govt. Bank, having:  (i) a paid-up share capital of Rs.50 Crore (Rupees Fifty Crore) or more; or  (ii) a turnover of Rs.250 Crore (Rupees two hundred fifty crore) or more, out of which one company shall be a listed either on BSE or NSE.	30	40	10 points for first three companies and 5 marks each for 4 <sup>th</sup> and 5 <sup>th</sup> companies.	
3.	(i) In case of PCS: In addition to PCS, at least two full time employees / associate members or combination thereof, who are qualified Company Secretaries. (ii) In case of Partnership Firm: At least three active partners or in case of two partners' firm minimum one more qualified Company Secretary as a full time employee / associate member.  <b>(Associate other than Clause No, 5 below)</b>  <b>Note:</b> Full time employee/Associate member(s) must have post qualification experience of at least 6 years in employment/whole-time practice.	15	20	(i) 5 points for each PCS/ active Partner / employee. (ii)2.5 points for each associate member subject to maximum of two associate members.	

4.	The PCS / Firm should have Turnover of Rs. 15 Lakh or more from profession in preceding Financial year (i.e. 2023-24 ).	10	15	(i) 10 points for Annual Turnover of Rs.15 lakh.  (ii)Above Rs. 15 lakh Annual Turnover, 1 (one) point each for every increase of Rs. 1 (one) lakh	
5.	Name, Address of the Associate PCS/ Firm in Nagpur with PAN No. and GST Registration No., if applicable.  <b>(Associate other than Clause No, 3 above)</b>	10	10	-	
	<b>Total</b>	<b>75</b>	<b>100</b>	-	

Fractions should be rounded off to nearest digit.

Place: .....

Date: .....

For and on behalf of .....

**Signature:** .....

Name & Designation of the Authorized Signatory:.....

Stamp of the PCS/ Firm: .....

UNDERTAKING/CONFIRMATION

**(To be Jointly signed by bidder and associate on plain paper)**

Ref: Tender No. MOIL/CS/SA/2024-25

Date:

To  
Company Secretary  
MOIL Limited,  
1-A, Katol Road,  
Nagur- 440013

**Sub.: Confirmation of Association with .....(Name of PCS/Firm)**

Dear Sir,

I/We.....(name of Associate) hereby confirm that I/we am/are associated with  
..... (Name of applicant PCS/Firm).

I/we do not have any objection in citing myself/ourselves as an associate of  
.....(Name of applicant PCS/Firm) for making application for selection  
of Secretarial Auditor of MOIL Limited from Financial years 2025-26 to 2029-30 (i.e. for 5 years)and  
other terms and conditions of Tender No. MOIL/CS/SA/2024-25 dated 10.03.2025.

Signature .....  
Name of Associate  
M.No.  
CoP No.  
Stamp

Signature .....  
Name of Associate  
M.No.  
CoP No.  
Stamp

Signature.....  
Name of applicant PCS/Firm  
M.No.  
CoP No  
Stamp

**GENERAL CHECK LIST:**

<b>Sr. No.</b>	<b>Description of the document</b>	<b>Enclosed Y/N</b>
1	ICSI Membership Certificate & Certificate of Practice (CoP) of the Lead Partner/ Proprietor/ Individual, under whose supervision the Secretarial Audit of MOIL will be carried out.	
2	Copy of approval letter from ICSI in respect of Firm's name	
3.	Secretarial Audit Reports (Form MR-3) or appointment letter  Also please attach the relevant page of Annual Reports of concerned companies by <i>clearly specifying</i> Paid up Capital and Turnover for each year.	
4.	Certificate of Practice (CoP)/ICSI Membership Certificate of active partners, Associate PCS/Firm and full time employees/ associate members, who are qualified Company Secretaries.	
5.	Income Tax Returns for the Financial Year 2023-24. Please highlight the relevant figures taken for computation of Annual Turnover from profession.	
6.	Copy of GST registration certificate, if applicable	
7.	PAN Copy of the PCS/Firm	
8.	Authority letter for signing and submitted the bid in favour of signatory (Only in case of Partnership Firm. The letter should be signed by majority of the partners)	
9.	Valid Peer Review certificate	
10.	Undertaking /confirmation as per <b>Annexure IV</b>	
11.	Documentary evidence of having tie up/association with other PCS in Nagpur (Jointly signed by bidder and associate in <b>Annexure VI</b> )	
12.	Brief profile of PCS / Firm including list of Partners, if applicable	

**NOTE:**

- 1. Signature to be affixed with stamp of the PCS /Firm 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 the tender & bid documents is not accepted.**

\*\*\*\*\*