

ಬೆಲಗಾವಿ ಸ್ಮಾರ್ಟ್‌ಸಿಟಿ ನಿಯಮಿತ

1ನೇ ಮಹಡಿ, ಬುಡಾಕಚೇರಿ, ಅಶೋಕ ನಗರ,
ಬೆಲಗಾವಿ-590 016.

ದೂರವಾಣಿ ಸಂ.:0831-2461352.

Website: www.bscl.in, Email: bscltd16@gmail.com TAN: BLRB14232B PAN: AAGCB9785J CIN: U74999KA2016PLC093099



BELAGAVI SMART CITY LIMITED

1st Floor, BUDA Office, Ashok Nagar,
Belagavi-590 016.

Phone No.: 0831-2461352.

No: BSCL/CS/Secretarial Audit-3/2020-21/188

Date: 10-06-2021

RECRUTMENT NOTIFICATION

The Managing Director of Belagavi Smart City Limited invites applications for the following post for FY 2020-21:

1. Secretarial Auditors- A Qualified Company Secretary Firms.

For further details check the official website: www.bscl.in and last date for receipt of application is ~~25-05-2021~~.

for 
Managing Director,
Belagavi Smart City Limited.
10/6
10. 09

APPOINTMENT OF SECRETARIAL AUDITOR

SUB: APPOINTMENT OF PRACTISING COMPANY SECRETARY INDIVIDUAL/FIRM OF COMPANY SECRETARIES FOR CONDUCTING SECRETARIAL AUDIT FOR BELAGAVI SMART CITY LIMITED FOR THE FINANCIAL YEAR 2020-21-REGARDING.

Belagavi Smart City Limited (BSCL) is a public limited Company incorporated under the Companies Act, 2013 as a Special Purpose Vehicle (SPV) on 11th May 2016. Company is having a equity participation of Belagavi City Corporation (BCC) and State Government with the Authorized capital of Rs.500 Crores to develop Belagavi as a Smart City as per the Guidelines of the Ministry of Urban Development, Government of India.

1. SCOPE OF WORK

In terms of Section 204 of the Companies Act 2013 and the rules framed there under, however, illustrative (but not exhaustive) scope of Work is given in **Annexure-1** for understanding and ready reference.

2. ELIGIBILITY CRITERIA FOR SUBMISSION OF TECHNICAL BID

Qualifying Criteria for Appointment of Practicing Company Secretary (PCS)/Firm of Companies Secretaries (Firm) are as under:-

- i) Only a member of the Institute of Company Secretaries of India holding certificate of practice (company secretary in practice) can conduct Secretarial Audit and furnish the Secretarial Audit Report to the Company. The Lead Partner/Proprietor, under whose supervision the Secretarial Audit of Belagavi Smart City Limited will be carried out, should have continuous (without any break) experience of 5 years or more in full time practice as on 31-03-2021;

- ii) Company Secretary Firm/PCS should have at least one active partner/ employees in full time practice who are qualified Company Secretaries and members of ICSI.
- iii) The PCS/Firm should have an Average Annual Turnover of Rs. 10 Lakhs or more, in preceding three Financial Years;

3. TERMS AND CONDITIONS

(i) Validity of Appointment: The appointment will be for the financial year 2020-21 and could be extended for any period up to till 3 financial years on the basis of annual review by the Audit Committee/Board/Nomination and Remuneration Committee.

(ii) Periodicity of Audit: In the year 2020-21, an initial audit be conducted at the time of appointment to gain an understanding of the existing procedures and practices and to make suggestions with regard thereto. Time being the essence of the contract, it is expected that the Secretarial Audit report should be submitted at earliest as per the format(as near as possible) prescribed under rule No. 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014.

(iii) Place of Audit: The audit work has to be conducted at the Registered Office of the Company at 1st Floor, BUDA Office, Ashok Nagar, Belagavi -590016 Karnataka.

(iv) Payment terms: Payment will be released within one month from the date of submission of bill by the PCS/Firm after issuance of Secretarial Audit Report to the satisfaction of the Belagavi Smart City Limited after due approval of the Board. No advance payment shall be made for conduct of Secretarial Audit.

(v) The Company reserves the right to reject all or any bids without assigning any reason(s), whatsoever.

(vi) 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 Managing Director will be final and binding on both the parties to the Contract.

(vii) **Last date for submission of Technical Bid & Financial Bid:** Technical Bid and Financial Bid formats are enclosed as Annexure-II and Annexure-III respectively. The Technical Bid and Financial Bid duly signed on each page should be submitted in separate sealed envelopes super scribed as 'Technical Bid' and 'Financial Bid' for "Offer for conducting Secretarial Audit" and should reach by hand/post/courier on or before 25-06-2021 latest by 5.00 PM at the following address:-

Managing Director,
Belagavi Smart City Limited,
1st Floor, BUDA Office, Ashok Nagar,
Belagavi-590016

(ix) **Opening of Technical bid:** Technical bids will be opened on 29-06-2021 at 11.00 AM At Registered Office of the Company in the presence of applicants, who desire to be present there. The Technical Bids received after the specified date/time, incomplete/unsigned, in open envelope or by fax will not be considered and be rejected.

(x) **Opening of Financial Bid:** After evaluation of technical bids on predetermined criteria, Financial Bids will be opened on 29-06-2021 at 3.30 PM

In case of any clarification required in the regard, the company Secretary could be contacted at phone no. 0831-2461352. Belagavi Smart City Limited reserves the right to cancel/restrict/enlarge/modify/ postpones and/or extend the date of receipt/ opening of Bid or withdraw the Bid notice without assigning any reason(s) whatsoever. In such case the bidders shall not be entitled to any form of compensation from the Company.

Annexure-I

SCOPE OF WORK-SECRETARIAL AUDIT

Examine and report on the compliance of the following five specific laws:

Secretarial Auditor has to check compliances by the company under the following laws and rules made there-under;

- i. Compliance with the Companies Act 2013 and rules and regulations made there under as the case may be;
- ii. Compliance with other Corporate Economic Laws and other statues as applicable to Belagavi Smart City Limited;
- iii. Secretarial Standards issued by The Institute of Company Secretaries of India and approved by the Central Government;
- iv. The Memorandum of Association and Articles of Association of the Company;
- v. Secretarial Audit Report as prescribed in MR 3.

Annexure-II

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

PROFORMA FOR TECHNICAL BID

(For conducting Secretarial Audit of Belagavi Smart City Limited)

To,

**Managing Director,
Belagavi Smart City Limited,
1st Floor, BUDA Office, Ashok Nagar,
Belagavi-590016.**

S.NO	PARTICULARS	
1	Name of the Practicing Company Secretary (PCS)/Firm of Company Secretaries (Firm): <ul style="list-style-type: none">• Whether Partnership/ Proprietorship/ Individual• Name of the Lead Partner/Proprietor/ Individual/In charge• Name(s) of the Contact person(s) and the Contact Details	
2	I. Date of Commencement of Practice as PCS/ Firm details II. Date of registration of name of the Firm with ICSI III. Certificate of Practice (COP) Number/ Registration Number. (Please Attach Documentary evidence):	
3	Details of Office(s) Address:- Telephone Nos. :- Fax No. :- Email. :- Website. :-	
4	Post Qualification Experience in full time practice of Lead Partner/Proprietor/Individual under whose supervision the Secretarial Audit will be conducted. (Please Attach Documentary evidence i.e. COP etc.)	

5	PAN No. Service Tax Regn. No. (Please Attach Documentary evidence)	
6	Number of active Partners in the Firm of Number of employees with PCS, who are qualified Company Secretaries and members of ICSI :- Number of Qualified/Semi Qualified CS working in/with PCS/Firm Number of CS Final/Intermediate Passed CS Trainees in/with PCS/Firm (Please attach details including name, membership no. ,experience etc. of active partner/employee)	
7	Average Annual Turnover of the PCS/Firm in preceding three financial yeas based on ITR/Balance sheet. (Please Attach Documentary evidence)	
8	Any other relevant information (Please Attach separate sheet, if required).	

DECLARATION-

- 1. All the information provided by me/us herein above is correct.**
- 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 read all the terms & conditions of bid and the instructions and these are acceptable to me/us.**

Signature:-----

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

Stamp of the PCS/Firm:-----

Date:-----

Place:-----

Annexure-II

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

PROFORMA FOR TECHNICAL BID

(For conducting Secretarial Audit of Belagavi Smart City Limited)

To,

Managing Director,
Belagavi Smart City Limited,
1st Floor, BUDA Office, Ashok Nagar,
Belagavi - 590016.

(PRICE BID)

Schedule of Rates

Description	Lump sum Price (Rs)
Fixed Amount (Inclusive of all charge, out of pocket expenses, etc.) per annum	
Applicable GST	
TOTAL AMOUNT PAYABLE	
Amount in words	

- Note:** 1. The above quoted amount is inclusive of all taxes and duties and remains firm during the period of the contract.
2. Retainer fees is payable on monthly basis after submitting the bill.

Signature:-----

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

Stamp of the PCS/Firm:-----

Date:-----

Place:-----