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## ODISHA STATE CIVIL SUPPLIES CORPORATION LTD

(A Govt. of Odisha Undertaking)

REGD. OFFICE: C/2, NAYAPALLI, BHUBANESWAR - 12

CIN: U51211OR1980SGC000894

Tel No:0674-2395391, Fax No:0674-2395291, website: [www.oscsc.in](http://www.oscsc.in)

File No. Secy. 05/2019

No. 7893

Dt: 01-06-2019

To

**The Chairman**

Bhubaneswar Chapter of ICSI,  
ICSI Building, Plot No.70, VIP Colony,  
IRC Village, Bhubaneswar-751015.  
Email [ID-bhubaneswar@icsi.edu](mailto:ID-bhubaneswar@icsi.edu)

Sub:- Furnishing names of 10 to 15 nos. of practising Company Secretary Firms for conducting of one time Secretarial Audit.

Sir,

With reference to the subject cited above, I am to say that, Odisha State Civil Supplies Corporation Limited, C/2, Nayapalli, Bhubaneswar-12 wants to conduct secretarial audit for the Financial Year 2014-15 to 2018-19. So, you are requested to send the Bio-Data of 10 to 15 nos. of Company Secretary Firms having the requisite eligibility criteria as per the expression of interest enclosed here with to the under signed on or before 12<sup>th</sup> June 2019 by 3.00 P.M. for selection of one suitable firm.

Yours faithfully,

Memo No. 7894 dt. 01-06-2019

FA & CAO

1/6/2019

- i) Copy submitted to the Steno to M.D, OSCSC Ltd. for kind information of the Managing Director.
- ii) Copy submitted to the General Manager (Admn.), OSCSC Ltd. for information & requested to publish a copy of the "Expression of Interest" on the office Notice Board.
- iii) Copy submitted to the IT Section, OSCSC Ltd. for information & requested to host the "Expression of Interest" in the website of the OSCSC Ltd.

FA & CAO

1/6/2019

## EXPRESSION OF INTEREST

Expression of interest is invited from reputed Practicing Company Secretary/ Firm of Company Secretaries for conducting of Secretarial Audit of OSCSC Ltd. for five consecutive Financial Year i.e. from 2014-15 to 2018-19.

### Eligibility Criteria for Selection of Firm:-

- (i) The Proprietorship/ Partnership/ Company/ LLP under whose supervision the Secretarial Audit of OSCSC Ltd. will be carried out should have a minimum Post CS Qualification Experience of 10 Years, out of which minimum 5 Years should be in full time practice.
- (ii) The firm should have an average turnover of Rs. 15.00 lakhs.
- (iii) The firm should have adequate Manpower/Staff for conducting of Audit.
- (iv) The firm should have an Office in Bhubaneswar.
- (v) The firm should have registered under the Income Tax Act and GST Act. Copy of registration certificate to be furnished.
- (vi) The firm should have experience of conducting or undertaking Secretarial Audit of Companies/ PSU/ Govt. Organisation having good repute.

Those firms having the above eligibility criteria are requested to furnish their proposal for conducting of Secretarial Audit in a closed envelope on or before 12<sup>th</sup> June 2019 by 3.00 P.M., addressing to the FA & CAO, OSCSC Ltd., C/2, Nayapalli, Bhubaneswar-12.

Firms having the above eligibility criteria are requested to mention their Audit fees for the above Audit for F.Y 2014-15 to 2018-19 in the following manner. Audit Fees in Figures Rs. \_\_\_\_\_ & in words ( \_\_\_\_\_ ). Taxes if any will be paid separately as per rules by the OSCSC Ltd.

### TERMS AND CONDITIONS:-

- (i) **Completion of Audit:** The Secretarial Audit shall be completed within a period of 30 days from the date of receipt of work order.
- (ii) **Place of Audit:** The audit work has to be conducted at the Head Office of Odisha State Civil Supplies Corporation Ltd, C-2, Nayapalli, Bhubaneswar-751012.
- (iii) **Payment Terms:** Payment will be released within one month from the date of the submission of bill by the firm as well as after issuance of Secretarial Audit Report to the satisfaction of OSCSC Ltd. No advance shall be made for conduct of Secretarial Audit.


- (iv) The selected Firm shall nominate a Nodal Officer within 3 days from the receipt of work order. Details of the Nodal Officer should be given to OSCSC Ltd. immediately after his/her nomination for timely and smooth interaction.
- (v) In case of any dispute arising during execution of work, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of the Managing Director, OSCSC Ltd. will be final and binding on both the parties to the contract.
- (vi) The Managing Director, OSCSC Ltd. reserves the right to reject any or all bids without assigning any reason(s), thereof.
- (vii) If any false information/ documents is provided /submitted and it comes to the knowledge of OSCSC Ltd, the authority reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect and take legal action against the bidder/ empanelled firm/ proprietor.

**Scope of Secretarial Audit:**

The broad purpose of Secretarial Audit is identification and verification of the compliances under the various enactments, rules, regulations and guidelines as may be applicable on the company.

On the basis of the audit, the Auditor will give a report on the compliances of applicable provisions of various Laws as follows.

1. The Companies Act, 2013, and Rules made there under, including any amendment thereof, wherever applicable.
2. Any other Laws/ Regulations/ Guidelines as may be applicable specifically to the company from time to time.
3. The Auditor shall also examine the compliance of Secretarial Standards issued by the Institute of Company Secretaries of India and as approved by the Central Government.
4. The Auditor shall also verify the books, papers, minutes books, forms and returns filed and other records maintained etc.

  
FA & CAO  
OSCSC Ltd.

1/6/2019