



ASSAM ELECTRICITY GRID CORPORATION LIMITED
REGD OFFICE, 1ST FLOOR, BIJULEE BHAWAN : PALTANBAZAR
GUWAHATI 781001

CIN : U40101AS2003SGC007238

☎ 0361-2739520 / 0361-2541507, FAX - 0361-2739513 / 0361-2733936
Web - www.aegcl.co.in / e-mail - aegcl2013@gmail.com

INVITATION OF EXPRESSION OF INTEREST (EOI) FROM PCS / FIRMS OF PCS FOR APPOINTMENT AS SECRETARIAL AUDITOR OF ASSAM ELECTRICITY GRID CORPORATION LIMITED FOR THE FINANCIAL YEAR 2022-23

COMPANY PROFILE

Assam Electricity Grid Corporation Limited, a vibrant growth oriented Public Sector Company registered under 'Company Act, 1956'. It was formed out of restructured Assam State Electricity Board in 2003 and was notified as the State Transmission Utility (STU). Its core business is to efficiently transport electrical power from electrical power bulk heads to the distribution company networks in the state of Assam.

Assam Electricity Grid Corporation Limited has consistently maintained the transmission system availability over 99% which is at par with other National Transmission Utilities.

1. Existing Installed Capacity

AEGCL has 78 nos. of EHV Grid Substation with total transformation capacity of 8542 MVA and 5986.72 ckt. Km of Transmission lines

Substations:

Sl No.	Voltage Level (in Kv)	Total Capacity (MVA)	Nos. of Sub-Stations
1	132/33 KV	4580	63
2	132/66 KV	40	1
3	220/132/33 KV	3160	11
4	132/11 KV	32	1
5	220/33 KV	100	1
6	400/220 KV	630	1
	Total	8542	78

2. Existing Transmission Lines

Sl No.	Name of Transmission Line	Voltage Level (in Kv)	In Ckt. Km
A	TOTAL 400 KV TRANSMISSION LINES	400	7.20
B	TOTAL 220 KV TRANSMISSION LINES	220	2048.50
C	TOTAL 132 KV TRANSMISSION LINES	132	3318.02
D	TOTAL 66 KV TRANSMISSION LINES	66	613.00
	Total		5986.72

gk

3. Scope of Work: - The broad scope of work would be as per the provisions of the Companies Act, 2013 and Rules there under.

4. Selection Criteria:

4.1 Practicing Company Secretary / PCS Firms registered with the Institute of Company Secretaries of India (ICSI) having its office(s) in Assam preferably in Guwahati shall be considered for Short listing /Appointment as Secretarial Auditors for conducting Secretarial Audit of the Company. The Proprietor/Partners of the firm must be a fellow member of ICSI and having LLB Degree will be given preference.

4.2 The following will be the basis of Points for the selection and selection will be made on the basis of attainment of highest Points.

Sl. No	Selection Criteria	Basis for awarding of Points	Maximum Points
1	Experience in practice (No. of years)	(10-15 yrs)-10 points (more than 15 yrs)-20 points	20
2	Experience of PSU/ Govt. Companies	5 Points for completed Secretarial Audit for each PSU/State PSU.	20
3	Experience related to Power Companies	5 Points for a completed Secretarial Audit of each Power Company.	10
4	No. of Partners / Members	(1-2)- 5 points (3-5)-10 points (more than 5)-15 points	15
5	Average Turnover of the firm for last 3 years (FY 2019-20, FY 2020-21, FY 2021-22)	(Rs.10-Rs.15 lakh)-3 points (Rs.16-Rs.20 lakh)-7 points (Rs.20-Rs.30 lakh)-10 points (more than Rs.30 lakh)-15 points	15
6	Majors clients (i.e., Companies with Annual Turnover > Rs. 300 Crores)	5 Points for each such Client.	20
TOTAL			100

Note:

1. Clear and complete details in separate sheets, for determination of Points with supporting documents of information against Item from Sl. No. 1 to 6 above are to be furnished.
2. The Firm securing at least 50% marks based on above system shall be considered as qualified.

5. Pre-requisites for considering rankings:

5.1 Documentary evidence(s) in support of Criteria at 4.2 (Sl. No. 1 to 6) mentioned in the above table and para-5.2 below is required to be submitted. Proposals without the required documentary evidence(s) shall be ignored for evaluation.

5.2 In case of a tie, the following sequence shall be adopted for selection:

- a. Firm with longer experience will be preferred based on the year of establishment.
- b. Firm with a higher number of Fellow Members of the Institute of Company Secretaries of India (ICSI) as partners will be considered.

6. Terms and Conditions:

6.1 The tenure of appointment shall be initially for the Financial Year 2022-23, which may be extended for a further period of five years or more based on satisfactory performance and at the discretion of the Company.

6.2 The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever.

6.3 Overwriting/correction/erase and/or use of white ink should be avoided in the Offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorised person of applicant firm.

6.4 Documentary evidence(s) in respect of all the information above by the applicant firm(s) must be furnished along with the proposal.

6.5 All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorised signatory of the applicant firm(s) with the firm's seal.

6.6 The proposal should be submitted strictly as per the terms & conditions laid down in the document. The Offer in the Prescribed Format at Annexure – I is to be submitted in physical form at following address:

<p>Company Secretary, Assam Electricity Grid Corporation Limited (AEGCL) 1st Floor, Bijulee Bhawan Paltan Bazar, Guwahati-781001 Email Id- companysecretary@aegcl.co.in</p>

The sealed offer for appointment of Secretarial Auditor should be submitted for the bid in the office of above mentioned address as per the Format attached at Annexure -I. The bid envelope must be sealed and super – scribed with “EOI for Appointment as Secretarial Auditor of AEGCL for the F.Y. 2022-23”. The Name & Address of the Applicant firm must also be mentioned on the body of the envelope. Offers submitted in any other form shall not be considered.

6.7 The Company reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.

6.8 The Firms are required to submit their GSTIN if applicable, in their offers.

6.9 The last date for receipt of the proposal is 21/08/2023 up to 2:00 P.M in the Tender Box of the above address. Proposals received after this date and time shall not be considered.

6.10 The Bid will be opened on 21/08/2023 at 3:00 PM.

7. Secretarial Audit Fees:

7.1 The selected Secretarial Audit Firm shall be paid for Rs. 60000/- (Rupees Sixty thousand) only excluding GST, for the FY 2022-23

8. Compliances / Declarations /Certificates by Individual / firm(s) on appointment: The Secretarial Audit Firm(s) shall have to comply with and furnish declarations and certificates as required under Companies Act, 2013.

8.1 The Secretarial Audit Firm shall not sub-contract the Secretarial Audit work.

8.2 The Secretarial Audit team will work in strict confidence and will ensure that all data, statements and documents and any other informations in respect of the operation of the Company is dealt with in strict confidence and secrecy.

8.3 No partner of the Secretarial Audit firm should be related to either Managing Director or any Whole Time Directors or Part Time Directors or any employee of the Company within the meaning of the Companies Act, 2013.

8.4 Neither the Secretarial Audit Firm nor its partner(s) nor associates should have any interest in the business of the Company.

8.5 The Secretarial Auditor(s) will be required to issue & submit certificate of Independence and arms length relationship.

8.6 The Secretarial Audit firm(s) /Auditor shall have prime responsibility to ensure that the maximum number of audit limits specified under Companies Act, 2013 is not violated.

8.7 The Secretarial Audit firm (s) /Auditor shall be free from any disqualification under the Companies Act, 2013. In addition to this, the Secretarial Audit firm (s) /Auditor must not be holding any assignment as Statutory Auditor(s) or Internal Auditor(s) of the Company.

9. Debarring Provisions: The Audit Firm will be debarred from getting, the Secretarial Audit of AEGCL:

9.1 If the Firm obtains the appointment on the basis of false information / mis-statement.

9.2 If the Firm does not take up audit in terms of appointment letter.

9.3 If the Firm fails to maintain/honour confidentiality and secrecy of the Company's data, statement and information.

9.4 If the Firm fails to comply with any of condition laid down in clause 9 above.

Annexure-I

(To be given on Audit Firm's Letter Head)

Format for submission of Offer

Sl No.	Particulars	Information
1.	Name of the Secretarial Auditor/Firm of Secretarial Auditor: (Indicate whether Proprietary Concern or Partnership Firm)	
2.	Particulars of Secretarial Auditor/Firm of Secretarial Auditor :	
(i)	(a) Address of the Firm as registered with ICSI:	
	(b) Address of the Firm in Assam{if different from (a)}	
(ii)	Mobile No. of the Senior Partner (for Contact Purpose)	
(iii)	Email address of the Firm:	
(iv)	Website of the Firm, if any:	
(v)	Year of Establishment	
(vi)	Firm Registration No. (In case of Partnership Firm/Sole proprietary Firm)	
(vii)	Proprietor's Membership No.(In case of members not having Firm Name)	
(viii)	PAN No. of the Firm:	
(ix)	GSTIN of the Firm:	
3.	Selection criteria	
A	Experience in practice (No: of years) (Details to be submitted in Annexure)	
B	Experience in PSU/ Company Audit (Details to be submitted in Annexure)	
C	Experience related to Power Company (Details to be submitted in Annexure)	
D	No. of Partners / Members, Names & Addresses of the Partners along with their Membership Nos. to be given (Details to be submitted in Annexure)	
E	Majors clients, if any (i.e., Companies with annual turnover > Rs. 300 Crores) (Details to be submitted in Annexure)	

Declaration:-

I, _____ Partner / Proprietor of the Firm _____, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the appointment of Secretarial Auditors

Signature and seal of the firm

