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## **ASSAM ELECTRICITY GRID CORPORATION LTD.**

**CIN NO. U40101AS2003SGC007238**

### **Short Notice Inviting Quotations for Appointment of Consultant Company Secretary for Providing Advisory, Coordination, Compliance, and Handholding Support to AEGCL for its Proposed Initial Public Offering (IPO)**

**NIQ NO. AEGCL/HQ/ACCTS/LISTING/26-27/121/01 dated:- 24/06/2026**

#### **Chief General Manager (F&A)**

Assam Electricity Grid Corporation Limited,  
1<sup>st</sup> Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001.  
Email: [cgm.fa@aegcl.co.in](mailto:cgm.fa@aegcl.co.in)  
Website: [www.aegcl.co.in](http://www.aegcl.co.in)

Contact Person: Kashi Nath Baishya, DGM(F&A)  
Mobile: +919864512107  
Email: [kashinath.baishya@aegcl.co.in](mailto:kashinath.baishya@aegcl.co.in)

#### **Disclaimer:**

1. The information contained in this Short Notice Inviting Quotations (NIQ) document, and any information subsequently made available to prospective bidders, whether in documentary, electronic, oral, or any other form by or on behalf of Assam Electricity Grid Corporation Limited (AEGCL), its employees, representatives, or advisors, is provided on the terms and conditions set out in this NIQ and any other terms and conditions subject to which such information is provided.
2. This NIQ is not an agreement and is neither an offer nor an invitation by AEGCL to the prospective parties or any other person. The purpose of this NIQ document is solely to appoint a Consultant Company Secretary to undertake the scope of work specified herein in relation to IPO-related activities. This document provides interested parties with relevant information that may be useful in preparing and submitting their proposals pursuant to this NIQ.
3. AEGCL makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this NIQ. AEGCL may be in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIQ.
4. AEGCL reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this NIQ, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders.

5. Bidder shall be responsible for completing the Assignment as per the Scope of Work given to them. The Bidder shall not transfer the assignment to any other consultants /advisor.

6. 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 authorized person of applicant entity.

7. AEGCL reserves the right to cancel/restrict/enlarge/modify/postpone 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.

8. The decision of AEGCL shall be final, conclusive and binding on all the Bidders directly or indirectly connected with the bidding process.

9. By participating in this process, each entity/Party agrees to:

- Maintain strict confidentiality of all information shared by AEGCL in connection with IPO-related activities.
- Disclose any actual or potential conflict of interest that may affect its ability to provide independent and unbiased consultancy services.
- Comply with all applicable regulatory and statutory requirements governing IPO advisory and consultancy services

# Assam Electricity Grid Corporation Ltd.

Chief General Manager (F&A)  
Assam Electricity Grid Corporation Limited,  
1<sup>st</sup> Floor, Bijulee Bhawan, Paltanbazar, Guwahati-781001  
[www.aegcl.co.in](http://www.aegcl.co.in)

## SHORT NOTICE INVITING QUOTATIONS (NIQ)

From interested parties for Appointment of Consultant Company Secretary for Providing Advisory, Coordination, Compliance, and Handholding Support to AEGCL for its Proposed Initial Public Offering (IPO)

### 1. Introduction:

Assam Electricity Grid Corporation Limited. was constituted in 2003. The company is mainly responsible to efficiently transport electrical power from electrical power bulk heads to the distribution company networks in the state of Assam.

In a nutshell:

**Name of the Company:** Assam Electricity Grid Corporation Limited

**CIN No:** U40101AS2003SGC007238

**Type:** State Government-owned Public Utility

**Business:** Transmission of Electricity in the State of Assam

To know more about the Company, please visit the AEGCL's website [www.aegcl.co.in](http://www.aegcl.co.in)

### 2. Objectives:

The objective of this NIQ is to appoint a Consultant Company Secretary (CS) to provide professional advisory, coordination, compliance, and handholding support to Assam Electricity Grid Corporation Limited (AEGCL) in connection with its proposed Initial Public Offering (IPO).

### 3. Time schedule:

Sr. No.	Description	Detailed Information
1.	Name of Assignment	Appointment of Consultant Company Secretary for Providing Advisory, Coordination, Compliance, and Handholding Support to AEGCL for its Proposed Initial Public Offering (IPO)
2.	Date of issue of NIQ Documents to the Bidders	25-06-2026
3.	Last date and time for Bid Submission	02-07-2026 by 3.00 PM
4.	Eligibility Conditions	Refer Clause 4 below
5.	Bid opening Date	03-07-2026 at 2:00 PM
6.	Place of Submission and Opening the Bids	AEGCL, Bijulee Bhawan, Guwahati, Assam-781001

The bidders in response to this NIQ shall be required to submit duly filled-in hardcopies of Form-1 and Form-2 along with all supporting documents.

#### **4. Scope of Work:**

- I. The Consultant Company Secretary (CS) shall provide comprehensive professional advisory, coordination, compliance management, and handholding support to Assam Electricity Grid Corporation Limited (AEGCL) in relation to the proposed Initial Public Offering (IPO). The Consultant shall assist AEGCL in all activities from the commencement of the assignment until the successful listing of the Company's equity shares on the recognised Stock Exchange(s), including completion of all post-listing compliances falling within the scope of the assignment. The scope of work shall include, but shall not be limited to, the following activities:
- a. Assist AEGCL and its Company Secretary in carrying out all secretarial, corporate governance, and compliance-related activities required for the proposed Initial Public Offering (IPO), including review and validation of corporate records, statutory registers, governance frameworks, regulatory compliances, and other secretarial matters to ensure IPO readiness and compliance with applicable laws, regulations, and stock exchange and ROC requirements.
  - b. Assist AEGCL in selection of Merchant Banker/BRLM, including managing/evaluate the bidding process, responding to queries raised by prospective bidders, preparation of comparative statements and execution of the engagement agreement with the selected Merchant Banker/BRLM.
  - c. Act as a coordinator and interface between AEGCL, the Merchant Banker/BRLM, and other IPO-related intermediaries to ensure seamless communication and timely execution of IPO-related activities.
  - d. Monitor the progress of IPO-related activities against agreed timelines and milestones. Also, assist AEGCL in payment related activities to the Merchant Banker/BRLM.
  - e. Provide any other secretarial support as may be required from time to time.

#### **5. Eligibility Conditions:**

- (i) The lead PCS of the Firm/ LLP should have a minimum experience of 15 years in full-time practice.
- (ii) It should have its Registered office at Guwahati.
- (iii) The Firm/LLP should have prior experience in providing consultancy/advisory services in connection with an Initial Public Offer (IPO) of a company
- (iv) The Firm/LLP must have experience in carrying out Secretarial Audit of CPSE/SPSE.
- (v) The Firm/LLP should be peer reviewed as prescribed by the ICSI.
- (vi) Average Annual Turnover (Last 3 FYs: 2022-23 to 2024-25) Minimum ₹50.00 Lakhs
- (vii) The Firm/LLP should have existing experience in guiding State Public Sector Enterprises under Companies Act, 2013.
- (viii) Preference shall be given to PCS/Firms/LLPs possessing additional qualifications of LLB.

## 6. Evaluation criteria:

The selection of the consultant shall be made on a Quality cum Cost-Based Selection (QCBS) basis, with a technical weightage of 70% and financial weightage of 30%. The minimum eligible Technical Score is 70.

### A. Technical Evaluation (weightage of 70%)

Criteria	Max. Marks	Marking Scheme
1. Experience in Full-Time Practice as PCS Firm/LLP	20 Marks	<ul style="list-style-type: none"><li>• 15–20 years: 15 marks</li><li>• More than 20 years: 20 marks</li></ul>
2. Experience in Secretarial Audit of CPSE/SPSE	15 Marks	<ul style="list-style-type: none"><li>• 1–2 assignments: 5 marks</li><li>• 3–5 assignments: 10 marks</li><li>• More than 5 assignments: 14 marks</li><li>• Any power sector assignments: Additional 1 mark</li></ul>
3. Experience in IPO Advisory/Consultancy Services	30 Marks	<ul style="list-style-type: none"><li>• 1 IPO assignment: 10 marks</li><li>• 2–3 IPO assignments: 20 marks</li><li>• More than 3 IPO assignments: 30 marks</li></ul>
4. Experience in secretarial guidance in State Public Sector Enterprises under the Companies Act, 2013	15 Marks	<ul style="list-style-type: none"><li>• 1–2 assignments: 5 marks</li><li>• 3–5 assignments: 10 marks</li><li>• More than 5 assignments: 15 marks</li></ul>
5. Average Annual Turnover (FY 2022-23 to FY 2024-25)	10 Marks	<ul style="list-style-type: none"><li>• ₹50 lakh to ₹75 lakh: 5 marks</li><li>• Above ₹75 lakh: 10 marks</li></ul>
6. Additional Qualification (LLB)	10 Marks	<ul style="list-style-type: none"><li>• At least one Partner/PCS possessing LLB qualification: 5 marks</li><li>• More than one Partner/PCS possessing LLB qualification: 10 marks</li></ul>
<b>Total Technical Score</b>	<b>100 Marks</b>	<b>Sum of marks obtained under the above criteria</b>

### Qualifying Requirements (Mandatory):

1. Registered Office at Guwahati.
2. The PCS Firm/LLP must possess a valid Peer Review Certificate issued by the Institute of Company Secretaries of India (ICSI) as on the date of submission of the quotation.

**B. Financial Evaluation (weightage of 30%):**

Criteria	Max. Marks	Evaluation Formula
Quoted Cost (Lump Sum)	100 Marks	Score= (Lowest Bid / Bid under evaluation) ×100

The Proponent with the lowest lump sum pricing will be awarded 100 out of 100, and the financial bid of the remaining will be calculated as above

**C. Final Selection:**

- o The final score will be calculated as: Total Score = (Technical Score × 0.70) + (Financial Score × 0.30)
- o The bidder with the highest combined score will be awarded the assignment, subject to acceptance of terms.

**7. Conflict of Interest:**

AEGCL requires the Bidder to provide professional, objective, and impartial advice, and at all times hold AEGCL's interest paramount, strictly avoid conflicts with other assignment(s) or their own corporate interests, and act without any expectation/consideration for award of any future assignment(s) from AEGCL.

**8. Place of work:**

AEGCL Headquarters, Bijulee Bhawan, Guwahati, 781001 and any other places within/outside the state of Assam as required and approved by the competent authority for the completion of the task.

**9. Duration of the Contract Period:**

The engagement of the PCS Firm/LLP shall commence from the date of issuance of the Letter of Appointment/Work Order and shall remain valid until the successful completion of the IPO process, including listing of the Company's securities on the Stock Exchange(s).

**10. Preparation of the Proposal/Bid:**

- The name of the Proposed Assignment shall be "Appointment of Consultant Company Secretary for Providing Advisory, Coordination, Compliance, and Handholding Support to AEGCL for its Proposed Initial Public Offering (IPO)."
- The Technical Bid and Financial Bid is required to be submitted in sealed cover envelope along with documents in support of the details mentioned in NIQ.
- In preparing their Technical Bids, Bidders are expected to examine in detail the documents comprising this NIQ.

## 11. Submission & Receipt of Proposal/Bid:

i) AEGCL shall not be responsible for postal delay, misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated and this circumstance may be a cause for Proposal rejection.

ii) An envelope duly sealed and super scribing "Appointment of Consultant Company Secretary for Providing Advisory, Coordination, Compliance, and Handholding Support to AEGCL for its Proposed Initial Public Offering (IPO)" should be submitted at the address given below by hand delivery or post, not later than the last date and time of submission:

To,  
The Chief General Manager (F&A),  
AEGCL, 1<sup>ST</sup> Floor, Bijulee Bhawan  
Guwahati- 781001

iii) Any Proposal received by the AEGCL after the deadline for submission shall not be accepted.

## 12. Instructions To Bidder:

i) Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this NIQ or those that do not contain the documents as per the specified formats would be considered non-responsive and may be liable for rejection.

ii) Bids shall be submitted on or prior to 03:00 p.m. IST on the date provided in the NIQ - Time Schedule.

## 13. Other Terms and Conditions:

**1. Validity of Appointment:** The validity of appointment will be till the Completion of the Process of Initial Public Offer.

**2. Payment Terms:** The Payment terms will be decided after selection of the successful bidder as per mutual discussion and approval of the competent authority.

**3. Management Right:** The management of AEGCL reserves the right to reject all or any bid(s) without assigning any reason(s), whatsoever. If progress/performance of the team is not found satisfactory, AEGCL's management reserve the right to terminate the appointment, without assigning any reason whatsoever.

**4. 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 any dispute remains unresolved, the decision of the Managing Director, AEGCL, shall be final and binding on both the parties.

**5. AEGCL's Right to accept any Bid and to reject any or all Bids:** AEGCL reserves the right to accept or reject any or all the Bids, and to cancel the NIQ process at any time before or after finalization of appointment process, for any justified and genuine grounds.

**6. Misrepresentation:** If any false information/documents are provided/ submitted or it comes to the knowledge of AEGCL, AEGCL 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/ firm/proprietor.

**7. Confidentiality/Non-Disclosure Agreement:** The appointed Practicing Company Secretary/Firm/LLP as Consultant for Guiding on IPO of AEGCL will have access to the data of the AEGCL. The PCS Firm / LLP should treat as confidential

all data and information about the AEGCL obtained in the execution of the proposed assignment, hold it in strict confidence and should not reveal such data/information to any other party.

**8.Right to cancel the assignment:** AEGCL reserves the right to cancel or terminate the assignment at any time if the management determines that the consultant's performance is unsatisfactory or if the services of the consultant are no longer required.



Guwahati

Chief General Manager (F&A), AEGCL

**FORM-I**

**(On the letter head of the Firm /LLP)**

**PROFORMA FOR TECHNICAL BID**

Appointment of Consultant Company Secretary for Providing Advisory,  
Coordination, Compliance, and Handholding Support to AEGCL for its Proposed  
Initial Public Offering (IPO)

To

.....

(AEGCL)

Sl. No	Particulars	Reply
1	Name of the Firm /Limited Liability Partnership of Company Secretaries (LLP)	
	Name(s) of Contact person(s) and the Contact details	
2	Date of Constitution of Firm/ COP date (Attach documentary evidence)	
3	Valid certificate of peer review issued by the Institute of Company Secretaries of India. (Attach documentary evidence)	
4	Details of Registered office :  Telephone Nos:  Email Id:	
5	Experience of the PCS Firm/LLP - Total Post Qualification Experience in full time practice (Please Attach Documentary evidence)	
6	PAN No (attach documentary evidence)	
	GST Tax Registration No. (attach documentary evidence)	
7	Experience in carrying out Secretarial Audit of CPSE/SPSE (Attach documentary evidence)	
8	Average Annual Turnover (Last 3 FYs: 2022-23 to 2024-25) Minimum ₹50.00 Lakhs  (Attach documentary evidence)	

9	Existing experience in providing secretarial guidance in State Public Sector Enterprises under Companies Act, 2013. (Enclose List and Attach documentary evidence)	
10	Experience in guiding the Initial public offer of any existing company (Attach Documentary proof)	
11	Additional Qualification of LLB, if any (Attach documentary evidence)	

**Declaration**

1. All the information provided by me / us here above is correct to the best of my/ our knowledge & belief.
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 the bid and the instructions, and these are acceptable to me / us.

For and on behalf of (name of the bidder)

Signature Name & Designation of the Authorized Signatory  
 Membership No.  
 Stamp

Date:  
 Place:

**FORM 2**

**PROFORMA FOR FINANCIAL BID**

To,  
The .....  
**Assam Electricity Grid Corporation Limited (AEGCL)**  
[Address]

**Financial Proposal**

In response to the Notice Inviting Bids (NIB) for Appointment of Consultant Company Secretary for Providing Advisory, Coordination, Compliance, and Handholding Support to AEGCL for its Proposed Initial Public Offering (IPO) process, I/We hereby submit our Financial Bid as under:

<b>Si No.</b>	<b>Particulars</b>	<b>Base Price (A)</b>	<b>GST (B)</b>	<b>Total Amount Inclusive of GST (₹) (A+B)</b>
1	Professional Fee (Exclusive of GST)			
2	Administrative expenses including out of pocket expenses			
3	Other, if any (Please specify...)			
4	<b>Total</b>			

**Declaration**

- 1. The quoted price shall be in INR.**
- 2. The above quoted fee shall remain valid for the entire duration of the assignment.**
- 3. The quoted fee is exclusive of travel outside Guwahati / Assam and other incidental expenses required for**

**successful completion of the assignment, except statutory taxes as applicable. These expenses shall be reimbursed subject to prior approval from the competent authority.**

- 4. I/We have carefully examined the NIB and agree to abide by all the terms and conditions contained therein.**

For and on behalf of (name of the bidder)  
Signature Name & Designation of the Authorized Signatory  
Membership No.  
Stamp

Date:  
Place: