



North Eastern Development Finance Corporation Ltd.
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Website: www.nedfi.com

EXPRESSION OF INTEREST (EOI)

Empanelment for carrying out

Secretarial Audit

1. Date of Issue : 25/10/2024
2. Last Date and Time for Submission of Bid : 08/11/2024, 1530 hours
3. Email ID for Submission of Pre-Bid Query : veekashagarwal@nedfi.com,
csnedfi@nedfi.com

Issued by:
General Manager (Finance & Accounts)
North Eastern Development Finance Corporation Ltd., Guwahati

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Introduction

This EOI is proprietary to NEDFi, and NEDFi reserves the right to recall the EOI in its entirety or in part. All responses to the EOI will become the property of NEDFi and will not be returned.

1. Purpose of EOI

The purpose of this Expression of Interest (EOI) is to empanel reputed and experienced practicing Company Secretary/ Firms to conduct Secretarial Audit of the Corporation. The objective of the document is to provide indicative information on the scope of the work, schedules, deliverables and required qualifying criteria for selection of the firms. Request to submit financial bids will be communicated to only the shortlisted firms as per the qualifying criteria provided and decided by internal committee of the Corporation.

2. Scope of the Work

Scope of Secretarial Audit will be as per provisions set in Companies Act, 2013 and rules related thereto.

Instruction to Bidders

1. Bidders may download the EOI document from www.nedfi.com. No physical copy of the EOI document would be made available.
2. Bidders are advised to carefully examine the EOI document. Submission of the bid shall be deemed to have been done after careful study and examination of the EOI document.
3. The response to this EOI should be full and complete in all respect. Bid should be submitted as per the format provided. Failure to furnish all information required by the EOI documents or submission of a proposal not substantially responsive to the EOI document in every respect will be at the Bidder's risk and may result in rejection of its EOI proposal.
4. The Bidder shall bear all costs associated with the preparation and submission of their EOI. NEDFi will not bear any costs in this regard.
5. The last date for submission of EOI bid is indicated in the cover note. Any EOI received by NEDFi after the mentioned deadline shall be rejected.
6. NEDFi will not be responsible for any delays in the submission of the EOI by any of the Bidder or loss of the same in transit. Bidders are advised to ensure the receipt of their EOI at the address indicated.
7. NEDFi is not bound to accept any EOI, and reserve the right to annul the selection process at any time prior to Contract award, without thereby incurring any liabilities.

8. This EOI does not commit NEDFi to award a contract or to engage in negotiations with any Bidder.
9. Pre bid queries, if any, should be submitted through email to veekashagarwal@nedfi.com or csnedfi@nedfi.com
10. NEDFi will endeavour to provide timely response to all queries. However, NEDFi makes no representation or warranty as to the completeness or accuracy of any response made in good faith.
11. The corrigendum (if any) and clarifications to the queries from all the bidders will be posted on www.nedfi.com. Any such corrigendum shall be deemed to be incorporated into this EOI.
12. In the event of any corrigendum being made to the EOI, NEDFi may, at its discretion, extend the last date for receipt of EOI bids so as to provide reasonable time to the prospective Bidders to take into account the corrigendum while preparing their bids. Extension of time, if done, will be notified in the website (www.nedfi.com).
13. This EOI does not constitute an offer by NEDFi. The bidder's participation in this process may result in NEDFi shortlisting the bidder to submit a complete technical and financial response at a later date.

EOI Submission Format

The entire EOI proposal shall be strictly as per the format specified in this Invitation for Expression of Interest and any deviation may result in the rejection of the EOI proposal. All the necessary points required by this EOI Document have to be specified in clear detail. The following documents should be furnished for evaluation of EOI (to be submitted as per EOI Forms 1 to 4):

- **EOI Form-1:** Covering letter with Correspondence Details
- **EOI Form-2:** Brief profile of the firm with details of full time partners, staffs (qualified and non-qualified) and trainees.
- **EOI Form-3:** An abstract showing year wise Total Financial Turnover for the preceding 3 (three) years.
- **EOI Form-4:** Details of work experience.

NEDFi will constitute an in house EOI Proposal Evaluation Committee to evaluate the responses of the bidders.

1. The Committee shall evaluate the responses to the EOI based on supporting documents and documentary evidence submitted. Inability to submit requisite supporting documents may lead to rejection of the EOI. Each of the responses shall be evaluated to validate compliance of the bidders according to the Forms and the supporting documents specified in this document.
2. The decision of NEDFi in the evaluation of responses to the EOI shall be final. No correspondence will be entertained related to the evaluation process of the Committee.
3. NEDFi will shortlist bidders who meet the Qualifying Criteria mentioned in this Invitation to Expression of Interest.
4. Request to submit financial bids will be communicated to only the shortlisted firms as per the qualifying criteria provided and decided by evaluation committee of the Corporation.
5. NEDFi reserves the right to reject any or all proposals.
6. Any attempt by a Bidder to influence the bid evaluation process may result in the rejection of its EOI proposal.

Qualifying Criteria

An EOI must meet the specific requirement for all the criteria listed below to be shortlisted.

The short-listing criteria are as follows:

Criteria	Specific Requirement	Documents Required
Experience	Should have been practicing/operating for the last 10 (ten) years	Certificate of Registration.
	Atleast one Secretarial Audit experience	Copy of Work Order / Completion Certificate.
	Must have atleast one full-fledged office in NER for atleast three years.	Certificate of Registration.
Staff strength	Proposed Team Composition: Atleast 1 (one) Qualified Company Secretary.	Curriculum Vitae (CV) of the proposed Team Leader with document in support of experience as Team Leader.

EOI Form-1 (Covering Letter with Correspondence Details)

[Location, Date]

To:
The General Manager (Finance & Accounts),
North Eastern Development Finance Corporation Ltd.,
NEDFi House, G.S. Road, Dispur,
Guwahati-781 006, Assam, India.

Sub: Expression of Interest (EOI)

Dear Sir/Madam,

This is in response to your notice published in (.....) on (.....), inviting expression of interest for empanelment towards Secretarial Audit of the corporation, we are hereby submitting our expression of interest. We have attached necessary information according to the standard form. Our correspondence details with regard to this EOI are:

Sl. No.	Information	Details
1.	Name of the Contact Person	
2.	Address of the Contact Person	
3.	Name, designation and contact address of the person to whom all references shall be made regarding this EOI	
4.	Telephone No. of the Contact Person	
5.	Mobile No. of the Contact Person	
6.	Fax No. of the Contact Person	
7.	Email ID of the Contact Person	

EOI Form-2 (Profile)

We hereby declare that all the information and statements furnished by us in this expression of interest is correct to the best of our knowledge and accept that any misinterpretation contained in it may lead to our disqualification.

We understand that NEDFi reserves the right to decide whether or not to pre-qualify our firm without disclosing the reason whatsoever.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

A. Details of Proprietor/ Full Time Partners of the Firm (As on 01.04.2024)

Sl No.	Name of partner	Members-hip no.	Date of joining the firm (full time)	Place of posting	Educational qualifications	Area of key expertise	Relevant experience

(Documentary proof as previously indicated to be submitted)

B. Details of Qualified & Semi-qualified Staff (including Trainees etc.) (as on 01.04.2024)

Sl No.	Name of staff	Length of association with the firm	Place of posting	Educational qualifications	Area of key expertise	Relevant experience

(Documentary proof as previously indicated to be submitted)

EOI Form-3 (Financial)

I. Annual Turnover

Year	FY 21-22	FY 22-23	FY 23-24
Amount (in Rs.)			

(Documentary proof as previously indicated to be submitted)

EOI Form-4 (Experience)

1. Summary of the secretarial audit work undertaken in organization :

SI no.	F.Y.	Name of organization	Location of work	Turnover of the organization

(Add rows if necessary)

(Documentary proof as previously indicated to be submitted)