



THE GUJARAT STATE CIVIL SUPPLIES CORPORATION LIMITED

(A Government of Gujarat Undertaking)

Phone: (079) 23221037, 23221038 Fax: 23222707

Sector 10-A, "CH" Road, Near New Sachivalaya, Gandhinagar – 302010

Email: md-gscsc@gujarat.gov.in www.gscscl.gujarat.gov.in

Corporate Identity Number: U65910GJ1980SGC003957

EXPRESSION OF INTEREST (EOI)

The Gujarat State Civil Supplies Corporation Limited is wholly owned Government Company in inviting Expression of Interest (EOI) from Practising Company Secretaries for selection and appointment as Secretarial Auditors of GSCSC Ltd for the year 2018-2019. Interested may please visit website www.gscscl.gujarat.gov.in for further details and submit the proposal on or before 09.10.2018 by RPAD.

Date:24.09.2018

Place: Gandhinagar

By Order

Company Secretary

Notice Inviting Expression of Interest (EOI) by Practising Company Secretaries for selection and appointment as Secretarial Auditors of GSCSC Ltd for the year 2018-19.

1. BACKGROUND OF THE COMPANY:

The Gujarat State Civil Supplies Corporation Limited (GSCSC) is one of the leading Wholly owned company of the Government of Gujarat incorporated in 1980 having authorised capital of Rs 100.00 crores and paid up capital of Rs 70.00 Crores.

GSCSCL engaged in various activities like procurement, storage and distribution of food grains, coarse grain, edible oils, sugar etc. under Public Distribution System (PDS) and other welfare scheme of Government of Gujarat.

GSCSCL has an annual turnover of Rs 1875.41 crores for the year ended 31.03.2017. Full details and annual report of the company may be seen from its website: www.gscscl.gujarat.gov.in.

2. OBJECTIVE:

To comply with compliance of Companies Act 2013 and rules made there under in connection with Secretarial Audit and proved guidance on compliance with various other laws applicable to the Company from time to time.

3. SCOPE OF WORK:

The broad scope of Secretarial Audit includes verification of the compliances under the following enactments, rules, regulations and guidelines: -

- i) The Companies Act 2013 and rules made thereunder;
- ii) Secretarial Standards issued by the "The Institute of Company Secretaries of India" and
- iii) Any other Act/Laws/Regulations as may be applicable.
- iv) Carry out Secretarial Audit as per the requirement of the Companies Act 2013, and provide Secretarial Audit Report in time to be annexed with the Directors 'Report

GSCSC Ltd is not a listed Company on and therefore, listing agreement, SEBI Act 1995 and their laws rules regulations guidelines standards are not applicable.

Advise the Company on all matters of Secretarial, legal and Corporate Laws as and when required and guide in the right direction from time to time.

4. COVERAGE OF THE AUDIT:

The audit will cover the period from 1st April 2018 to 31st March 2019. GSCSC may give assignment of Secretarial Audit for further years.

5. TIMELINE:

The auditor will submit his reports on or before 31st May 2019.

6. ELIGIBILITY AND SELECTION:

(A) ELIGIBILITY:

- i) Government Guidelines is attached herewith for your ready reference.
- ii) Registered with the Institute of Company Secretaries of India, New Delhi as Practising Company Secretary and having a valid COP of not less than 5 years as on the date of application.
- iii) Should have minimum 2-year experience of PSU of Central/State Government.
- iv) The Registered Office or branch office of Practising Company Secretary must be located in Ahmedabad or Gandhinagar.

(B) Submission of Proposal:

Interest Eligible Practising Company Secretaries shall apply for the assignment in the format along with required information and documents as per the format given in Annexure - 1 & 2 within due date and time for submission i.e. on or before 09.10.2018 during office hours.

The proposal can be submitted through registered post only to the following address:

Kindly write **"Secretarial Audit 2018-2019 on the Top of Cover and address "**

To
The Managing Director
The Gujarat State Civil Supplies Corporation Limited
Sector 10-A, Ch- Road Near new Sachivalaya
Gandhinagar - Gujarat 382010

(C) Evaluation of Proposal:

The Technical proposal of the eligible applicant's firms shall be evaluated on the basis of empanelment status, work experience and technical capacity on the basis of the following criteria as per the parameter score matrix.

PARAMETER- SCORE MATRIX

Sr. No	Parameters	Value/Nos	Score	Scoring Criteria	Maximum Score
1	Years of existence of Firm/Members in Practice.			6 points for every year (Counted from the date of CoP)	50
2	No. Of Partners			5 points each partner.	15

Sr. No	Parameters	Value/Nos	Score	Scoring Criteria	Maximum Score
3	Full time CS/LLB Employee			2 points each CS/LLB	10
4	Experience of Secretarial Audit of Central PSU/State PSU			2 points each such audit period per company (Falling within 4 F.Y. ending 2017-2018)	20
5	Experience in handling Government Assignments if any			2 points for each such work/assignment (falling within 4 F.Y. ending 2017-2018)	5

Based on the above technical evaluation firms/persons securing highest scores and profession fees submitted, shall be selected for the assignment.

7. Professional Fee/Financial Quote:

Professional Fees for the carrying out Secretarial Audit for the F.Y. 2018-2019 will be Rs.... /- plus GST. Professional fees shall be inclusive of all expenses incidental and necessary to carry out the audit assignment.

Professional fees for Filing of E-Form and Certification thereof will be Rs.../- (plus applicable taxes)

8. Details of the Firm:

the Practising Company Secretaries Firm shall provide the following information as per the proforma given in Annexure - 1

APPLICATION FORMAT

1. Name of PCS/Firm:
2. Status of Firm (LLP/Company Etc.): (Firm Composition certificate to be attached)
3. Registration No.
4. Date of Establishment/Registration:
5. Name and Address of Principal Office & Branch Office (s):

Office Types (HO/Reg. Office/Branch)	Address	Years of Establishment	Contact details: In-charge Name, Tel, Fax, Email
--------------------------------------------	---------	---------------------------	--------------------------------------------------------

6. Particulars of Partners:

Sl. No	Name	CS Membership No. & Status (F/A)	Date of joining firm and partner & branch office attached to	Additional Qualification	Other qualifications job/specification & experience
--------	------	----------------------------------------	--------------------------------------------------------------------------	-----------------------------	--------------------------------------------------------------

7. Particulars of qualified assistants (Attached to Ahmedabad/Gandhinagar office)

Sl. No	Name	CS Membership No. & Status (F/A)	Date of joining firm and partner & branch office attached to	Additional Qualification	Other qualifications job/specification & experience
--------	------	----------------------------------------	--------------------------------------------------------------------------	-----------------------------	--------------------------------------------------------------

8. Details of semi-qualified/non-qualified assistants]

(Attached to Ahmedabad/Gandhinagar office)

Sl. No	Name	Qualification (CS Inter, LLB etc)	Other qualifications job/specification & experience
--------	------	--------------------------------------	-----------------------------------------------------------

(Enclose all supporting copies of documents)

Date:

Place:

Signature of Authorised Signatory of Firm along with the Seal of the Firm

(To be typed on the letterhead of the Firm)

To
The Managing Director
GSCSC Ltd
Gandhinagar

Subject: Submission of proposal for appointment of Secretarial Auditor of GSCSC Ltd.

Sir,

We have carefully examined the entire Terms of Reference and agree with the same and have obtained all the requisite information about the assignment. We do hereby propose to provide the desired professional service as detailed at your website.

We further state that the professional fees shall be inclusive of all expenses incidental and necessary to carry out the audit assignment. GST will be as per prevailing rates.

Yours Faithfully

For,

Signature of Authorised Signatory of Firm along with the Seal of the Firm

Date:
Place: