

Sub: EOI for conducting Secretarial Audit

Telecommunications Consultants India Limited (TCIL) is a public sector enterprise under the administrative control of Ministry of Communications & IT. TCIL is executing turnkey projects and rendering consultancy services in the field of Telecommunications & IT.

TCIL invites EOI from reputed firms of Practicing Company Secretaries for conducting Secretarial Audit for the financial year 2014-15 in terms of the provisions of Section 204 of the Companies Act, 2013. Firm/ Practicing Company Secretaries fulfilling the following criteria should only apply:-

1. The Firm of Practicing Company Secretaries should have experience of practicing for not less than 5 years with reputed clientage. The cut-off date for ascertaining experience will be 01.10.2014. Preference will be given to PCS/Firm having experience of conducting Secretarial Audit of Public Sector Undertakings.
2. The Firm of Practicing Company Secretaries should have conducted Secretarial Audit for at least two companies , having paid up capital of Rs. 10 crores or more in the last three financial years,

or

It should have experience of issuance of Corporate Governance Certificate(s) to at least two Companies having paid up capital of Rs. 10 crores or more in the last three financial years.

3. The Firm of Practicing Company Secretaries should have its office in Delhi/NCR.

The Scope of Audit will include compliance with the provisions of the Companies Act, 2013 and all other applicable laws. The Audit is to be conducted on regular basis. The payment for the same will be made on the submission of the bill after issuance of Secretarial Audit Report.

Interested firms of Practicing Company Secretaries may please send their detailed resume alongwith the fees chargeable for conducting the Secretarial Audit and copies of relevant documents upto 16.10.2014 at the following address:

Shri N. Jain, GGM(F& CS)
Telecommunications Consultants India Limited
1st floor, TCIL Bhawan,
Greater Kailash-I,
New Delhi-110048

TCIL reserves the right to cancel this process at any stage without assigning any reason.