

No.ASCDCL/2023/242

Date: 11/04/2023

NOTICE INVITING QUOTATIONS

Aurangabad Smart City Development Corporation Limited (ASCDCL) inviting a quotation from registered Consulting Company Secretarial firm to carry out the necessary compliance of ASCDCL and all further procedures as per the norms of Companies Act, 2013. The details of Scope of Work as follows:

Sr no	Scope of Work	Annual Consultancy Fees (Inclusive of GST)
01	<ul style="list-style-type: none">• Prepare and file various statutory returns and reports and ensure adherence to all secretarial compliances including the compliances specified under Companies Act, 2013 and other relevant acts such as taxations.• Convene and organize the Annual General Meeting, the Board of Directors meetings, the Executive Committee Meetings, the Extra Ordinary General Meetings including preparation of the notice as well as the circulation of the agenda and preparation of draft minutes of the meeting.• Ensure all meetings are convened as per norms and statutory guidelines.• Ensure accurate and timely recording of approved minutes of meetings convened and conducted, including the AGM, the EGM and the BOD• Ensure and monitor overall compliance with laws and regulations and act as Compliance Officer for Companies Act before the Board of Directors of SPV• Maintain and update all statutory records and registers of ASCDCL.• Advise the company on arbitration, negotiation, and	

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<p>conciliation in commercial disputes between various parties and prepare draft wherever required.</p> <ul style="list-style-type: none">• Ensure that the MIS reports are submitted in a timely manner.• Ensure timely response to audit paras and parliamentary/legislative questions.• Any other work allotted by CEO, ASCDCL.	
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The agencies are requested to submit the following documents:

1. Certificate of Incorporation or equivalent
2. GST Registration
3. Experience Certificate with Government Firms (If any)

All interested vendors are requested to submit their quotations to this office before 18/03/2023 by 6.00 PM in closed enveloped.

Note: ASCDCL reserves the right of accept and reject the quotations at any stage of process.

(An approval of CEO)


Additional CEO, ASCDCL

Aurangabad Smart City Development
Corporation Limited (ASCDCL)

OLC
10/14/23