



**Report ID:** GEM/GARPTS/26062025/LQ7WFRL8YC7D

**Report Name:** SECRETARIAL AUDITOR

**Generated By:** Rajashekar K S , Department of Heavy Industry , Ministry of Heavy Industries and Public Enterprises

**Generated On:** 26/06/2025

**Valid till:** 26/07/2025

### **GeM Availability Report and Past Transaction Summary**

GeM Availability Report and past transaction summary report is generated based on the specifications searched by the Buyer. The specification may be modified appropriately for searching relevant categories on GeM. Buyer may navigate to GeM category page by clicking on the category link to view category specifications and products/services available in the category.

*Order Count and Order Value displayed is on a cumulative basis since GeM inception.*

#### **1. Search String: SECRETARIAL AUDITOR**

Search type: Service

Search Result: Buyer has confirmed that below category meets buyer requirements.

Category Name	Order Count			Order Value (in Lakhs)		
	Direct Purchase	Reverse Auction	Bid	Direct Purchase	Reverse Auction	Bid
Financial Audit Services	360	72	578	175	138	1,686



**NOTICE INVITING TENDER**

for

**Appointment of Secretarial Auditor for a period of 5 Years  
effective from FY2025-26 Till FY2029-30**

in

**Single Envelope Bid System**

**Ref No. : HMTL/GAD/SEC/2025/01  
02/07/2025**

**HMT LIMITED,  
HMT Bhavan,  
#59, Bellary Road,  
Bengaluru – 560 032.**

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**ಎಚ್‌ಎಂಟಿ ಲಿಮಿಟೆಡ್**  
(ಭಾರತ ಸರ್ಕಾರದ ಉದ್ಯಮ)  
ಎಚ್‌ಎಂಟಿ ಭವನ, # 59, ಬೆಲ್ಲಾರಿ ರಸ್ತೆ,  
ಬೆಂಗಳೂರು - 560 032, ಭಾರತ  
ದೂರವಾಣಿ : 91-80-23330333  
ಫ್ಯಾಕ್ಸ್ : 91-80-23339111  
ಈ-ಮೇಲ್ : cho@hmtindia.com  
ವೆಬ್‌ಸೈಟ್ : www.hmtindia.com

**एच एम टी लिमिटेड**  
(भारत सरकार का उपक्रम)  
एच एम टी भवन, # 59, बेल्लारी रोड  
बेङ्गलुरु - 560 032, भारत  
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**hmt**  
**HMT LIMITED**  
(A Govt. of India Undertaking)  
HMT BHAVAN  
# 59, Bellary Road,  
Bengaluru - 560 032, INDIA  
Phone : 91-80-23330333  
Fax: 91-80-23339111  
E-mail: cho@hmtindia.com  
Website : www.hmtindia.com

**Ref. No.: HMTL/GAD/SEC/2025/01**

**Date: 02/07/2025**

## **NOTICE INVITING TENDER (NIT)**

**Sub: APPOINTMENT OF SECRETARIAL AUDITOR FOR A PERIOD OF 5 YEARS  
EFFECTIVE FROM FY 2025-26 TILL FY 2029-30**

### **1. ABOUT THE COMPANY**

HMT LIMITED (CIN: L29230KA1953GOI000748) is a Central Public Sector Enterprise (CPSE) under the administrative control of the Ministry of Heavy Industries, Government of India (GOI) having two operative subsidiaries i.e., HMT Machine Tools Limited and HMT (International) Limited and one subsidiary under closure i.e. HMT Watches Limited.

The Registered and Corporate Office of the Company is located at HMT Bhavan No. 59, Bellary Road, Bengaluru - 560 032. HMT Ltd has two Divisions: HMT Food Processing Machinery Division, Aurangabad; and Auxiliary Business Division, Bengaluru.

The Company's shares are listed in BSE Limited (BSE) & National Stock Exchange of India Limited (NSE). Being a listed entity, the Company has to comply with various applicable provisions of the Companies Act, 2013, SEBI Rules, Regulations, Circulars and Guidelines. For more details about the Company please visit our website [www.hmtindia.com](http://www.hmtindia.com) / <https://eprocure.gov.in/epublish>

### **2. PURPOSE**

HMT Limited intends to appoint a Secretarial Auditor for carrying out Secretarial Audit of HMT Limited and provide Secretarial Audit Report along with Annual Secretarial Compliance Report for Financial Year 2025-26 to 2029-30.

The Appointment of Secretarial Auditor is mandatory for every listed Company as per the requirement of Companies Act, 2013 & SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 (SEBI Listing Regulations).

In this regard, HMT Limited invites Bids from eligible Practicing Company Secretary (PCS) /Firm of Practicing Company Secretaries {a Partnership firm or Limited Liability Partnership (LLP)} for carrying out the Secretarial Audit of HMT Limited and provide Secretarial Audit Report along with Annual Secretarial Compliance Report for Financial Year 2025-26 to 2029-30 as per the Scope of Service at Section-2.

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## SECTION 1 - TENDER SCHEDULE

Sr. No.	Description	Detailed Information
1	Tender Scope	Details as in Section 2: Scope of Service
2	NIT Reference Number	HMTL/GAD/SEC/2025/01
3	Date of release of tendering document (document can be downloaded from website: <a href="https://www.hmtindia.com/tenders/">https://www.hmtindia.com/tenders/</a> <a href="https://eprocure.gov.in/epublish">https://eprocure.gov.in/epublish</a> )	02/07/2025
4	Bid submission start date	02/07/2025 from 16:00 Hrs
5	Bid submission end date	17/07/2025 up to 16:00 Hrs
6	Place for tender submission	Ground floor, Reception. HMT Bhavan, HMT Limited, No.59, Bellary Road, Bengaluru – 560032
7	Place of tender opening	Conference Hall, 5th Floor, HMT Bhavan, HMT Limited, No.59, Bellary Road, Bengaluru – 560032
8	Date and time for opening of Tender Document	<b>17/07/2025 at 16:30 Hrs</b>
9	Address for communication/queries	Company Secretariat Department HMT Limited, HMT Bhavan, #59, Bellary Road, Bengaluru – 560032. Phone: 080-23330333 <a href="mailto:cosey@hmtindia.com">cosey@hmtindia.com</a>
10	Validity of Tender	Bid Proposal must remain valid for 120 days from the bid opening date.

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## SECTION 2: SCOPE OF SERVICE

In terms of Section 204 of the Companies Act, 2013 read with The Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and Regulation 24A of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation, 2015 (as amended) (Listing Regulation), every listed company and certain other prescribed class of companies are required to undertake Secretarial Audit. Further, listed entities shall additionally, on an annual basis, require a check by the Practicing Company Secretary (PCS) on compliance of all applicable SEBI Regulations and circulars / guidelines issued thereunder, consequent to which, the PCS shall submit a report to the listed entity in the manner specified in SEBI circular.

The below-mentioned scope of service is illustrative and not exhaustive and may include other essential task/ matters incidental & ancillary to the issuance of Secretarial Audit Report / Annual Secretarial Compliance Report:

### A. Secretarial Audit

The broad purpose of the Secretarial Audit is identification and verification of the compliances under the various enactments, rules, regulations and guidelines as may be applicable on the Company. On the basis of the audit, the Auditor will give a report on the compliances with regard to the followings, among other things:

- 1 The Companies Act, 2013, and the Rules made thereunder, including any amendment thereof, wherever applicable;
- 2 The Securities Contracts (Regulation) Act, 1956 ('SCRA'), and the Rules made thereunder including any amendment thereof, wherever applicable;
- 3 The Depositories Act, 1996, and the Regulations and Bye-laws framed thereunder including any amendment thereof, wherever applicable;
- 4 The Foreign Exchange Management Act, 1999 and the Rules and Regulations made thereunder including any amendment thereof, wherever applicable;
- 5 The following Regulations and Guidelines prescribed under the Securities and Exchange Board of India Act, 1992 including any amendment thereof, wherever applicable;
  - a) The Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015;
  - b) The Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
  - c) The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015;
  - d) The Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018;
  - e) The Securities and Exchange Board of India (Issue and Listing of Non-Convertible Securities) Regulations, 2021;
  - f) The Securities and Exchange Board of India (Registrars to an Issue and Share Transfer Agents) Regulations, 1993 regarding the Companies Act and dealing with clients;
  - g) The Securities and Exchange Board of India (Delisting of Equity Shares) Regulations, 2021;
  - h) Any other Regulations and circulars / guidelines issued thereunder as may be applicable on the listed entities; and
- 6 Any other Acts/Laws/Regulations/Guidelines as may be applicable specifically to the company from time to time;

- 7 The Auditor shall also examine the compliance of Secretarial Standards issued by The Institute of Company Secretaries of India and as approved by the Central Government from time to time;
- 8 The Auditor shall also verify the books, papers, minutes books, forms and returns filed and other records maintained.

The PCS shall submit the Secretarial Audit Report in the format prescribed under Section 204 of the Companies Act, 2013 read with The Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, within the stipulated timelines.

## **B. Scope of Annual Secretarial Compliance Report**

1. Annual Secretarial Compliance Report is a check by the company secretary in practice (PCS), on compliance of all applicable SEBI Regulations and circulars/ guidelines issued thereunder. The PCS shall audit / check the following:-

- (1) All the Secretarial documents and records maintained by the Company;
- (2) The filings/ submissions made by the Company to the stock exchanges;
- (3) Website of the Company as per SEBI Listing Regulations, etc.;
- (4) Any other document / filing, as may be relevant.

On the basis of the audit/check, the PCS shall give a report on the compliances with regard to the following:-

- (1) The Securities and Exchange Board of India Act, 1992 ("SEBI Act") and the applicable Regulations, Rules, Circulars, Guidelines issued thereunder; and
- (2) The Securities Contracts (Regulation) Act, 1956 ("SCRA"), and applicable rules, regulations, circulars, guidelines issued thereunder by the Securities and Exchange Board of India ("SEBI");
- (3) The specific Regulations and Guidelines prescribed under the Securities and Exchange Board of India Act, 1992 including any amendment thereof, wherever applicable and including but not limited to the following:-
  - a) The Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015;
  - b) The Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011;
  - c) The Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015;
  - d) The Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018;
  - e) The Securities and Exchange Board of India (Share Based Employee Benefits and Sweat Equity) Regulations, 2021;
  - f) The Securities and Exchange Board of India (Issue and Listing of Non-Convertible Securities) Regulations, 2021;
  - g) The Securities and Exchange Board of India (Buyback of Securities) Regulations, 2018;
  - h) Any other Regulations and circulars / guidelines issued thereunder as may be relevant and applicable on the listed entities; and

The PCS shall submit the Annual Secretarial Compliance Report in the format prescribed under SEBI Circular No. SEBI/HO/CFD/PoD2/CIR/P/0155 November 11, 2024 or as may be amended from time to time, within the stipulated timelines as may be prescribed from time to time. The PCS shall comply with any directions/guidelines/circulars issued by SEBI / Stock Exchange in this regard.

In addition to above, PCS/Firm shall be responsible to submit the following also:

S. No.	Particular of Works	Deliverable Timeline
1	The Secretarial Audit Report in Form MR-3.	Within 75 days from the end of the respective financial year.
2	Annual Secretarial Compliance Report required under SEBI (LODR) Regulations, 2015.	Within 45 days from the end of the respective financial year.

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### SECTION 3: ELIGIBILITY CRITERIA

The Bidder must fulfil the following eligibility criteria as on 01/06/2025 which will be considered for evaluation process. The applicant who does not satisfy the eligibility criteria provided herein will be rejected by the Company. The following eligibility criteria must be fulfilled and also enclose supporting documents along with the bid:

The basic criteria are as under:

1. The Practicing Company Secretary/Company Secretary Firm {a Partnership firm or Limited Liability Partnership (LLP)} must have an office in **Bengaluru**.
2. The Lead Partner / Proprietor of Company Secretary Firm/Practicing Company Secretary, under whose supervision the Secretarial Audit to be done, should have minimum 7 years or more experience as Company Secretary in full time practice as on 01/06/2025.
3. The Practicing Company Secretary / Company Secretary Firm should have conducted and issued Secretarial Audit Report or Annual Secretarial Compliance Report for at least one Listed Company in the last 5 years.
4. The Practicing Company Secretary / Company Secretary Firm should have at least one active partner/ employee in full time practice who are Qualified Company Secretary and Member of ICSI.
5. The Practicing Company Secretary / Company Secretary Firm should have valid peer review certificate as on date of submitting their bid and throughout the audit Period.
6. The Practicing Company Secretary / Company Secretary Firm should have valid Registration number and Certificate of practice.
7. Bidder must submit Undertaking/Declaration in the format specified in **Section – 7**.
8. Practicing Company Secretary / Company Secretary Firm should have minimum average annual turnover (fee) of Rs. 5 Lakhs and above during the preceding three years (2021-22, 2022-23 & 2023-24).

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## SECTION 4: SPECIFIC TERMS AND CONDITIONS

1. The audit has to be conducted at the Registered Office of the Company at HMT Bhavan, No. 59, Bellary Road, Bengaluru – 560 032.
2. The Practicing Company Secretary / Company Secretary Firm shall have proper infrastructure like office space, manpower, etc.
3. Payment will be released within 45 days from the date of submission of invoice by the PCS / Firm after issuance of Secretarial Audit Report and Secretarial Compliance Report to the satisfaction of HMT Limited. No advance payment shall be made for conduct of Audit. If the firm is registered with MSME, the copy of the same shall be furnished to the Company.
4. Auditor not to render certain services: In terms of the provisions of SEBI Circular dated 31/12/2024, the Secretarial Auditor once appointed shall not render the following services to the Company:
  - a) Internal audit;
  - b) Design and implementation of any compliance management system, information system, policy framework, systems or processes for compliance;
  - c) Investment advisory services;
  - d) Investment banking services;
  - e) Rendering of outsourced compliance management, record keeping & maintenance services;
  - f) Management services; and
  - g) Any other kind of services as may be specified from time to time.
5. Canvassing in any form in connection with the bids submitted by the PCS/Firm shall make the bid/proposal liable to rejection.
6. Professional Fee – Financial Quote:
  - a) Fee quoted should be per financial year basis.
  - b) Fee quoted shall be all inclusive except GST, enclosed as Section-9.
  - c) Fee quoted shall remain valid till completion of 5 years (one term).
7. Debarring Provisions: The PCS/PCS Firm will be debarred from getting appointed as Secretarial auditor if fails to comply with any of the conditions laid down in Section-7.
8. Disqualification of Secretarial Auditor: In terms of the provisions of SEBI Circular dated 31/12/2024, the persons as specified in the said circular shall not be eligible to be appointed or continue to act as the Secretarial Auditor of the Company. Where a person appointed as Secretarial Auditor of the Company incurs any of the disqualifications as specified by the SEBI, after appointment, such person shall vacate the office as Secretarial Auditor and such vacation shall be deemed to be a casual vacancy in the office of the Secretarial Auditor.

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## **SECTION 5: GENERAL TERMS AND CONDITIONS**

1. The NIT document must be completed in all respects as per instructions contained therein before submitting to HMT LIMITED. The Tender shall be submitted in full enclosing the prescribed formats / documents only. Part / Incomplete Bids are liable to be rejected. Hypothetical and / or conditional Bid will not be entertained.
2. All the pages of the bid shall be signed with seal and submitted, otherwise it will be treated as incomplete bid and the same will be rejected. HMT reserves the right to accept or reject any or all tenders and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever. The decision of HMT in respect of evaluation of bids and/or award of contract shall be Final.
3. Bidder shall not sub-contract the secretarial audit work.
4. Rate shall be written legibly in words and figures. In case of discrepancy noted between figures and words, the rate written in words will be used for final consideration.
5. There shall not be corrections or over writings, if any such correction or over writings, the same shall be self attested by the tenderer.
6. Bidders shall enclose the copies of relevant documents / credentials / experience certificates etc.
7. All disputes are restricted to Bengaluru jurisdiction only.
8. HMT Limited does not bind itself to accept the lowest or any tender and have the discretion to accept or reject the offers wholly or any part.
9. In the event of any liability arising under any law in force from time to time or any claim arising for any reasons involving staff due to accident or any other account, such liability shall be borne by the Bidder and HMT shall in no way be responsible or liable for the same.
10. Any person who has filed any case or raised any litigation against the Company which is pending before any court is not eligible to apply for the Tender.
11. HMT takes no responsibility for any loss/delay/non-receipt of document, sent by post or by any other arrangement. Offers received after the prescribed date & time will be treated as rejected.
12. All corrigendum, addendum, amendments, time extensions, correspondences, clarifications, etc. in this document will be hosted on the Tenders section of website of the HMT Limited only (<https://www.hmtindia.com/tenders/> <https://eprocure.gov.in/epublish>) and not in newspapers.
13. Bidder may participate at the tender opening venue or depute their Representative to witness Tender Opening.
14. Tenders shall be opened on the stipulated date and time. HMT Limited reserves the right to accept or reject any of the offers or all without assigning any reason whatsoever and the same shall not be subject to review by any court(s). Evaluation of Offers by HMT Limited is final.

15. The tender covers shall be properly sealed along all joints. Tenders received in envelopes which are not sealed properly or only stapled, incomplete and conditional offers, offers submitted through Email & social media, offers received after due date, will not be accepted.
16. The Bidder have to submit their application on the letterhead duly signed by the Authorized Person in a sealed envelope along with necessary details / documents mentioned in this tender on or before 17/07/2025, 4:00 P.M to the **Address: HMT Limited, HMT Bhavan, No. 59, Bellary Road, Bengaluru – 560018** through Speed Post/Registered Post/Courier or delivered by hand duly superscribed with:

<b>Tender Title:</b>	Appointment of Secretarial Auditor for a period of 5 Years effective from FY2025-26 Till FY2029-30
<b>NIT Reference No. and Date:</b>	HMTL/GAD/SEC/2025/01 Date: 02/07/2025
<b>Address of the Bidder:</b>	

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## SECTION 6: TECHNICAL BID - VENDOR REGISTRATION FORMAT

(On letter head of Practicing Company Secretary/ Firm of Company Secretaries)  
(For conducting Secretarial Audit of HMT Limited)

Sl. No	Particulars	Details / Supporting documents to be submitted
1	Name of the Practicing Company Secretary (PCS)/ Firm of Company Secretaries (Firm of PCS):	
	Whether Partnership (LLP)/ Proprietorship/ Individual	
	Name of the Lead Partner/ Proprietor/ Individual / In-charge	
	Name(s) of the Contact person(s) and the Contact details	
	Brief Profile of PCS/PCS Firm with experience and other details	
2	Date of Commencement of Practice as PCS	
	Date of registration of name of the Firm with ICSI	
	Certificate of Practice (COP) Number / Registration Number <b><i>(Please attach documentary evidence)</i></b>	
3	Details of Office(s) Address <b><i>(Please attach documentary evidence in support of office address at Bengaluru)</i></b>	
	Telephone Nos. : -	
	Website:- Email:-	
4	Post Qualification Experience in full time practice of the Lead Partner/ Proprietor/ Individual under whose supervision the Secretarial Audit will be conducted. <b><i>(Please attach documentary evidence)</i></b>	
5	PAN No. <b><i>(Please attach Copy)</i></b>	
	GST Tax Registration No. <b><i>(Please attach Copy)</i></b>	
6	Number of active partners in the firm or number of employees with PCS, who are qualified Company Secretaries and members of ICSI. <b><i>(Please attach details including name, membership no; experience etc., of active partner / employee)</i></b>	
7	Annual turnover/fee of the PCS / firm in preceding three financial years based on Financials. In case no Financials, PCS/Firm need to provide documentary evidence for turnover/fee. <b><i>(please attach documentary evidence)</i></b>	
8	Details of at least one listed Company for whom conducted audit and issued Secretarial Audit Report / Annual Secretarial Compliance Report during last 5 years. <b><i>(Please attach documentary evidence)</i></b>	
9	Whether Firm/PCS having experience in CPSE. <b><i>(Please attach documentary evidence)</i></b>	
10	Details of the Peer Review Certificate <b><i>(Please attach documentary evidence)</i></b>	
11	Section 7 – Undertaking/Declaration to be furnished	
12	Any other relevant information <b><i>(Please attach a separate sheet, if required)</i></b>	

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(On letter head of PCS/ Firm)

**SECTION 7: UNDERTAKING/DECLARATION**

I/We, .....(Name of the PCS/ Firm), do hereby verify and declare that

1. I/we do not suffer from any disqualification as specified inter-alia under the provisions of the Companies Act, 2013/ SEBI (LODR) Regulations, 2015, the Company Secretaries Act, 1980 and the rules or regulations made there under.
2. I/we am/are an independent PCS/firm of the PCS and are at arm's length relationship with the Company and
3. Myself/the firm and/or the partners of the firm / employee (s)/ associate member(s) has/have not been penalized by the ICSI/MCA/ROC any other Government Authority in any Disciplinary Proceedings during last 3 years.
4. Myself/the firm and/or partners of the firm/employee (s)/ associate member(s) has/have not been debarred/disqualified/blacklisted by any regulator/ statutory body or Government entity or any International/ National agency for corrupt or fraudulent practices.
5. Myself/the firm and/or partners of the firm /employee (s)/ associate member(s) s/are not engaged in practice otherwise or in any other activity which would be deemed to be in practice as per Company Secretaries Act, 1980 and all rules / regulations as applicable;
6. Constitution of the PCS/ Firm as shown in the application is same as that in the ICSI records.
7. I/we, if appointed as Secretarial Auditor, will not cross the prescribed ceiling limits specified under the Companies Act, 2013 and Rules made thereunder or by the ICSI. I/we have read all the terms & conditions of this Bid/Tender (i.e. Ref No.: HMTL/GAD/SEC/2025/01 dated 02/07/2025) and the instructions, and these are acceptable to me/us. I/We am/are familiar with all the requirements of the bid/Tender.
8. I/we undertake to maintain absolute secrecy/confidentiality about the cases of the HMT & confidentiality mentioned in the tender document.
9. the PCS/ Firm or partners have no objection if HMT makes any enquiries with third parties.
10. I/we are aware that any false information provided herein will make our appointment as Secretarial Auditor (if appointed) liable for termination.
11. I/we do not have any conflict of interest with the Company/ or its Directors/ Promoters;
12. I/we are not subject to any legal / quasi-judicial proceedings for any professional misconduct during the last 5 years.
13. I/we certify that Secretarial Audit services being offered to the HMT complies with the provisions of SEBI LODR Regulations and applicable circulars/clarification/ notifications issued by MCA/ SEBI/GoI, pertaining to Secretarial Audit and associated activities.
14. I/we, if appointed as Secretarial Auditor, will take up the Audit and submit the reports on or before the due date mentioned in section – 2 (scope of service).
15. I/We have valid peer review certificate as on date of submitting bid and shall ensure throughout the Audit Period, if appointed.

For and on behalf of  
.....

**Signature:** .....  
Name & Designation of the Authorized  
Signatory: .....  
Stamp of the PCS/ Firm: ...

Place: .....  
Date: .....

## SECTION 8: BANK MANDATE FORM

**Electronic clearing service (credit clearing) / Real Time Gross Settlement (RTGS)  
facility for receiving payments**

### DETAIL OF ACCOUNT HOLDER:

Name of the Account holder	
Complete Contact Address	
Telephone Number / Fax / email	

### BANK ACCOUNT DETAILS:

Bank name	
Branch name with Complete Address	
Telephone Number and email	
Whether the branch is computerised	
Whether the branch is RTGS enabled, if yes, then what is the branch's IFSC code	IFSC CODE:
Is the branch also NEFT enabled	
Type of bank account (SB/Current/Cash credit)	
Complete bank account number (latest MICR code of bank)	A/C NO.
Attested photocopy of the Pan card	

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, we would not hold the user institution responsible. We have read the option invitation letter and agree to discharge responsibility expected of us as a participant under the Scheme.

For.....

Authorized Signatories

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Certified that the particulars furnished above are correct as per our records.

(Bank seal with signature)

**SECTION 9: PRICE BID  
(Evaluation Format)**

**Name of the Service:** Appointment of Secretarial Auditor for a period of 5 Years effective from FY2025-26 Till FY2029-30

**Tender No:** HMTL/GAD/SEC/2025/01 dated 02/07/2025

I/We..... Practicing Company Secretary/Firm of Company Secretaries are pleased to submit our Price Bid against above referred Tender as under:-

Professional fee inclusive of all charges, out of pocket expenses, etc. <b>excluding GST</b>					
Description	FY2025-26	FY2026-27	FY2027-28	FY2028-29	FY2029-30
(i) Conducting Secretarial Audit and Submission of Secretarial Audit Report for the FY					
(ii) Providing Secretarial Compliance Report for the FY					
<b>Total Amount (In figures) (i) + (ii)</b>					
<b>Total Amount (In Words) (i) + (ii)</b>					

**Note:** Above (i) and (ii) professional fee should not be clubbed and to be provided separately for each financial year (FY).

Date:

Place:

Signature: \_\_\_\_\_

Name & Designation of the  
Authorized Signatory  
Stamp of the PCS/ Firm