

**ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED (AHECL).
(A GOVT. OF ASSAM UNDERTAKING)**

REGISTERED OFFICE

1st Floor, Block-II, HOUSEFED Complex, Lastgate,
Dispur, Guwahati-781006.

CIN: U11101AS2006SGC008235.

Website: www.ahecl.in

Phone: 9127062203, email: gm@ahcecl.com

**DETAILS OF THE EXPRESSION OF INTEREST (EOI) BEARING NO:
AHECL/ESTT./09/2024/2336 DATED 04.07.2024 FLOATED FOR ENGAGEMENT OF ONE
PRACTICING COMPANY SECRETARY (PCS) FIRM / LLPs of PCS FOR CONDUCTING
SECRETARIAL AUDIT FOR THE FINANCIAL YEAR 2023-24.**

&

**DESCRIPTIONS OF THE SCOPE OF WORKS, ELIGIBILITY
CRITERIA, EOI SUBMISSION FORMATS, AND PROCEDURE AS
AVAILABLE ON AHECL WEBSITE (www.ahecl.in).**

**(S/d-)
Chief Financial Officer
AHECL**

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SECTION-I

(ABOUT AHECL)

ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED. (AHECL)

Assam Hydrocarbon and Energy Company Limited (AHECL) was incorporated on 5th September 2006 under the Companies Act 1956 and as amended under the Companies Act, 2013, by the Govt. of Assam, primarily with the objectives of exploration of hydrocarbons and other sources of energy. With an Authorized Capital of Rs. 100 Crores (Rupees One Hundred Crores) only, the Company is categorized as a “Public Company Limited by Shares”.

DETAILS OF THE SHAREHOLDERS OF AHECL:

Share Holding Pattern of Share Holders

Authorised Capital =Rs. 100,00,00,000/-

Paid-up-Capital = Rs. 61,00,00,000/-

(61000000 Shares of Rs.10/- each)

Sl. No.	Shareholder's Name	No. of Shares	% of total Shares of the Company
1.	Additional Chief Secretary (Industries), Govt. of Assam	2,60,000	0.43%
2.	Commissioner & Secretary to the Govt. of Assam, Deptt. of Power, Mines & Minerals etc.	1,00,000	0.16%
3.	Chairman, ASEB	1,00,000	0.16%
4.	Commissioner, Finance	2,50,000	0.41%
5.	Principal Secretary, Planning & Development	1,00,000	0.16%
6.	Director of Geology and Mining, Assam	1,00,000	0.16%
7.	MD, AIDC, Govt. of Assam	90,000	0.15%
8.	Governor of Assam	6,00,00,000	98.36%
TOTAL		6,10,00,000	100%

**SECTION-II
(EOI INFORMATION)**

**ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED (AHECL).
(A Govt. of Assam Undertaking)**

Ref: AHECL/ESTT./09/2024/2336

Date:04.07.2024

EXPRESSION OF INTEREST (EOI) FOR ENGAGEMENT OF ONE PRACTICING COMPANY SECRETARY (PCS) FIRM / LIMITED LIABILITY PARTNERSHIP (LLPs) OF COMPANY SECRETARIES FOR CONDUCTING SECRETARIAL AUDIT FOR THE FINANCIAL YEAR 2023-24.

Assam Hydrocarbon and Energy Company Limited (AHECL), a Govt. of Assam Undertaking invites Expression of Interest (EOI) from eligible registered Practicing Company Secretary (PCS) Firm / LLP of Practicing Company Secretaries having its office in Guwahati and having experience of Secretarial Audits with Govt. PSUs / Undertakings etc. for at least 05(five) years for engagement as Secretarial Auditor for the financial year 2023-24. **The detailed terms & conditions of the EOI and the prescribed formats for submission of technical & financial bids may be collected from the registered office of AHECL or be downloaded from the Company's website (www.ahecl.in).** Interested and eligible PCS firms / LLPs of PCS may submit their technical & financial bids on any working day on or before 24.07.2024 till 5:00 p.m at the following address:

To
MANAGING DIRECTOR
ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED
1ST FLOOR, BLOCK-II, HOUSEFED COMPLEX,
LASTGATE, DISPUR
GUWAHATI-781006, ASSAM.

By order.
Sd/-
Chief Financial Officer
AHECL

KEY DATES & TIMES OF THE EOI

SL No.	ACTION	DATE & TIME
1.	Date of Release	Detailed EOI documents / Bid submission forms may be downloaded from the Company's website (www.ahecl.in) from 4:00 pm onwards dated 5 th July, 2024.
2.	Pre-Bid Queries	Any pre-bid-queries should be sent to the email ID: gm@ahecl.com positively by 8 th July 2024 up to 5:00 pm.
3.	Last date & time of submission of both technical & financial bids.	24.07.2024 up to 5:00 PM. <i>(In exceptional circumstances and at its discretion, AHECL may extend the deadline for submission of bids by issuing an amendment which may be made available on the AHECL's website.)</i>
4.	Date of Opening of Technical & Financial Bids	25 th July, 2024 at 11:30 AM at the regd. Office of AHECL.
5.	Address for communication	ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED <u>REGISTERED OFFICE</u> 1 ST FLOOR, BLOCK-II, HOUSEFED COMPLEX, LASTGATE, DISPUR, GUWAHATI-781006.
6.	Contact Person	SHRI. BIDYOT DEKARAJA CHIEF FINANCIAL OFFICER ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED.

SUBMISSION OF EOI

The Technical & Financial Bids shall be submitted separately in sealed envelopes in two parts viz **Part-1: Technical Bid** marked as "*Technical Bid for Secretarial Audit of AHECL for F/y 2023-24*" & **Part-2: Professional Fees cum Price Bid** marked as "*Financial Bid for Secretarial Audit of AHECL for F/y 2023-24*" as per the prescribed formats which are given as (ANNEXURE-I) and (ANNEXURE-II) respectively and the quoted rate in Part-2 of Financial Bid shall be exclusive of all taxes. The envelopes should be submitted in one single sealed envelope. All the Bidders must ensure that their bids are complete in all respects and conform to the EOI terms & conditions, and the specifications are complied with, failing which their bids are liable to be rejected without seeking any clarifications on any exception/deviation taken by the Bidder in their bids. All supporting documents required to be attached with the Technical Bid must be serially numbered and properly arranged, otherwise the Technical Bid may be rejected. The Management of AHECL reserves the right to get cross verified the authenticity of any supporting documents from the issuing authority if necessary and in case of any false declaration of supporting documents, the bid will be rejected. In case of any tie, the Selection Committee may make the appropriate decision which will be final.

GENERAL CONDITIONS

- a) Any document submitted in a manner other than as set out in this EOI document and /or attaching any condition shall not be treated as eligible and may be rejected in the selection process.
- b) The technical and financial bids to be submitted by Bidders and all correspondence and documents relating to the bids exchanged by the Bidder and AHECL shall be written in the English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English duly endorsed by the Bidder, in which case, for purposes of interpretation of the bids, the translation shall prevail.
- c) Bidders should quote prices in Indian Rupees only. Prices quoted in any other currency shall not be considered and the bid will be treated as non-responsive.
- d) Participation in this EOI in the form of a Consortium and /or Joint Venture is not allowed.
- e) Any PCS firm / LLPs of Practicing Company Secretaries that is already under engagement by AHECL for any Company Secretarial works etc., will not be eligible to participate in this EOI.
- f) All participants in the EOI will be treated with the same status.
- g) The selected PCS firm/ LLP of Practicing Company Secretaries, including any Partner or other personnel in the Firm/LLP will not solicit for a position on the Company's Board of Directors.
- h) AHECL reserves the right to verify the validity of the information submitted by bidders and to reject any bid where the contents appear to be incorrect, inaccurate, or inappropriate at any time during the process of EOI or even after the award of the contract.
- i) AHECL reserves the right to accept/reject any or all bids without assigning any reason whatsoever.
- j) AHECL also does not bind itself to accept the lowest quotation.
- k) Any application received by AHECL after the scheduled closing date and time will not be accepted.
- l) Payment terms: Payment will be released upon submission of bill by the PCS firm / LLPs of PCS only after issuance of the Secretarial Audit Report to the satisfaction of AHECL and as per the standard format prescribed by ICSI. No Advance Payment shall be made for the conduct of the Secretarial Audit.
- m) Dispute: In case of any dispute arising in connection with carrying out of the Secretarial Audit or any other matters in connection to the conduct of the Secretarial Audit, an amicable solution shall be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved the decision of the Managing Director of AHECL will be final and binding on the PCS firm / LLPs of PCS and the Company.
- n) Any Corrigendum / Addendum to the EOI will be floated only through the website (www.ahecl.in) of the Company.
- o) The bid documents will be opened on the stipulated date in the presence of Bidders who would like to be present at the registered office of AHECL.

SECTION-III
(SCOPE OF WORK)

As per the provisions of Section 204 of the Companies Act, 2013 read with Rules framed thereunder, AHECL is required to conduct a Secretarial Audit through a Practicing Company Secy./ Firm of practicing Company Secretaries.

SCOPE OF SECRETARIAL AUDIT

The broad Scope of the Secretarial Audit includes the examination/verification/auditing of the Company's legal and regulatory compliance under the various enactments, rules, regulations, and guidelines, corporate governance framework, secretarial and procedural compliance, and overall compliance with applicable laws and regulations. The illustrative (but not exhaustive) Scope of work under the Secretarial Audit is given hereunder for understanding and ready reference:

1. The Companies Act, 2013 and the rules made thereafter;
2. The Memorandum & Articles of Association of the Company.
3. Secretarial Standards Guidance notes and other publications issued by "The Institute of Company Secretaries of India" (ICSI).
4. Corporate Governance and compliance with the Public Enterprises Policy 2019 of the Govt. of Assam.
5. Any other Laws/regulations as may apply specifically to the Company including the Prevention of Money Laundering Act (PMLA), RBI Act, and regulations made thereunder, etc.;
6. Any other Act /Law/regulations as may be applicable or notified from time to time by the Competent Authority.
7. Any other specific activity as may be advised by the Audit Committee / Board/regulator (s)/ Government / Management of AHECL etc. from time to time.

The appointed Secretarial Auditor must discharge his/ her duties with due diligence and to the best of his / her intelligence and ingenuity, the overall interest of AHECL and its stakeholders. The Secretarial Auditor must conduct an in-depth examination of all documents and relevant records of the Company and submit a report on compliance with all laws/regulations etc. applicable to the Company with due observation contained in the report.

SECRETARIAL STANDARDS

The Secretarial Auditor so appointed shall complete the assignment as per the requirements of law and the Secretarial Audit Report shall be submitted in the prescribed form and Secretarial standards issued by The Institute of Company Secretaries of India (ICSI). In addition, the Secretarial Auditor will have to provide a separate management confidential detailed report addressed to the Board of Directors identifying deficiencies and corrective steps needed in respect of all the compliance areas covered. The Secretarial Audit should be completed and the report has to be submitted to AHECL within one month from the date of engagement.

SECTION IV:
(ELIGIBILITY CRITERIA)

The bidders fulfilling the following criteria are eligible to bid for the EOI.

1. Bidder should be a Practicing Company Secretary (PCS) Firm / Limited Liability Partnership (LLPs) of Company Secretaries.
2. The PCS Firm / LLP of Practicing Company Secretaries should have its office in Guwahati. However, any PCS Firm / LLP of Practicing Company Secretaries with registered offices outside Guwahati may also participate, if only they have a full functional office in Guwahati.
3. The PCS Firm / LLP of Practicing Company Secretaries should be in practice for at least 05 (five) years (Enclose the Registration Certificate, Certificate of Practice issued by ICSI, Appointment Letter (s) of Secretarial Auditor). The cut-off date for ascertaining the existence of the PCS firm / LLP of PCS will be 31.03.2024.
4. The PCS Firm / LLP of Practicing Company Secretaries should have experience in conducting Secretarial Audits of Central/State Public Sector Undertaking, having a minimum Paid up Capital of INR 50 (fifty) Crore for a minimum period of 05 years. Exposure in the Oil & Gas Sector would be preferable. (Details of all the experiences to be furnished conspicuously. Copies of Work orders /contracts/engagement letters etc. must be submitted.)
5. The PCS Firm / LLP of Practicing Company Secretaries must be eligible to conduct Secretarial Audits of the Company as per the guidelines, provisions, and standards issued by the Institute of Company Secretaries of India (ICSI). The PCS Firm / LLP of Practicing Company Secretaries must have valid Peer Review Certifications.
6. The PCS Firm / LLP of Practicing Company Secretaries should have adequate qualified employees to efficiently conduct the Secretarial Audit.
7. The PCS Firm/ LLP of Practicing Company Secretaries must not have been debarred/disqualified/blacklisted by any regulator / PSUs/ Statutory body or Government entity or any national/international agency for corrupt or fraudulent practices.
8. The PCS Firm / LLP of Practicing Company Secretaries should have an Average Annual Turnover of Rs. 10 Lakh or more while considering the combined Average of the preceding three financial years, i.e., 2020-21, 2021-22 and 2022-23 (*Copies of the of Audited Balance sheet & ITRs etc. must be submitted*)
9. The PCS Firm should be a peer-reviewed firm of ICSI.

Note: Bidders who do not meet all the abovementioned mandatory nine criteria(s) shall be treated as non-responsive Bidder and shall be summarily rejected for evaluation purposes.

SECTION-V
(EVALUATION SYSTEM)

1. SELECTION COMMITTEE

The Selection Committee constituted by the Competent Authority of AHECL shall evaluate Technical & Financial Bids and will determine whether they are substantially responsive to the requirements outlined in the EOI.

2. SELECTION PROCEDURE

A two-stage evaluation procedure will be adopted which will be based on the Quality and Cost Based System (QCBS) where weightages are given to the Technical Bid: 60%, Financial Bid: 40%. The determination of the **Technical Score (Tp)** of a PCS Firm / LLP of Practicing Company Secretaries will be as per the Technical Evaluation Table given below at Page No. 10 and the formula for determining the **Financial Score (Fp)** is as under

$$Fp = 100 \times Fm/F$$

Where, **Fm: Price of L-1 Bidder & F: Price of the concerned Bidder.**

The final evaluation shall be based on the Quality Cost Based System (QCBS) where the weights given to the Technical (Tp): 60% the Financial Proposal (Fp): 40%.

$$\text{Final Score} = 0.6 \times Tp + 0.4 \times Fp$$

Where Tp: Technical Score, Fp: Financial Score

The decision of the Selection Committee in the evaluation of the Technical and Financial bids of the prospective bidders will be final.

TECHNICAL EVALUATION:

Bids found to be substantially responsive after the preliminary scrutiny and fulfillment of the minimum eligibility criteria will be taken up for detailed evaluation. Criteria for Technical Evaluation for selecting the PCS Firm / LLP of Practicing Company Secretaries have been specified in the table below:

SI Nos.	Criteria	Marks over the Minimum Eligibility	Total Marks
1.	Tenure of Existence of the PCS Firm / LLP of Practicing Company Secretaries. <i>(Firm Constitution Certificate /Certificate of Incorporation etc. to be submitted)</i>	a.) 05 years to 10 years: 5 marks b.) More than 10 years to 15 years: 10 marks c.) More than 15 years to 20 years: 15 marks. d.) More than 20 years to 25 years: 20 marks e.) More than 25 years: 30 marks <i>(PCS / LLPs of PCS having existence of less than 05 years shall be treated as non-responsive)</i>	30
2.	Experience of PCS Firm / LLP of Practicing Company Secretaries in conducting Secretarial Audits in Central / State Public Sector Undertakings having Paid-up-Capital of at least Rs. 50 Crores or more. <i>(Details of all the experiences to be furnished conspicuously. Copies of Work orders /contracts/engagement letters etc. must be submitted.).</i>	a.) Experience of 05 years to 10 years in conducting Secretarial Audits in Central / State PSUs / Undertakings: 5 marks. b.) Experience of more than 10 years to 15 years in conducting Secretarial Audits in Central / State PSUs / Undertakings: 10 marks. c.) Experience of more than 15 years to 20 years in conducting Secretarial Audits in Central / State PSUs / Undertakings: 15 marks. d.) Experience of more than 20 years to 25 years in conducting Secretarial Audits in Central / State PSUs / Undertakings: 20 marks. e.) Experience of more than 25 years in conducting Secretarial Audits in Central / State PSUs / Undertakings: 30 marks.	30
3.	Whether the PCS Firm / LLP of Practicing Company Secretaries has experience conducting Secretarial Audits of any Oil & Gas Sector PSUs / Undertakings of State Govt. or any CPSU under the Govt. of India. <i>(Details of all the experiences to be furnished conspicuously. Copies of Work orders /contracts/engagement letters etc. must be submitted.).</i>	a.) Experience of 05 years to 10 years in conducting Secretarial Audits in Central / State PSUs / Undertakings in Oil & Gas Sector: 5 marks. b.) Experience of more than 10 years in conducting Secretarial Audits in Central / State PSUs / Undertakings in Oil & Gas Sector: 10 marks.	10
4.	Number of present Partners / full-time Qualified Employees (FCS/ ACS) of the PCS Firm /LLP of Practicing Company Secretaries. <i>(Membership Certificates from ICSI for FCS / ACS to be submitted.)</i>	a.) 02 marks for each FCS. b.) 01 mark for each ACS.	10
5.	Average Turnover of the PCS Firm / LLP of Practicing Company Secretaries in the last three preceding years (i.e 2020-21, 2021-22, & 2022-23). <i>(Copies of the of Audited Balance sheet & ITRs etc. must be submitted)</i>	a.) Turnover from Rs. 10 lakhs to Rs. 15 lakhs: 5 marks b.) Turnover from above Rs. 15 lakhs to Rs. 25 lakhs: 10marks c.) Turnover from above Rs. 25 lakhs to 30 lakhs: 15 marks d.) Turnover above Rs. 30 lakhs : 20 marks	20
Total Marks = Technical Score (Tp)			100

FINANCIAL EVALUATION:

The formula for determining the Financial Score (**F_p**) of the PCS Firm/ LLP of Practicing Company Secretaries is as below:

$$\mathbf{F_p = 100 \times F_m / F}$$

where, F_m: Price of L-1 Bidder & F: Price of the concerned Bidder.

**SECTION-VI
(EOI FORMS)**

ANNEXURE-I

EXPRESSION OF INTEREST- PART-1 (TECHNICAL BID)

(to be submitted in the Letter Head of PCS Firm / LLP of Practicing Company Secretaries)

(PLEASE FILL THE FOLLOWING IN BLOCK LETTERS)

SL NOS.	PARTICULARS	DETAILS
1.	NAME OF THE PCS FIRM / LLP OF PRACTICING COMPANY SECRETARIES.	
2.	PROFESSIONAL DESIGNATION WHETHER PCS/FIRM (INCLUDING LLPS)	
3.	DETAILS OF THE PCS FIRM / LLP OF PRACTICING COMPANY SECRETARIES:- ADDRESS: PHONE NO.: E-MAIL: WEBSITE (IF ANY):	
4.	NAME AND MEMBERSHIP NO. OF THE PROPRIETOR / SENIOR PARTNER PCS FIRM / LLP OF PRACTICING COMPANY SECRETARIES, WHO SHALL ISSUE/SIGN THE AUDIT REPORT.	
5.	PAN OF THE PCS FIRM / LLP OF PRACTICING COMPANY SECRETARIES	
6.	GSTN OF THE PCS FIRM / LLP OF PRACTICING COMPANY SECRETARIES	
7.	FIRM REGISTRATION NO. [AS ISSUED BY THE INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI)]	
8.	DATE OF INCORPORATION (AS PER CERTIFICATE ISSUED BY INSTITUTE).	
9.	TOTAL WORK EXPERIENCE OF THE PCS FIRM	

	/ LLP OF PRACTICING COMPANY SECRETARIES IN PRACTICE / SERVICE AS ON 31.03.2024.	
10.	<p>BRIEF PROFILE OF THE PCS FIRM / LLP OF PRACTICING COMPANY SECRETARIES WITH THE FOLLOWING:</p> <p>(I) NUMBER OF SECRETARIAL AUDITS CONDUCTED.</p> <p>(II) EXPOSURE IN THE OIL & GAS SECTOR</p> <p>(III) EXPOSURE IN THE CENTRAL / STATE PUBLIC SECTOR UNDERTAKING.</p> <p>(IV) LIST OF THE CLIENTS WITH NATURE OF ASSIGNMENT AND PERIOD.</p> <p><i>(PLEASE FILL UP ANNEXURE-I(A)</i></p>	
11.	<p>NAME OF THE INDIVIDUAL/ ALL PARTNERS OF THE PCS FIRM / LLP OF PRACTICING COMPANY SECRETARIES ALONG WITH THEIR QUALIFICATIONS / EXPERIENCE WITH SPECIAL EMPHASIS IN SECRETARIAL AUDIT.</p> <p><i>(PLEASE FILL UP ANNEXURE-I(B).</i></p>	
12.	<p>TURNOVER OF THE PCS/FIRM IN THE LAST 03 (THREE) YEARS I.E., 2020-21, 2021-22 AND 2022-23.</p>	

(Name & Signature of Proprietor PCS Firm / Authorised person of LLP of Practicing Company Secretaries with seal)

ANNEXURE-I(A)

PCS Firm / LLP of Practicing Company Secretaries' Name _____

Experiences of PCS Firm / LLP of Practicing Company Secretaries in conducting Secretarial Audit of Central / State Public Sector Undertakings having Paid up Capital of Rs. 50 Crore or more till 31.03.2024)

(Multiple assignments in the same PSU / Undertaking for more than one year will be considered as single assignment. Please enclose the required documents in the manner as specified in the EOI)

(Please refer to Sl. No. 10 of the Technical Bid form at **Annexure-I**)

Name of the Auditee Organisation & Type of Organisation	Financial Year of Audit	Date of engagement	
		From	To

*(Name & Signature of Proprietor PCS Firm / Authorised
person of LLP of Practicing Company Secretaries with seal)*

ANNEXURE-I (B)

PCS Firm / LLP of Practicing Company Secretaries' Name _____

Details of present Full-Time Qualified Company Secretaries /Partners of the PCS Firm / LLP of Practicing Company Secretaries.

(Please refer to Sl. No.10 of the Technical Bid form at **Annexure-I**)

Sl	Name of the Company Secretaries / Lead Partner / Qualified Employees	Membership No.	Qualification	Year of Experience as Company Secretary	Date of joining the Firm / LLP as Partner / Employee	Audit Experience

Please enclose the required documents in the manner as specified in the EOI

(Name & Signature of Proprietor PCS Firm / Authorised person of LLP of Practicing Company Secretaries with seal)

ANNEXURE-II

EXPRESSION OF INTEREST- PART-2 (FINANCIAL BID)

(TO BE SUBMITTED IN THE LETTERHEAD PCS FIRM / LLP OF PRACTICING COMPANY SECRETARIES)

TABLE FOR QUOTING ANNUAL PROFESSIONAL FEE CUM PRICE BID

Sl. No	Particular	Fees in Rupees	
		In Figures	In Words
1.	All-inclusive Lump Sum Fee (including TA/DA and other out-of-pocket expenses, etc. and excluding taxes) for the entire Scope of work covered under the Terms of Reference on a Firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment.		

Note: *Minimum Annual Financial Bid: Rs. 20,000/- (Rupees Twenty Thousand) only excluding taxes.

Date:

Place:

(Name & Signature of Proprietor PCS Firm / Authorised person of LLP of Practicing Company Secretaries with seal)

ANNEXURE-III

(TO BE SUBMITTED IN THE LETTER HEAD OF PCS FIRM / LLP OF PRACTICING COMPANY SECRETARIES)

ACCEPTANCE LETTER CUM UNDERTAKING

(w.r.t to the EOI bearing No. AHECL/ESTT./09/2024/2336 dated 04.07.2024)

To
Managing Director
Assam Hydrocarbon and Energy Company Limited
1st Floor, Block-II, HOUSEFED
Complex Lastgate, Dispur
Guwahati- 781006.

Sub: Acceptance of terms & conditions of the Expression of Interest (EOI) bearing No. AHECL/ESTT./09/2024/2336 dated 04.07.2024 of M/s. Assam Hydrocarbon and Energy Company Limited (AHECL) for engaging of one PCS Firm / LLP of Practicing Company Secretaries of the Company for the F/y 2023-24.

Sir,

1. I / We hereby certify that I/We have read all the terms and conditions including all the documents like Annexure(s), etc. of the EOI floated by M/s. Assam Hydrocarbon and Energy Company Limited (AHECL) for engaging of one Secretarial Auditor for the F/y 2023-24 and I/We shall unconditionally abide hereby by the terms & conditions contained therein and in violation of which AHECL should be free to cancel our quotation without any intimation.
2. I/We hereby certify that there is no Criminal Proceedings pending w.r.t our Firm/ LLP or its Partners / Employees in any Court of Law in India or before any Disciplinary Committee of ICSI or any other professional institutes/ bodies / Govt. entities etc.
3. I/We offer to work at the rates as indicated in our financial bid.
4. I/We unconditionally accept the terms & conditions that AHECL is not bound to accept my / our quotation and will not be required to give any reason if the quotation is rejected.
5. I/We further undertake that the information submitted by me/us are true and correct in all respect.

Date:

Place:

*(Name & Signature of Proprietor PCS
Firm / Authorised person of LLP of
Practicing Company Secretaries with seal)*

References:

Applicant PCS Firm/ LLP of Practicing Company Secretaries may refer to the Annual Reports of AHECL for the F/y 2020-21, 2021-22 & 2022-23 as may be seen in the website (www.ahecl.in) of AHECL for any reference regarding the Company.