



WEST BENGAL HIGHWAY DEVELOPMENT CORPORATION LIMITED

(A Wholly Owned Company of Govt. of West Bengal)

An ISO 9001, 14001 and 18001 Certified Company

HRBC Bhawan, 4th & 5th Floor, Munshi Premchand Sarani, Kolkata 700021

Tel.: (033) 2262 5267, Tele Fax: (033) 2262 5266, Email: info@wbhdcl.gov.in

Corporate Identity Number U45203WB2012SGC180687

www.wbhdcl.gov.in

Memo No: 341/WBHDCL

Date: 28.03.2017

NIQ for Appointment of Secretarial Auditor for F.Y. 2016-17

West Bengal Highway Development Corporation Limited (WBHDCL) was incorporated on 17th April, 2012. WBHDCL propose to appoint a Practicing Company Secretary (Individual or Firm) to conduct the Secretarial Audit for the financial year 2016-17 in terms of the provisions of Section 204 of the Companies Act, 2013 and Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014. The guideline for selection of a Practicing Company Secretary as a Secretarial Auditor is given herein below along with the notes & Annexures:

1. The candidate shall possess a Certificate of Practice from the Institute of Company Secretaries of India.
2. He/she/ the firm should have at least 5 years of post-qualification experience either in practice or in employment or both.
3. He/she/ the firm should not have been convicted of any offence or debarred or imposed punishment by any court/statutory authority/ICSI.
4. An individual or a firm should not be associated with the Company or any or its directors/key managerial personnel/senior management in any manner during a period of two years immediately preceding the date of appointment.
5. He/she should have Headquarter/Branch Office in Kolkata.

The Secretarial Audit shall be conducted in accordance with Section 204 of the Companies Act, 2013 and applicable guidelines issued by ICSI from time to time. The Secretarial Audit shall be conducted at the Head Office of the Company which is situated at HRBC Bhawan, 4th & 5th Floor, Munshi Premchand Sarani, Kolkata 700 021. The appointed Auditor would submit Secretarial Audit Report in the prescribed Form MR-3 as per Rule 9(2) of the Companies (Appointment & Remuneration of Managerial Personnel) Rules, 2014. Upon conclusion of the Audit such Report will form part of the Board's Report.

The Secretarial Auditor is also required to issue Form MGT-8 i.e., a certificate from Company Secretary in practice.

Notes:-

1. Applications are invited from the eligible Practicing Company Secretaries in the format prescribed in this NIQ.

2. Applications in sealed envelope should reach the Company on or before 06-04-2017 within 5.00 pm at the address stated herein below:

The Company Secretary
West Bengal Highway Development Corporation Limited
HRBC Bhawan, 4th & 5th Floor, Munshi Premchand Sarani,
Kolkata 700 021, Tel.: (033) 2262 5267,
Tele-fax: (033) 2262 5266,
E-mail: info@wbhdcl.gov.in

3. Necessary documentary evidence must be submitted along with the application in support of the information furnished by you and any other documents as and when sked by WBHDCL.
4. For further information, kindly visit the company's website at www.wghdcl.gov.in.
5. The management reserves the right to select a candidate/firm based on the criteria as mentioned and their decision shall be full and final.
6. While sending the application, the applicant should write "Application for Secretarial Audit" on the envelope.
7. The bid shall be submitted in two parts viz Technical Bid and Financial Bid.

➤ **Technical bid should contain:-**

- a. Name of the Practicing Company Secretary:
- b. Address:
- c. Membership Number:
- d. Certificate of Practice Number:
- e. Telephone & Mobile No., Fax no.,e-mail id, website:
- f. Date of incorporation/Registration of Audit Firm:
- g. Total Experience as on 28.02.2017:
- h. Number of years of practice as on 28.02.2017
- i. Experience (in detail):
- j. Income Tax PAN No:
- k. Service Tax Registration No:
- l. He/she has not been convicted of any offence or debarred or imposed punishment by any court/statutory authority (*declaration to be given*).
- m. He/she is not associated with the Company or any of its directors/key managerial personnel/senior management in any manner during a period or two years immediately preceding the date of application (*declaration to be given*).

➤ **Financial bid should contain**

- a. Secretarial Audit Fees (inclusive of all taxes) :
- b. Fees for Preparation and Certification of Form MGT-8 (inclusive of all taxes):

8. Both the bids should be submitted in two separate sealed envelopes super scribed as “**Technical Bid for Appointment of Secretarial Auditor for F.Y. 2016-17**” and “**Financial Bid for Appointment of Secretarial Auditor for F.Y. 2016-17**”.