



AAI Cargo Logistics and Allied Services Company Limited

AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi-
110003

NOTICE INVITING QUOTATION

For

**ENGAGEMENT OF PRACTICING COMPANY SECRETARY/FIRM FOR
SECRETARIAL AUDIT OF AAICLAS**

for the FY 2023-24, 2024-25 and 2025-26.

Ref. No. AAICLAS/CHQ/ ICLAS-11/17/2022-CA and CS

Date: 01/08/2024

Section I

IMPORTANT POINTS TO NOTE

TENDER INVITED FOR	ENGAGEMENT OF PRACTICING COMPANY SECRETARY/FIRM FOR SECRETARIAL AUDIT OF AAICLAS for the financial year 2023-24, 2024-25 and 2025-26.
BID VALIDITY OF THE TENDER	90 days from the bid submission end date.
Publishing Date	01.08.2024 at 11:00 Hrs.
Bid Submission Start Date	01.08.2024 at 11:00 Hrs.
Bid Submission End Date	12.08.2024 at 11:00 Hrs.
Bid Opening Date	12.08.2024 at 15:00 Hrs.
PLACE OF BID OPENING	AAI CARGO LOGISTICS AND ALLIED SERVICES COMPANY LIMITED AAICLAS COMPLEX, DELHI FLYING CLUB ROAD, SAFDARJUNG AIRPORT, NEW DELHI-110003
For further details please visit	https://aaiclas.aero/

Section II

NOTICE INVITING QUOTATIONS

1. Sealed Quotations are invited by AAI Cargo Logistics and Allied Services Company Limited ("AAICLAS") for "ENGAGEMENT OF PRACTICING COMPANY SECRETARY (PCS) FOR SECRETARIAL AUDIT OF AAICLAS" for the financial year 2023-24, 2024-25 and 2025-26.
2. The interested PCS/Firms are requested to submit their sealed rates/quotations to AAICLAS office either by speed post or by dropping in the tender box kept in the Room no. 4, by 1100 hrs. on or before 12th August 2024. Quotations received after due date will not be considered.

3. Envelope should be entitled **“Application for Secretarial Audit for the FY 2023-24, 2024-25 and 2025-26” The office of Company Secretary, Room No. 4, AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi – 110003.**
4. The quotations will be opened at 15:00 Hrs. on the same day i.e. **Monday, August 12th 2024**, in the presence of the Quotation Opening Committee. Authorised representative of PCS/firms may be present during opening of the quotations.
5. The Quotation Notice is made available for downloading free of cost from AAICLAS’s official website <https://aaiclas.aero/>.
6. The Estimated Cost of the Audit is Rs. 35,000/- (Rupees Forty-Five Thousand only) excluding GST for 03 years. The amount shall be paid in 3 equal installments paid each year after the yearly completion of work as per the payment terms.

Section-III

GENERAL INFORMATION

1. AAI Cargo Logistics and Allied Services Company Limited (AAICLAS) was incorporated on 11 August, 2016 under the Companies Act, 2013 as a wholly owned subsidiary of Airports Authority of India. The Company is primarily engaged in the business of cargo logistics and allied services. The cargo business was earlier a business division of AAI.
2. Please visit AAICLAS website at <https://aaiclas.aero/> for more information about AAICLAS.
3. The interested firms are requested to submit their Quotation as per the schedule mentioned above.

Section-IV

SCOPE OF WORK & REQUIREMENTS

1. To conduct Secretarial Audit of AAICLAS for the financial year 2023-24, 2024-25 and 2025-2026 and verify all the documents such as Minutes book, registers, resolutions, etc. as per the Companies Act, 2013.
2. To certify that the company is complying all the applicable provisions of Companies Act, 2013 and submit FORM MR-3 (Secretarial Audit Report) to the AAICLAS Board and to the Members of AAICLAS.

3. Submission of Documents in Sealed Envelope:

Quotations along with following documents are to be submitted in the sealed envelope either by speed post or by Hand to the mentioned address in Section – III.

- i. Copy of COP letter from Institute of Company Secretaries of India
- ii. Copy of Membership letter from Institute of Company Secretaries of India
- iii. Copy of PAN Card
- iv. Duly filled and Signed Quotation Letter as per Section – V, on the Letter Head of the PCS/Firm.
- v. Rates shall be quoted in Part II of the Quotation Letter as per Section-V.
 - a. Rate quoted should be exclusive of GST/statutory taxes, if any.
 - b. GST & other statutory taxes, as applicable (if any) shall be paid extra by AAICLAS.

4. Eligibility Criteria:

- i. PCS/Firm should have Office based in Delhi/NCR.
- ii. PCS/Firm should have a total experience of at least 2 years as on 30.06.2024 from the date of issuance of Certificate of Practice by Institute of Company Secretaries of India.

5. Place of Audit:

The audit work has to be conducted at the Corporate Office of the Company at **AAICLAS, AAICLAS Complex, Delhi Flying Club Road, Safdarjung Airport, New Delhi – 110003.**

6. Selection Criteria:

The final selection of the successful bidder shall be done by considering the cost as mentioned in the Financial Bid. The Bidder who quotes the lowest offer (L1) shall be selected for the said services.

In case, the two or more firms/PCS quote the same amount, the bidder having more experience shall be preferred and selected.

Section-V

TERMS AND CONDITIONS

1. PERIOD OF COMPLETION:

The Practicing CS/Firm is required to submit the Certificate in Form MR-3, before the Board Meeting for convening Annual General Meeting of the Company.

2. **PAYMENT TERMS:**

Payment shall be released in 3 equal instalments, shall be paid every year within one month from (i) the date of convening the Annual General Meeting (AGM) of AAICLAS for that financial year or (ii) the date of submission of bill by the PCS/Firm to the Company, whichever is later. No advance payment shall be made for conduct of Secretarial Audit.

3. **Rejection of offer/Cancellation of contract:** If the bidder firm/organization gives wrong information in its offer, AAICLAS reserves the right to reject such offer at any stage or to cancel the contract, if awarded.
4. **Termination of services:** The engagement of successful bidder can be terminated by AAICLAS without assigning any reason, whatsoever, at any time during the contract period by giving 30 days' notice.
5. Appointment of the secretarial auditor shall be subject to the approval by the Board of AAICLAS.
6. The AAICLAS reserves the right to reject all or any bids without assigning any reason(s), at any stage, whatsoever.
7. The PCS/firm should not be blacklisted/debarred by any Govt. / PSU/ Autonomous Body / Semi-Govt. Body of both Central and any State Govt.
8. In case of any clarification required in this regard, the Firm/PCS may contact to Company Secretary, AAICLAS at phone No. 011-24667714.
9. All the above terms & conditions, Scope of work and guidelines as mentioned in **Section I to Section VI** shall form part & parcel of NIT and would be treated as terms and conditions of the contract.

(On the Letter head of Practicing Company Secretary/Firm)

To,

The Company Secretary
AAI Cargo Logistics and Allied Services
Company Limited (AAICLAS)
AAICLAS Complex, Delhi Flying Club Road,
Safdarjung Airport,
New Delhi – 110003

Subject: Quotation for Secretarial Audit of AAICLAS for the Financial Year 2023-24, 2024-25 and 2025-26.

Part I: GENERAL CRITERIA DETAILS

Name of the Practicing Company Secretary (PCS)/ Firm Name of the Lead Partner	
Registered Address	
Contact Person's Name, Designation, Phone No, E-Mail id	
PAN Number & GST Number of the Firm, if any	
Date of Commencement of Practice and CoP number	

Part II: FINANCIAL RATE QUOTATIONS

Sr. No.	Item Description	Rate (Excluding GST) in figures (in Rs.)
01	ENGAGEMENT OF PRACTICING COMPANY SECRETARY FOR SECRETARIAL AUDIT OF AAICLAS for the FY 2023-24, 2024-25 and 2025-26.	
	Total (in Words) Rupees	

DECLARATION

1. All the information provided is true and to the best of my knowledge & belief.
2. I/We have no objection in providing any of the above-mentioned Original Document (for verification, to the Company officials, if required).
3. I/We have agreed to all the terms and conditions mentioned in **Section IV and V** above.
4. I/We have not been blacklisted/debarred by any Govt. / PSU/ Autonomous Body / Semi-Govt. Body of both Central and any State Govt.

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(Authorised Signatory)

Full Name.....

Company/Firm

Encl.:

1. Copy of COP letter from Institute of Company Secretaries of India
2. Copy of Membership letter from Institute of Company Secretaries of India
3. Copy of PAN Card