



Letter No.: RSCCL/ROC E-Form/123/2018/.....79.

Ranchi, Dated: 23/3/2022

NOTICE INVITING QUOTATION

Sealed single envelope quotation are invited from Practising Company Secretaries/Firms/Agencies for Annual Return Authentication, certification through issuance of Certificate as MGT-8 with regards to Section 92 of the Companies Act, 2013 and Rules thereof of Ranchi Smart City Corporation Limited for the financial year 2020-21. The details are as below:

Description of Works
a) Its registered office, principal business activities, particulars of its holding, subsidiary and associate companies,
b) Its shares, debentures and other securities and shareholding pattern;
c) Its indebtedness;
d) Its members and debentures-holders along with changes therein since the close of the financial year;
e) Its promoters, directors, key managerial personnel along with changes therein since the close of the previous financial year ;
f) Meeting of members or a class thereof, Board and its various committees along with attendance details ;
g) Remuneration of directors and key managerial personnel;
h) Penalty and punishment imposed on the company, its directors or officers and details of compounding of offences and appeals made against such penalty or punishment ;
i) Matters relating to certification of compliances, disclosures may be prescribed ;
j) Details as may be prescribed in respect of shares held by or on behalf of the Foreign Institutional Investors including their names, address countries of incorporation, registration and percentage of shareholding held by them ;
k) Such other matters as may be prescribed

Note: Rate quoted for the service should be inclusive of all taxes.

Terms & Conditions

1. The bidder should not be involved in any fraudulent practices and should not be blacklisted in last three years from the date of publishing of this notice in any State/Central Govt. and / or PSU organization. **A declaration to this extent must be attached with the bid.**

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2. Bidder should be registered with Commercial Tax Department and having GST number.
3. Bidder should have a local office in Ranchi, Jharkhand.
4. RSCCL reserves the right to accept or reject any quotation in full or part, or to suspend this process and reject all the quotations or part at any point of time prior to the award of contract, without thereby incurring any liability on the ground of the purchaser inaction.
5. Payment will be released only after proper receipt of bill/invoices.

Last date & time for submission of Quotation is 31.03.2022 by 04:00 P.M.
Date & Time of opening of Quotation is 31.03.2022 at 05:00 P.M.

How to Apply: Interested bidders should apply in a sealed single - envelope with heading "Quotation for Annual Return Authentication, certification through issuance of Certificate in MGT-8 for FY 2020-21" mentioning the rate of service to bid as per 'Note' above, and documents attached as per the terms & conditions, and submit before due date & time by hand to the office of the undersigned at-

Chief Executive Officer
Ranchi Smart City Corporation Ltd
JUPMI Building, 2nd Floor,
Plant Plaza Road,
Dhurwa, 834004,
Ranchi- Jharkhand.



(Company Secretary)
RSCCL, Ranchi

