

QUOTATION FOR THE POSITION OF PART-TIME CONSULTANT COMPANY SECRETARY

Personal Information

Name: _____

Father's /Husband Name: _____

Gender: _____

Date of Birth: (DD/MM/YYYY) _____

Nationality: _____

Present Address: _____

Distt. _____ State _____ PIN _____

Permanent Address: _____

Distt. _____ State _____ PIN _____

E-Mail Address _____

Contact No. _____

Academic Background

(a) **Academic Background** (Please start from highest qualification and go in descending order)

Degree Passed	Passing Year	Subjects	University/Board	Grade / Div

Employment History (Please start from your recent job and go in descending order)

Name of Organization/ Institution	Post held with Emoluments/ Salary (Per Month)	Job Profile (Nature of work)	Relevant Experience (in years)		
			From	To	Total Exp.

(Pls attach additional sheets, if required).

PART -A

Job Description	Retainership per month
<p>i. The consultant shall look after the function of the Board Secretariat in capacity of Company Secretary of the Company and its subsidiaries and Joint Venture Company and discharge and ensure compliance all statutory and other obligations as required.</p> <p>ii. Preparing of Board meeting agenda of IDPL, 100% Subsidiary Company and JV Company, approval of same from CMD, circulation to concerned stake holders, fix date and time of meeting, conduct the same atleast once in a quarter and prepare Minutes thereon and obtain approval of CMD. All other mandatory compliances are to be ensured are met for all four Companies in time.</p> <p>ii. The consultant shall also carry out any other compliance mandatory as per Companies Act and MoCA or any assignment given by the Competent Authority from time to time.</p>	

PART-B

Scope of work	ONE TIME FEE
<p>Since there is pendency of compliance requirements as per MoCA and Companies Act in respect of IDPL, Subsidiary Companies and JV Company and updation of records for past few years and also involving Statement of Case/ condonation and sanction of Authority, the same is required to be completed as a one time job work by the consultant for which one-time fee may be quoted. Scope of work for past pending compliances falls as under:-</p> <p>a) Inspection of available records on Ministry of Corporate Affairs (MCA) portal and carry out full compliance and updation of records as per the provisions of The Companies Act, 2013 since continuing pendency for IDPL, Subsidiary Companies and JV Company.</p> <p>b) Inspection of records and preparation of a Search report to identify the gap between required compliance and compliance made.</p> <p>c) Preparation of Note for departmental approval clearly setting out the gaps and obtaining required approval from various authorities including Courts.</p> <p>d) Filing the Application/Petition in National Company Law Tribunal (NCLT) and High Court, if required including hiring Advocate assist him in drafting the petition and preparation for arguments.</p> <p>e) On approval from the NCLT/High Court, preparation of documents complete the requirements for filing of the same with Registrar of Companies, Ministry of Corporate Affairs and with other Authority(ies) if directed by the NCLT and High Court etc.</p> <p>f) Liasoning with the Registrar of Companies for clearing out the backlog.</p> <p>g) Penalties and government fees will be paid upfront for clearing the backlog.</p>	

Signature

Date:-