

APPLICATION
Application form for appointment –Secretarial Auditor

On the Company Letter Head

To,

The Finance & Accounts Department.

M/s Sikkim IFFCO Organics Limited
Directorate of Sikkim State Lotteries Building
Basement Floor, Deorali, Gangtok, Sikkim- 737102.

Advertisement date:

Dear Sir/ Madam,

Subject: Appointment of Secretarial Auditor in M/s Sikkim IFFCO Organics Limited, for the Financial Year 2025-2026.

With reference to your above-mentioned tender, I/we the undersigned, hereby submit my/our proposal along with necessary supporting documents as desired by M/s. Sikkim IFFCO Organics Limited.

Further, I/we agree, that M/s. Sikkim IFFCO Organics Limited reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder(s) of any such change.

Further, I/we agree to abide by all the terms and conditions as mentioned in the tender document. I/We have also noted that SIOL reserves the right to consider/ reject any or all applications without assigning any reason thereof.

Signature.....

Name & Designation of the Authorized Signatory.....

Stamp.....

Date:

Place:

**APPLICATION
Bidder's Information**

S. No.	Particulars/Details	Documents Attached
1	Firm Name	
2	Type of Firm [Proprietorship / Partnership Firm / LLP registered under Partnership Act 1932 / Limited Liability Partnership Act 2008 as applicable]	
3	Registration No. and date of registration (Registration Certificate to be enclosed)	
4	Address of the Firm	
5	Office Phone No	
	Mobile Number	
	E-Mail ID	
6	Authorized Person – Name	
	Authorized Person – Designation	
	Authorized Person - Mobile Number	
	Authorized Person - E-Mail ID	
6	PAN (Please submit self-certified photocopy)	
7	GSTIN (Please submit self-certified photocopy)	
8	Beneficiary Bank Details (Please submit cancelled cheque)	
9	Whether the bidder has been prohibited/blacklisted/ debarred from participation in the bid process by any Government Department/ CPSU/ SPSU/ Banks/ Autonomous Bodies/ Statutory Bodies/ Pvt. Firm/ Corporative societies/ RBI/ SEBI, etc. If yes, please give details	Yes/No/Comments (if option is 'Yes') (If option is 'Yes' Bidder may Not be considered)
10	Turnover of last 3 Financial Years	
	31-03-26	
	31-03-25	
	31-03-24	

Name & Designation

Stamp

**APPLICATION
PROFORMA FOR TECHNICAL BID**

On the Company Letter Head

Sl. No.	Particulars	Reply/Remarks/Documents
1	<p>Name of the Practicing Company Secretary (PCS)/Firm of Company Secretaries:</p> <p>Whether Partnership/ Proprietorship/ Individual?</p> <p>Name of the Lead Partner/ Proprietor/ Individual/ In-charge</p> <p>Name(s) of the Contact person(s) and the Contact details</p>	
2	<p>(i) Year of Commencement of Practice as PCS Firm (ii) Certificate of Practice Number / Registration Number</p> <p>Attach Documentary evidence :</p> <ul style="list-style-type: none"> • Copy of Certificate of Practice from ICSI regarding date of Commencement of Practice as CS; and / or • Copy of approval letter from ICSI in respect of Firm's Name. 	
3	<p>Peer Review Certificate issued by the Institute of Company Secretaries of India, for the Company Secretary in Practice / Firm of Company Secretaries (Attach Documentary evidence) if any</p>	
4	<p>Details of Headquarter/Branch Office(s) Address Telephone Nos. Fax No. Email Website</p>	

APPLICATION

5	<p>Post Qualification Experience of Lead Partner/ Proprietor/ Individual including Service/ Practice under whose supervision the Secretarial Audit will be conducted.</p> <ul style="list-style-type: none">•Total Post Qualification Experience (min. 18 years)•Experience in Practice (min. 15 years) <p>(Attach Documentary evidence)</p>	
6	<p>Experience of Secretarial Audit of Public Sector Undertaking(s) / cooperative societies. (Yes/ No) (Attach Documentary evidence)</p>	
7	<p>Number of Secretarial Audit conducted of Equity Listed Public Companies/ cooperative societies having share capital of at least 50 crores in the last 3 Financial Years. (Attach Documentary evidence)</p>	
8	<p>Number of full time employees, who are qualified Company Secretaries.</p> <p>Number of CS Final / Intermediate passed CS Trainees in/with the PCS Firm.</p>	
9	<p>Average Annual Turnover of the Firm in last 3 financial years based on ITR/Balance Sheet (Attach Documentary evidence)</p>	

APPLICATION

10	<p>Submit self-declaration w.r.t.</p> <p>i. based in Sikkim or neighboring border state.</p> <p>ii. not disqualified to be appointed as Secretarial Auditor / Professional Assignments;</p> <p>iii. not subject to any legal/ quasi-judicial / professional misconduct proceedings for any professional services;</p> <p>iv. not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations along with the declaration from the partners and officers</p> <p>v. not have been prohibited/blacklisted/ debarred from participation in the bid process by any Government Department/ CPSU/ SPSU/ Banks/ Autonomous Bodies/ Statutory Bodies/ corporative societies.</p>	
11	Any other relevant information. (Attach Documentary evidence, if required)	

Declaration

1. All the information provided by me/us here above is correct to the best of my/our knowledge & belief.
2. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.
3. I/We have read all the terms & conditions of bid and the instructions and these are acceptable to me/us.

APPLICATION
PROFORMA FOR FINANCIAL BID
On the Company Letter Head

To,

The Finance & Accounts Department.

M/s Sikkim IFFCO Organics Limited
Directorate of Sikkim State Lotteries Building
Basement Floor, Deorali, Gangtok, Sikkim- 737102.

Dear Sir/Madam,

I/We _____ (Name of Bidder) are pleased to submit, hereunder, our Financial/ Commercial Bid for the appointment of Secretarial Auditor as mentioned in the tender notice regarding **“Appointment of Secretarial Auditor for carrying out Secretarial Audit.**

Particulars	Financial Bid (Amount in `)
Audit Fees Add. : GST @ 18 % Add. : Out of Pocket Expenses (Please specify) TOTAL FINANCIAL BID	

Total Financial Bid Amount in words: Rupees _____ only.

Note:

1. Prices quoted are in Indian Rupees only;
2. Bidder should fill the details compulsorily as per the format and authenticate the same;
3. In case of unreasonable quotes or free of cost quotes etc. (basically/deliberately intending/ aimed towards halting/sabotaging the Appointment process), the financial bid is liable to be rejected;
4. Application, Technical & Financial Bid should be submitted in sealed envelope, and submitted to the above mentioned address through Registered Post / Speed Post.

Signature:-----

Name & Designation of the Authorized Signatory:-----

Date:
Place: