

LUDHIANA INTERNATIONAL AIRPORT LIMITED

(A Joint Venture of Airports Authority of India and Govt. of Punjab)

CIN - U62100PB2020GOI051566

No. LIAL/CEO/CS/2022/20

Dated : 25.11.2022

Notice Inviting Quotation

Sub.: Quotation for Services of Practicing Company Secretaries / Firm of Company Secretaries for Secretarial Services for the Financial year 2022-23 & 2023-24 for Ludhiana International Airport Limited (LIAL).

1. Sealed Quotations are hereby invited by Ludhiana International Airport Limited (LIAL) for services of Practicing Company Secretaries / Firm of Company Secretaries for Secretarial Services with the SoW as attached in the Annexure-1 for the Financial Year 2022-23 & 2023-24 for Ludhiana International Airport Limited.
2. The amount quoted should be inclusive of all the taxes as per month excluding GST, GST amount should be mentioned separately. (Annexure-2)
 - a) Amount of offer should be conspicuously written both in figures as well as in words. Any over-writing, correction or insertion should be duly signed by the authorized signatories of the firm / agency.
 - b) In case of discrepancy between the amount of figures and words, the offer written in words shall only be considered.
3. The NIQ document indicating full details is available on AAI website www.aai.aero as well as in the designated office at following address :-

**O/o The Chief Executive Officer, Ludhiana International Airport Limited
Ludhiana Airport, Sahnewal – 141120**

4. The duly filled up “SEALED QUOTATIONS” completed in all respect should reach either by registered post or by person at the above address by the due date / time.
5. The critical dates are as under :-

Downloading/availability of NIQ document	25.11.2022 (1600hrs.)
Last date / Time for submission of QUOTATION	On or before 12.12.2022 upto 1700hrs.
Opening of QUOTATION	On 13.12.2022 upto 1500 hrs.

6. Late receiving/incomplete quotation will not be entertained.
7. LIAL shall not be responsible for delay / loss of quotation.

The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.

SD/- Chief Executive Officer
Ludhiana Airport International Limited

Applicants are advised to study this notice carefully before submitting their proposals in response to the invitation for quotation.

Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Last date of Application	Application must be submitted in sealed Cover with relevant details through Speed Post only so as to reach by 14/12/2022 up to 05:00 PM at the following address: To, The Chief Executive Officer, Ludhiana International Airport Limited Ludhiana Airport, Sahnewal - 141120
Quotation Fee	NIL
The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof. SD/- Chief Executive Officer Ludhiana Airport International Limited	

SCOPE OF WORK

The Engagement

The Engagement shall be on an exclusive basis for LIAL and the scope is defined further in this letter. The scope and the tenure of the engagement can further be extended with the specific approval of CEO.

Scope of Services

These areas outline the scope of the services under the Engagement.

- ✓ Filing of Annual forms (Balance Sheet, Profit & Loss Account & Annual return as required by relevant provisions of Companies Act, 2013.
- ✓ Preparation and filing of periodical disclosures of directors, KMP etc.
- ✓ Preparation of Notices, Agendas & Minutes of the Meetings of Board of Directors; Board Committees; Shareholders (Annual General Meeting and Extra Ordinary General Meeting), Circular Resolutions, any other shareholders' communication
- ✓ Preparation of Statutory Registers as required by Companies Act, 2013
 - Register of Member
 - Register of Director
 - Register of Director's shareholding
 - Register of Contract
 - Register of Transfer
 - Register of Charge
 - Register of inter corporate loans & investments
 - Other register, if any
- ✓ Filing & pre-certification of periodical forms with Registrar of Companies such as Form DIR-12, Form MGT-14, Form CHG-1, Form SH-7, Form PAS-3 etc. under relevant provisions of Companies Act, 2013.
- ✓ Preparation of Notice, Director's Report & Annual Return of the Companies annually.
- ✓ Preparation of Share Certificate.
- ✓ Preparation of Share Transfer deeds & their stamping.
- ✓ Consultancy Services relating to matter related to Companies Act, 2013.

(Financial Bid)**(This form shall be submitted in 'SEALED COVER' in Envelope 'B' by the CS / Firm)****(ON THE LETTER HEAD OF THE COMPANY SECRETARY / FIRM)**

To,
 Chief Executive Officer
 Ludhiana International Airport Limited,
 Ludhiana Airport,
 Sahnewal – 141120 (Punjab)

Subject: - Quotation for Services of Practicing Company Secretaries / Firm of Company Secretaries for Secretarial Services for the Financial year 2022-23 & 2022-23 for Ludhiana International Airport Limited (LIAL).

1. In reference with the above, following are the professional fees as a Company Secretary in Practice for Secretarial Service.

Particulars	Professional Fees (In Rupees) with GST Per Month
SECRETARIAL AUDIT for the Financial Year 2022-23 & 2022-23	

GST No:

PAN No:

Mobile No:

Contact Person:

2. I/We have carefully read and understood the general terms and conditions of the NIQ and agreed to abide by the same.
3. LIAL reserves to itself the right to reject the conditional offer without assigning any reason thereto.

 Signature of Company Secretary/s
 (with official seal)

Name : _____

Address : _____

Tel No. / Mobile No.

Email ID _____

Partner (Name)

Membership no. COP No _____

Terms and Conditions:

1. The applicant has to provide the quotation on the letter head of the firm in the prescribed format attached herewith along with necessary documents in a sealed cover with the cover bearing name

To,
Chief Executive Officer
Ludhiana International Airport Limited,
Ludhiana Airport,
Sahnewal – 141120 (Punjab)

2. The amount quoted as professional fees shall be inclusive of GST
3. The appointment of the Practicing Company Secretaries / Firm of Company Secretaries for Secretarial Services will be made for the financial year 2022-23 & 2023-24 and the same can be further extended by mutual consent of the parties if the work done is satisfactory to the Board and management.
4. The Service of CS / CS Firm can be terminated by giving notice of one week if found unsatisfactory without giving any reason.

Confidentiality Agreement

Consultant shall not disclose except as required by law, order of the Court or by any regulatory authority, any confidential information relating to LIAL or any promoter / group companies / bodies which it receives during the Engagement. If Consultant is required by law, order of the Court or by any regulatory authority to disclose information, the LIAL will authorize the Consultant to disclose the information and to deliver the relevant documents to the concerned authority.

The provisions of this letter relating to confidentiality obligations and reimbursements for expenses incurred & consultant's remuneration in the event of termination will survive any termination as set out in this section of the letter.

We agree to the above terms and conditions & confidentiality agreement.

For _____

Company Secretaries

(Sign and stamp)

Membership no.

COP No. _____

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We agree to the above Scope of Work

For _____

Company Secretaries

(Sign and stamp)

Membership no.

COP No. _____