

Invitation for Appointment as Secretarial Auditor for Financial Year 2018-19

IFCI Factors Limited (IFL) is a subsidiary of IFCI Limited, a Government of India Undertaking, incorporated on 14/12/1995 is a Non-Banking Finance Company (NBFC)-Factor for carrying on the business of Factoring and providing Corporate Loans and has its Non- Convertible Debentures listed on BSE Limited.

To know more about IFL please visit www.ifcifactors.com

IFL intends to empanel Practicing Company Secretary (PCS)/Firm of Company Secretaries/ Partnership/Limited Liability Partnership (Firm) to conduct Secretarial Audit for the Financial Year 2018-19, in terms of the relevant provisions of Companies Act, 2013.

Scope of Secretarial Audit

The broad scope of Secretarial Audit includes verification of the compliances under the following enactments, rules, regulations and guidelines:-

- (i) The Companies Act, 2013 and the Rules made thereunder;
- (ii) Regulations and Guidelines prescribed by the Securities and Exchange Board of India, Foreign Exchange Management Act, 1999, The Depositories Act, 1996;
- (iii) Secretarial Standards issued by "The Institute of Company Secretaries of India"; and
- (iv) Any other Laws/Regulations as may be applicable.

Eligibility Criteria

1. The PCS / Firm should have minimum four years of experience as Practicing Company Secretary.
2. The Head Office / Branch Office of the PCS / Firm must be located at New Delhi.
3. The Secretarial Audit shall be completed within the time as may be stipulated by the management from time to time.

4. The audit work has to be conducted at the Registered Office of IFL which is at 10th Floor, IFCI Tower 61, Nehru Place, New Delhi – 110019.
5. The Lead Partner/ Proprietor/ Individual should not have any direct/ indirect benefit/ conflict of interest with IFL and should not be disqualified to act as the Secretarial Auditor under any law for the time being in force.
6. The validity of empanelment will initially be for the Financial Year 2018-19. IFL at its sole discretion may extend the validity of empanelment mentioning such terms and conditions as may be approved by the Competent Authority, on year on year basis. However, it is expressly stated here that the said tenure is not to be construed as assured and IFL reserves the right not to extend to the tenure at its sole discretion without assigning any reason thereof.
7. Preference will be given to PCS/ Firm having experience of conducting Secretarial Audit of Listed/u Non-Banking Financial Companies (NBFC).
8. The last date for receipt of the applications is up to 11.00 A.M by 18th January, 2018 at the Registered Office of the Company at IFCI Tower, 61 Nehru Place, New Delhi-110019. Applications received, if any after this date shall not be considered.
9. In case of any dispute arising out of or during assignment of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Managing Director, IFL will be final and binding.
10. The Management of IFL/competent authority reserves the right to reject all or any of the quotations without assigning any reason(s), whatsoever. It also reserves the right to relax any eligibility criteria thereof, in case of difficulty.
11. IFL reserves the right to cancel/ restrict/ enlarge/ modify/ postpone and/or extend the date of receipt/ opening of quotations or withdraw the quotations without assigning any reason(s), whatsoever. In such case the applicants shall not be entitled to any form of compensation from IFL.

12. If any false information/documents is provided/submitted and it comes to the knowledge of IFL, it reserves the right to reject such quotations at any stage or to terminate the assignment with immediate effect and also take legal action against the PCS/ Firm.

13. Interested entities may submit their applications in a sealed envelope along with the quote of amount of professional fees, profile, experience as Practicing Company Secretary, No. of Secretarial Audits as on date, No. of partners, clientage, work profile handled etc. addressed to :

Company Secretary,
IFCI Factors Limited,
10th Floor, IFCI Tower 61,
Nehru Place, Delhi – 110019
Telephone No: 011-46412805

14. In case of any clarification please contact the Company Secretary at the contact mentioned at point no. 13 above.