

**REQUEST FOR QUOTATIONS FOR EMPANELMENT OF PRACTISING COMPANY
SECRETARY FIRMS FOR ROC FILING OF IFIN AND ITS SUBSIDIARIES**

1. INTRODUCTION

IFCI Financial Services Ltd (IFIN) was promoted in 1995, by IFCI Ltd., to provide a wide range of financial products and services to investors, institutional and retail. IFIN is primarily involved in Stock Broking, Mutual Fund Distribution & Advisory Services, Depository Participant Services, Insurance Products Distribution and the like.

IFCI Financial Services Limited has three subsidiaries namely, IFIN Securities Finance Limited, IFIN Commodities Limited and IFIN Credit Limited (*collectively referred as IFIN Group*). All the companies including IFCI Financial Services Limited are situated in Chennai. (For detailed information visit website- www.ifinltd.in)

2. OBJECTIVE OF RFP

We have to appoint practicing company secretary firm for certification of event based ROC filing for IFCI Financial Services Limited and its three subsidiaries (*collectively referred as IFIN Group*) which are as follows:

- a) IFIN Securities Finance Limited (ISFL)- ISFL is a wholly owned subsidiary of IFCI Financial Services Limited and it is categorized as Systematically Important Non-Deposit taking NBFC (NDSI) based out of Chennai. ISFL is essentially a Loan company. It is engaged in the business of lending to individuals & corporates by means of Loan against Shares (LAS), Loan against Mutual Funds (LAMF) and Loan against Sovereign Gold Bonds (LASGB).
- b) IFIN Commodities Limited (ICOM)- ICOM is a wholly owned subsidiary of IFCI Financial Services Limited and is a registered member of the Multi Commodity Exchange of India Ltd (MCX) and National Commodity and Derivatives Exchange Ltd (NCDEX) is primarily engaged in the business of providing Commodity market related transaction services.
- c) IFIN Credit Limited (ICRL) - ICRL is a wholly owned subsidiary of IFCI Financial Services Limited and IFIN Credit Ltd is not engaged in any major business activity. The surplus fund has been placed as fixed deposit.

3. Eligibility Criteria:

- a) The following PCS are eligible to apply as Secretarial Auditors:
 - i) Practicing Company Secretary – Individual / Sole proprietor
 - ii) Practicing Company Secretary – Partnership firm/ Company/LLP

b) The Lead Partner/Proprietor/Individual should have a minimum Experience of 05 years and should be in full time practice.

c) The PCS should not have been black listed/ debarred by any institution of the Central Government or State Government of any state or by ICSI.

4. Scope of work:

a) Verification and Certification and filing of event based ROC forms (excluding Annual filing form i.e. AOC-4 and MGT-7/MGT-8) from time to time for FY 2023-24.

b) Professional consultancy also related to certain secretarial matter from time to time for FY 2023-24.

The above description of scope of work is indicative and not exhaustive. Changes /additions can be made by IFIN as and when necessary.

5. Term of Appointment

The validity of empanelment will initially be for the Financial Year 2023-24.

6. In case of any queries/ clarifications, applicants can write to Email- cs@ifinltd.in

7. Terms and Conditions:

a) The Management of IFIN group /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.

b) IFIN Group 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.

5. Applicant shall place their quotation for all the companies (IFIN, ISFL, ICOM, ICRL) separately .Consolidated bid should not be submitted.

6. Quotations that are incomplete i.e. not accompanied in the format as required, not received by the due date and time and having Conflict of Interest will be rejected.

7. The Lead Partner/ Proprietor/ Individual should not have any direct/ indirect benefit/ conflict of interest with IFIN and should not be disqualified under any law for the time being in force and should give an undertaking in this behalf.

8. The applicant should submit the quotations as mentioned in the request for quotations in password protected pdf file on or before April 28, 2024 by 04.00 PM on cs@ifinltd.in .

The password of the same should not be disclosed until the time of opening of quotations and the opening time and date of quotations will be intimated via separate mail.

(On letter head of Practicing Company Secretary/ Firm of Company Secretaries)

**Annexure- I A- Format of submitting quotation
(For IFCI Financial Services Limited)**

To
IFCI Financial Services Limited
3rd Floor, Continental chamber 142,
M.G Road, Nungambakkam,
Chennai – 600034.

Sl. No	Description	Amount (in figures)
1.	Verification and Certification of event based ROC filing per form	
2.	Professional Consultancy fees for per signed legal opinion	
	Total	

The fee is exclusive of any applicable taxes and levies, if any.

Total amount in words: Rupees _____ only

Signature:.....

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

Stamp of the PCS/ Firm: -----

Date:.....

Place:

(On letter head of Practicing Company Secretary/ Firm of Company Secretaries)

**Annexure- II B- Format of submitting quotation
(For IFIN Securities Finance Limited)**

To
IFIN Securities Finance Limited
3rd Floor, Continental chamber 142,
M.G Road, Nungambakkam,
Chennai – 600034.

Sl. No	Description	Amount (in figures)
1.	Verification and Certification of event based ROC filing per form	
2.	Professional Consultancy fees for per signed legal opinion	
	Total	

The fee is exclusive of any applicable taxes and levies, if any.

Total amount in words: Rupees _____ only

Signature:.....

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

Stamp of the PCS/ Firm: -----

Date:.....

Place:

On letter head of Practicing Company Secretary/ Firm of Company Secretaries)

**Annexure- II C- Format of submitting quotation
(For IFIN Commodities Limited)**

To
IFIN Commodities Limited
3rd Floor, Continental chamber 142,
M.G Road, Nungambakkam,
Chennai - 600034.

Sl. No	Description	Amount (in figures)
1.	Verification and Certification of event based ROC filing per form	
2.	Professional Consultancy fees for per signed legal opinion	
	Total	

The fee is exclusive of any applicable taxes and levies, if any.

Total amount in words: Rupees _____ only

Signature:.....

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

Stamp of the PCS/ Firm: -----

Date:.....

Place:.....

(On letter head of Practicing Company Secretary/ Firm of Company Secretaries)

Annexure- II D- Format of submitting quotation

(For IFIN Credit Limited)

To
IFIN Credit Limited
3rd Floor, Continental chamber
142,M.G Road, Nungambakkam,
Chennai - 600034

Sl. No	Description	Price Bid (Exclusive of taxes) Amount (in figures)
1.	Verification and Certification of event based ROC filing per form	
2.	Professional Consultancy fees for per signed legal opinion	
	Total	

The fee is exclusive of any applicable taxes and levies, if any.

Total amount in words: Rupees _____ only

Signature:.....

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

Stamp of the PCS/ Firm: -----

Date:.....

Place:.....

