

Invitation for Appointment as Secretarial Auditor for Financial Year 2024-25

IFCI Factors Limited (IFL) is a subsidiary of IFCI Limited, a Government of India Undertaking, incorporated on 14/12/1995 and is a Non-Banking Finance Company (NBFC)-Factor.

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

IFL intends to appoint Practicing Company Secretary (PCS)/Firm of Company Secretaries/ Partnership/Limited Liability Partnership (Firm) to conduct Secretarial Audit for the Financial Year 2024-25, 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) Secretarial Standards issued by "The Institute of Company Secretaries of India"; and
- (iii) Any other Laws/Regulations as may be applicable to an NBFC.

Eligibility Criteria

1. The Practicing Company Secretary or the Firm should have minimum six years of experience.
2. The Head Office / Branch Office of the PCS / Firm must be located at New Delhi.

Documents to be submitted

- i. Certificate of practice
- ii. Brief profile of the firm covering, inter-alia, the following:
 - a. No. of partners/ PCS
 - b. Names and profile of partners/ PCS
 - c. No. of Secretarial Audits carried out till date

- d. No. of Secretarial Audits carried out during FY2024-25
 - e. Other key assignments handled
 - f. List of clients
 - g. Email ID
 - h. Phone Nos.
 - i. Contact Details
- iii. Lumpsum quotation in the format given at **Annexure I (in a password protected PDF File). Quotations received without password protection are liable to be rejected.**

Other Conditions

1. The Secretarial Audit shall be completed within the time as may be stipulated by the management from time to time.
2. The audit work has to be conducted at the Registered Office of IFL which is at 7th Floor, IFCI Tower 61, Nehru Place, New Delhi – 110019 from 9:45 AM to 5:45 PM.
3. 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 and should give an undertaking in this behalf.
4. The validity of empanelment will initially be for the Financial Year 2024-25. 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 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.
5. The last date for receipt of the applications along with password protected quotation in the format given at **Annexure I** is up to 4.00 P.M. by 20th January, 2025 through email on smitkumar@ifcifactors.com and prafullasharma@ifcifactors.com. Applications received, if any after this date shall not be considered. Password should not be shared in the said email. **Passwords shall separately be sought from applicants after 4:00 PM on 20th January, 2025.** IFL reserves the right to revise these timelines at its sole discretion without assigning any reason thereto.

6. 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.
7. 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.
8. 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.
9. If any false information/documents is provided/submitted and it comes to the knowledge of IFL, IFL 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.
10. In case of any clarification please contact the Company Secretary at the contact mentioned below.

Company Secretary,
IFCI Factors Limited,
7th Floor, IFCI Tower 61, Nehru
Place, Delhi – 110019
Telephone No: 011-46412805/ 9968583159
E-mail: smitkumar@ifcifactors.com

Annexure I

To,
The Company Secretary,
IFCI Factors Limited
7th Floor, IFCI Tower,
61 Nehru Place, New Delhi – 110019

Subject: Appointment for Secretarial Audit of IFCI Factors Limited for Financial Year 2024-25

Dear Sir,

We, M/s _____(Firm Name)_____, confirm that we have gone through the “**Invitation for Appointment as Secretarial Auditor for Financial Year 2024-25**” uploaded on the website of IFCI Factors Limited and accept the terms and conditions contained therein.

Accordingly, we submit our lumpsum quotation of Rs. _____/- (Indian Rupees _____ only (inclusive of all expenses and applicable taxes)

Yours sincerely,

(Signature)

Name of Partner or Practicing Company Secretary