Notice Inviting Tender

Tender is invited from the resourceful, experienced, reliable persons/Agencies/Firms for consultancy services on retainer ship basis to perform the duties and responsibilities as a Company Secretary in the Company’s Act 2013.

The last date of receipt of the tender is upto 3:30 p.m. on 11-09-2019. The tender will be opened on 12th September-2019 at 11:30 a.m. in the Chamber of undersigned. For details, please visit www.Tender.gov.in or www.tripuraturism.gov.in

For any further clarification, if any can communicate through e-mail Id:- tripuratourism09@rediffmail.com or Telephone No- (0381 – 231-7878/2223893/2325930, Fax – (0381) 230 – 0496.

S/d
Managing Director
TTDC Ltd, Swetmahal

Copy to:-
1. The Director of Tourism, Govt. of Tripura. For favour of kind information please.
2. The Branch Officer, Marketing, TTDC Ltd, Agartala for information.
3. The Accounts Officer, Cash Section, TTDC Ltd, for information.
4. Mr. Partha Chakraborty, Nodal Officer, IT, TTDC Ltd to upload into the website of TTDC Ltd & www.Tender.gov.in

Copy also to:-
1. The P.S. to the Hon’ble Chairman, TTDC Ltd, Agartala for kind information of Hon’ble Chairman, TTDC Ltd (Hon’ble Minister, Department of Tourism).
2. The P.S. to the Special Secretary, Department of Tourism for kind information of the Special Secretary, Department of Tourism

Managing Director
TTDC Ltd, Swetmahal
Terms and Conditions of Reference for Consultancy Services on retainership basis to perform the duties and responsibilities as a Company Secretary in the Companies Act 2013.

SCOPE OF SERVICES :-

(a) Advising on issuing notices for Board and General Meetings, and ensuring that Minutes of Meeting are accurately recorded as per Secretarial Standard-1 and Secretarial Standard-2 of the Companies Act 2013.
(b) Advising returns and records required statute and all documents which are required to be filed as per the Companies Act 2013.
(c) Submission of returns and all documents which are required to be filed as per the Companies Act 2013 to the Registrar of Companies (ROC).
(d) Reviewing the Director’s Report of the Company for Compliance with the provisions of the Companies Act 2013.
(e) Advising on and reviewing the maintenance of all records and registers as required under the Companies Act 2013, Companies (Management and Administration) Rules 2014, Companies (Appointment and Qualification of Directors) Rule 2014, Companies (Meeting of Board and its powers) Rules 2014, Companies (Register of Charges) Rules 2014, Dividend Register (under the Companies Act 2013) and proper maintenance of the Minutes book of General and Director’s Meetings.
(f) All other compliance as contemplated under the Companies Act 2013, Reserve Bank of India etc., as applicable to the Company.
(g) XBRL (Extensible Business Reporting Language) for filling of Balance Sheet (Annual Report) as required under the Act.
(h) MGT-8 (Annual return Audit) as required under the provisions of the Companies Act 2013.
(i) Secretarial Audit in terms of Provisions of section 204 of the Companies Act 2013, if applicable.

TIME PERIOD OF ENGAGEMENT :-

Consultancy period shall be per annum basis which can be extended further or terminated earlier with one month notice without assigning any reason.