

GUWAHATI SMART CITY LTD.

(Formerly Guwahati Smart City Development Agency Ltd.)

(CIN U45309AS2016SGC017403)

04th Floor, Aditya Tower, Opp. Down Town Hospital, G.S. Road, Guwahati-781006

E-mail: mdsmartguwahati@gmail.com

Website: www.gscl.assam.gov.in

NO. SPV/GSCL/GEN/103/2018/63

Dated: 04/12/2018

Expression of Interest for Selection of Company Secretary for Guwahati Smart City Limited.

Guwahati Smart City Limited (GSCL) invites Expression of Interest from interested Practicing Company Secretary or Firm of Company Secretaries (Partnership/ Limited Liability Partnership) for appointment as Company Secretary.

Scope of Work.

The Practicing Company Secretary or Firm of Company Secretaries will be responsible for

- Advice on all Statutory and constitutional requirements to ensure that business is conducted in a proper and effective manner
- Submission of returns, to the Registrar of Companies; such returns may be in respect of changes in particulars required to be made in some of the Directors, or in respect of certain specific provisions of the Act or amendment of Article of Association.
- Prepare all report/Minutes of Meeting of the organization in accordance with legal and constitutional requirements. Maintenance of all statutory reports of the company.

Eligibility

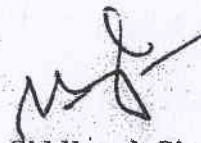
The bids will be screened on the basis of the following essential eligibility criteria:-

- The applicant may be an Individual or a Company Certified under the Companies Act 1956. Should be registered with the Institute of Company Secretaries of India and a Certified Firm (self attested copy to be enclosed)
- Should have been working as Company Secretary and have been enlisted as Company Secretary Firm for at least last 05 years

Period of engagement

The term for engagement of the Company Secretary is on contract basis. The selected firm/entities will be appointed initially for a period of 1 financial year which will be extended on successful performance.

EOI documents should be submitted in hard copy to The Managing Director, Guwahati Smart City Limited, 4th floor, Aditya Tower, Opp. Down Town Hospital, G.S Road, Guwahati – 781006 on or before 4.00 P.M on 08/01/19 with relevant documents supporting their credentials and expected remuneration. EOI notice is also available at our website - <https://gscl.assam.gov.in/>



((Dr. Siddharth Singh, IAS)
Managing Director
Guwahati Smart City Limited