



# The Singareni Collieries Company Limited

(A Government Company)  
CIN : U10102TG1920SGC000571

Ref No: CRP / CS / 444 / 96

Date: 24.03.2026.

NOTICE INVITING EXPRESSION OF INTEREST (EOI) CUM TENDER  
FOR APPOINTMENT / EMPANELMENT OF SECRETARIAL AUDITOR  
FOR A PERIOD OF 3 YEARS FROM THE FINANCIAL YEAR 2025-26 to 2027-28.

The Singareni Collieries Company Limited (SCCL) is a Government Company jointly owned by the Government of Telangana and Government of India on a 51:49 equity basis. The Company is mainly engaged in mining of coal. As a part of diversification, the Company has entered into power generation and presently operating 2x600 MW Singareni Thermal Power Plant (STPP) and 245.5 MW Solar Power Plants. The SCCL herewith invites Expression of Interest (EOI) cum Tender for Appointment / Empanelment of Secretarial Auditor for a period of 3 years i.e., from the Financial Year 2025-26 to 2027-28 to conduct Secretarial Audit of SCCL.

**Last Date for submission of EOI cum Tender: 04<sup>th</sup> April, 2026.**

## Registered Office:

The Singareni Collieries Company Limited  
Kothagudem Collieries – 507 101,  
Bhadradi Kothagudem Dist., Telangana State  
INDIA.

Website: [www.scclmines.com](http://www.scclmines.com)

*M. S.*

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) CUM TENDER  
FOR APPOINTMENT / EMPANELMENT OF SECRETARIAL AUDITOR  
FOR A PERIOD OF THREE (3) YEARS FROM THE FINANCIAL YEAR 2025-26 to 2027-28.**

1. The Singareni Collieries Company Limited (SCCL), a Government Company, having its registered office at Kothagudem Collieries – 507 101, Bhadradi Kothagudem Dist., Telangana State, India, invites Expression of interest (EOI) cum Tender for Appointment/ Empanelment of Practicing Company Secretary (PCS) (Individual or Proprietor)/ Partnership Firm / Limited Liability Partnership (LLP) of Practicing Company Secretaries (Firm) as Secretarial Auditor for a period of 3 years i.e., from the Financial Year 2025-26 to 2027-28 to conduct Secretarial Audit of SCCL as per Sec.204 (1) of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014. To know more about the Company, please visit <https://www.scclmines.com>.
2. The details of Scope of Work, Eligibility Criteria, Selection Criteria, Audit Fees, Other Terms & Conditions, together with Format for Submission of EOI cum Tender are available at the website of the SCCL i.e., <https://www.scclmines.com>.
3. Before the last date for the receipt of EOI cum Tender, the SCCL may amend any of the EOI cum Tender conditions as may be desired if such an amendment is necessary and the same shall be uploaded as a corrigendum to the EOI cum Tender and will be made available only on the website of the Company i.e., <https://www.scclmines.com>. Hence, the prospective applicants are advised to keep visiting the said website for any updates in this regard. The responsibility of downloading the corrigendum to the EOI cum Tender, if any, will be of the prospective applicant. No separate intimation will be sent to the applicants who have downloaded the EOI cum Tender from website. SCCL reserves the right to extend the due date for submission of EOI cum Tender as deemed fit by issue of corrigendum through website. SCCL reserves the right to accept or reject any or all of the responses to the EOI cum Tender.
4. SCCL reserves the right to withdraw the Notice inviting EOI cum Tender fully or partially as the case may be without assigning any reason thereof.
5. The prospective applicants may obtain further information from the office of Company Secretary as per address given below. Eligible Practicing Company Secretary (PCS) (Individual or Proprietor) / Partnership Firm / Limited Liability Partnership (LLP) of Practicing Company Secretaries (Firm) may send their applications in the prescribed format along with relevant supporting documents under sealed cover so as to reach this office on or before 04.04.2026 by 3:00 PM to the following address –

Company Secretary,  
Registered Office (Head Office),  
The Singareni Collieries Company Limited,  
Kothagudem Collieries- 507 101  
Bhadradi Kothagudem District  
Telangana State, India.  
Phone No: 08744-242873  
Email address: [cosecy@scclmines.com](mailto:cosecy@scclmines.com)

**For and on behalf of  
The Singareni Collieries Company Limited**



**Company Secretary**

**The Singareni Collieries Company Limited**  
(A Government Company)

NOTICE INVITING EXPRESSION OF INTEREST (EOI) CUM TENDER  
FOR APPOINTMENT / EMPANELMENT OF SECRETARIAL AUDITOR  
FOR A PERIOD OF 3 YEARS FROM THE FINANCIAL YEAR 2025-26 to 2027-28.

**TABLE OF CONTENTS**

Sl.No	Description
I	Scope of Work
II	Eligibility Criteria
III	Selection Criteria
IV	Documents required to be submitted
V	Audit Fee & Payment terms
VI	Other Terms and Conditions
VII	Format for Submission of EOI cum Tender

**I. Scope of work:**

1. The Practicing Company Secretary (PCS) (Individual or Proprietor) / Partnership Firm/ Limited Liability Partnership (LLP) of Practicing Company Secretaries (Firm) hereinafter referred to as "The Applicants", is required to conduct the Secretarial Audit of the Singareni Collieries Company Limited (SCCL) herein after referred to as "The Company", to comply with the requirements mentioned in Section 204 of the Companies Act, 2013 read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014.
2. As per Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, the Practicing Company Secretary (PCS) (Individual or Proprietor) / Partnership Firm / Limited Liability Partnership (LLP) of Practicing Company Secretaries (Firm) shall give the Secretarial Audit Report in the prescribed Form No.MR-3 after verifying Statutory records, registers, minutes, compliance of applicable laws etc.
3. The Practicing Company Secretary (PCS) (Individual or Proprietor) / Partnership Firm/ Limited Liability Partnership (LLP) of Practicing Company Secretaries (Firm) is required to issue Certificate in MGT-8 under Rule 11 of the Companies (Management and Administration) Rules, 2014.
4. To conduct the audit for compliance of the provisions of the Companies Act, 2013 & Rules made thereunder including any amendment or changes therein from time to time and other applicable laws.
5. Practicing Company Secretary (PCS) (Individual or Proprietor) / Partnership Firm / Limited Liability Partnership (LLP) of Practicing Company Secretaries (Firm) or its employees will be expected to conduct an in depth examination of all documents and records of the Company and to report that all laws applicable specifically to the Company have been duly complied with subject to observations, if any, contained in the report.
6. The SCCL is not a listed Company and therefore, listing agreement, SEBI Act and related listing regulations are not applicable to the Company.
7. Location of Audit: The Audit should be conducted at the Registered Office of the Company i.e., Head Office, The Singareni Collieries Company Limited, Kothagudem Collieries – 507 101, Bhadradi Kothagudem Dist., Telangana State and should conduct site visit during the audit period to check compliance of specific laws.
8. The said reports & certificates shall be submitted strictly within the time frame as specified or as prescribed under law or any amendment thereto, following the provisions of the Companies Act, 2013 and any other applicable law and in the format as specified therein at the time of submission.

9. Any other specific activity as may be advised by the Audit Committee/ Board or Management of SCCL from time to time.

**II. Eligibility Criteria for Appointment / Empanelment of Secretarial Auditor for a period of 3 years i.e., from 2025-26 to 2027-28:**

1. The Applicant should be a Practicing Company Secretary (PCS) (Individual or Proprietor) / Partnership Firm / Limited Liability Partnership (LLP) of Practicing Company Secretaries (Firm).
2. Practicing Company Secretary (PCS) (Individual or Proprietor) / Partnership Firm / Limited Liability Partnership (LLP) of Practicing Company Secretaries (Firm) under whose supervision Secretarial Audit of SCCL will be carried out, should have minimum Post Company Secretary (ACS) Qualification Experience of at least 10 years, out of which minimum 5 years should be in full time practice (without any break) as on 31.03.2025. He / She should be Peer Reviewed by ICSI. The cut-off date for ascertaining experience will be 31.03.2025.
3. Practicing Company Secretary (PCS) (Individual or Proprietor) / Partnership Firm / Limited Liability Partnership (LLP) of Practicing Company Secretaries (Firm) should have an experience of conducting Secretarial Audit in at least two Government organizations like State/Central Govt. Company / Public Sector Undertakings either having Paid-up Share Capital of Rs.100 Crore or more or Net Worth of Rs.250 Crore or more or combination thereof in the previous three Financial years i.e., up to 31<sup>st</sup> March' 2025.
4. Practicing Company Secretary (PCS) (Individual or Proprietor) / Partnership Firm / Limited Liability Partnership (LLP) of Practicing Company Secretaries (Firm) should have minimum two Active Partners in full time practice or the PCS should have minimum two full time employees, who are qualified Company Secretaries. During 3 years Audit period, this structure is to be maintained.
5. Practicing Company Secretary (PCS) (Individual or Proprietor) / Partnership Firm / Limited Liability Partnership (LLP) of Practicing Company Secretaries (Firm) should have minimum Average Annual turnover of Rs.20 Lakhs or more from practice, in the previous three financial years ending 31<sup>st</sup> March' 2025.
6. Practicing Company Secretary (PCS) (Individual or Proprietor) / Partnership Firm / Limited Liability Partnership (LLP) of Practicing Company Secretaries (Firm) should not be disqualified for being appointed as the Secretarial Auditor under the provisions of Companies Act, 2013 and Rules made thereunder, if any, or by the ICSI.
7. Neither the PCS / Firm nor its Partners or Associates should have any interest in the business of SCCL.
8. The PCS/ Firm or any of its partners should not have been penalized by the ICSI/MCA/ROC or any other regulatory Authority in any Disciplinary Proceedings during last 5 years.
9. The PCS/ Firm or any of its partners should not have been barred from practice by the ICSI during the last 5 years.
10. The PCS/ Firm or any of its partners should have not been banned/ black-listed/ debarred from business by any PSU/ Govt. Department during last 5 years. It is clarified that any interim stay Order passed by any Court/Forum in favour of the Applicant against its blacklisting shall not be considered by Company as the Applicant having satisfied/ fulfilling the eligibility criteria under this clause.
11. The PCS/ Firm or any of its partners / employees should not be related to Directors or Key Managerial Personnel of the Company.
12. The Applicant shall ensure that the ceiling on the number of secretarial audits as specified by the Institute of Company Secretaries of India (ICSI) is not breached.

*Ks*

13. The Applicants whose Head Office/ Branch office located in Hyderabad will be preferred. The Applicants must provide documentary proof in support of the same.
14. In case of conversion of proprietorship Firm into partnership Firm, the date of registration of proprietorship may be considered for calculation of total experience of partnership Firm, provided the Proprietor is continuing as partner in the partnership Firm.
15. The PCS/ Firm or its partners or employees retained by them should have adequate knowledge and experience of the following Laws for Conducting Secretarial Audit. They should be able to verify and certify compliance in respect of following to the extent applicable to the Company:
  - i. The Companies Act, 2013 (the "Act") and the rules made thereunder and The Companies Act, 1956 to the extent applicable and Secretarial Standards issued by ICSI from time to time.
  - ii. The Securities Contracts (Regulation) Act, 1956 ("SCRA") and the rules made thereunder;
  - iii. The Depositories Act, 1996 and the regulations and bye-laws framed thereunder;
  - iv. Foreign Exchange Management Act, 1999 and the rules and regulations made thereunder to the extent of Foreign Direct Investment, Overseas Direct Investment and External Commercial Borrowings;
  - v. List of other Laws specifically applicable to the SCCL:
    - a. The Coal Mines Act, 1952
    - b. Indian Explosives Act, 1884
    - c. Colliery Control Order, 2000 and Colliery Control Rules, 2004
    - d. The Coal Mines Regulations, 2017
    - e. The Payment of Wages (Mines) Rules, 1956
    - f. Coal Mines Pension Scheme, 1998
    - g. Coal Mines Conservation and Development Act, 1974
    - h. The Mines Vocational Training Rules, 1966
    - i. The Mines Rescue Rules, 1985
    - j. Coal Mines Pithead Bath Rules, 1946
    - k. Maternity Benefit (Mines and Circus) Rules, 1963.
    - l. The Explosives Rules, 2008.
    - m. Mineral Concession Rules, 1960.
    - n. Coal Mines Provident Fund and Miscellaneous Provisions Act, 1948.
    - o. Mines and Minerals (Development and Regulation) Act, 1957.
    - p. The Payment of Undisbursed Wages (Mines) Rules, 1989.
    - q. Indian Electricity Act, 2003 and the Indian Electricity Rules, 1956.
    - r. Environment Protection Act, 1986 and Environment Protection Rules, 1986.
    - s. The Hazardous and Other Wastes (Management and Trans-boundary Movement) Rules, 2016.
    - t. The Water (Prevention & Control of Pollution) Act, 1974 and Rules made thereunder.
    - u. The Air (Prevention & Control of Pollution) Act, 1981.
    - v. Public Liability Insurance Act, 1991 and Rules made thereunder.
  - vi. All Labour Laws applicable to the company.
  - vii. Role and responsibility of Directors. PCS/ Firm or its partners or employees should be able to certify by a detailed examination that the role and responsibility are met and should be able to specifically identify specific actions needed to strengthen the processes to ensure that the Board Members are fully satisfied about legal compliances and their roles in respect thereof.
  - viii. An additional important focus of PCS can be Guarantee/ warranty to Full time Directors that they are safe as legal compliance Audit will cover responsibility of: Directors Responsibility Statement of working Directors arising in terms of Companies Act, 2013, FEMA and Other Specific Laws.

### III. Selection Criteria for awarding marks in Evaluation:

Sl.No	Qualification	Minimum Qualification	Marks	Maximum Marks
1.	Experience of Practicing Company Secretary (PCS) / Lead Partner of Partnership Firm / LLP of Practicing Company Secretaries under whose supervision Secretarial Audit of SCCL will be carried out.	Post Company Secretary (ACS) Qualification Experience of 10 years, out of which minimum 5 years should be in full time practice (without any break) as on 31.03.2025 and a peer Reviewed by ICSI.	20 marks. 1 mark for each additional completed year of experience beyond 10 years.	30
2.	Experience in conducting Secretarial Audit of Government/ Listed/ Unlisted Companies either having Paid up Capital of Rs.100 Crore or more or Net Worth of Rs.250 Crore or more or combination thereof in the previous three Financial years i.e., up to 31 <sup>st</sup> March' 2025.	Practicing Company Secretary (PCS) / Lead partner of Partnership Firm / LLP of Practicing Company Secretaries / Firm or its partners should have Conducted Secretarial Audit of at least two Government organizations like State/ Central Govt. Company / Public Sector Undertakings either having Paid up Capital of Rs.100 Crore or more or Net Worth of Rs.250 Crore or more or combination thereof in the previous three Financial years i.e., up to 31 <sup>st</sup> March' 2025.	20 marks. 1 mark for each additional Company beyond 2 Companies.	30
3.	Active Partners / Full time Employee Strength	2 Active Partners in full time practice / full time employees, who are qualified Company Secretaries.	10 marks. 1 mark for each additional partner/ employee beyond 2 partners/ employees.	15
4.	Average Annual Turnover of Individual/ Proprietor / Firm from Practice of Profession under Income Tax Return of previous 3 Financial years.	Average Annual turnover of Rs.20 Lakhs or more from practice, in the previous three financial years ending 31 <sup>st</sup> March' 2025.	10 marks. 1 mark for each 5 lakhs increment in average annual turnover beyond Rs.20 lakhs	15
5.	Location of Registered office / Branch office:	--	10 marks for PCS / Firms having registered office / branch office at Hyderabad. Otherwise NIL.	10
<b>Total</b>				<b>100</b>

**Note:**

- i. Minimum marks for technical qualification is 60.
- ii. Experience of Practicing Company Secretary (PCS) / Lead Partner of Partnership Firm / LLP of Practicing Company Secretaries (Firm) will be calculated from date of issue of ACS membership and Certificate of Practice (CoP) by ICSI.
- iii. Final Selection will be made based on highest marks obtained by the PCS/ Firm / LLP out of total (100) marks. In case of a tie, PCS/ the firm with longer experience will be preferred. The initial appointment will be for a period of one Financial Year i.e., 2025-26 and further renewal for each year will be made subject to satisfactory performance of the Auditor and PCS/ Firm has not suffered any disqualifications during the term.
- iv. The Appointment / Empanelment of Secretarial Auditor will be subject to approval of Board of Directors of SCCL. The eligible PCS / Firms will be placed in panel in the order of their ranking.
- v. If any firm declines to accept the offer for the appointment or is found to be disqualified, the Firm next in the ranking as per the marks obtained will be offered for the appointment.
- vi. Documentary evidence(s) in support of Selection Criteria at (1) to (5) mentioned in the above table is required to be submitted as mentioned in the overleaf. Proposals without the required documentary evidence will not be considered for evaluation without assigning any reason.
- vii. The decision of the SCCL shall be final as regards to the criteria to finalize the PCS / Firm out of the applications so received and selection of auditor.
- viii. Net worth would comprise of Paid-up capital plus Free Reserves including Share Premium but excluding Revaluation Reserves, plus Investment Fluctuation Reserve and credit balance in Profit & Loss account, less debit balance in Profit and Loss account, Accumulated Losses and Intangible Assets, as per last audited balance sheet.

*Jen*

**IV. Documents required to be submitted:**

S.No.	Particulars	Documentary evidence required with page No.reference
1.	Experience of Practicing Company Secretary (PCS) / Lead Partner of Partnership Firm / LLP of Practicing Company Secretaries under whose supervision Secretarial Audit of SCCL will be carried out.	i. Self attested copy of membership certificate issued by The Institute of Company Secretaries of India. ii. Self attested copy of Certificate of Practice issued by The Institute of Company Secretaries of India and CoP renewal certificates to establish that the applicant is in full time practice without any break for minimum 5 years as on 31.03.2025 including peer reviewed certificate valid as on date of EOI cum Tender. iii. Self attested copy of Registration Certificate of Firm / LLP issued by The ICSI / Partnership deed of Firm / LLP.
2.	Experience in conducting Secretarial Audit of Government/ Listed/ Unlisted Companies either having Paid up Capital of Rs.100 Crore or more or Net Worth of Rs.250 Crore or more or combination thereof in the previous three Financial years i.e., up to 31st March' 2025.	i. Self attested copy of work orders of Secretarial Audit issued by Government Companies. ii. Secretarial Audit Report of respective Financial Years of the said Company. iii. Extract of P&L A/c and Balance Sheet specifying Net worth and Paid up Share capital of the said Company.
3.	2 Active Partners / full time employees, who are qualified Company Secretaries.	Self declaration including information of partners/ full time employees. Self attested copy of membership certificate issued by The Institute of Company Secretaries of India
4.	Average Turnover of Individual / Proprietor / Firm from Practice of Profession under Income Tax Return of previous 3 Financial years i.e., up to 31st March' 2025.	Self attested copy of Income Tax Return of respective financial years. Self attested copy of PAN Card.
5.	Firms having registered office / branch office at Hyderabad.	Self declaration and address proof. Self attested copy of GST Registration Certificate (if applicable).

**Note:** In the absence of above documents, the offer will be rejected. The documents submitted with the EOI cum Tender must be serially numbered and duly signed by the applicant with official seal.

**V. Secretarial Audit fee and Payment terms:**

1. The Secretarial Auditors fee has been fixed as Rs.1,00,000/- plus applicable taxes for each Financial Year. Taxes shall be paid extra as applicable on furnishing the registration number with the appropriate authority. The fee shall remain fixed for the periods specified in the notice i.e., from 2025-26 to 2027-28 and shall not be subjected to variation on any account.
2. In addition to the above, travelling and out of pocket expenses will be allowed. However, they will be restricted to 50% of the audit fees subject to production of documentary evidence. The company shall pay Travelling expenses: Lead Partner/ Proprietor/ Manager/ will be entitled for rail fare by AC 1<sup>st</sup> class or Air Fare by economy class, Qualified Assistant by AC 2<sup>nd</sup> class and other assistant by AC 3<sup>rd</sup>

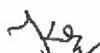
*K<sub>2</sub>*

class on submission of proof of to and fro journey undertaken for the purpose of audit. For this purpose, the journey will be considered from the PCS/firm's nearest office given in the profile to the place of audit. In case of journey by mode other than rail/air, Travelling Allowance will be limited to entitled class or actual fare, whichever is lower, subject to production of documentary evidence. Out of pocket expenditures including travelling expenses and boarding and lodging expenses up to 50% of the Audit fee would be paid at actual subject to production of documentary evidence. The Company will provide boarding, lodging and local transport facility to the Audit Team and partners at audit locations subject to availability.

3. 100% payment will be made subject to TDS for each financial year within 30 days of submission of duly accepted invoice along with satisfactory work completion certificate issued by the Company Secretary.
4. The payment will be made from the Office of GM (Finance & Accounts) through Electronic System for which applicant are requested to enclose a copy of cancelled cheque along with Bank details while submitting the EOI cum Tender.

#### **VI. Other Terms and Conditions:**

1. Extension of Due Date for Submission of EOI cum Tender:  
SCCL reserves the right to extend the due date for submission of EOI cum Tender as deemed fit by issue of corrigendum through SCCL website-<https://www.scclmines.com>
2. Format for submission of EOI cum Tender:  
The format for submission of EOI cum Tender as given at the end of this Notice inviting EOI cum Tender shall be downloaded and be it printed on Applicant's letter head. All the pages of the EOI cum Tender and documents to be submitted should be signed by the person competent to submit the EOI cum Tender with the seal of PCS / Firm.
3. Evaluation of EOIs cum Tenders:
  - i. All EOIs cum Tenders will be evaluated on the basis of the documents furnished along with applications only. No further documents will be called for during the scrutiny of the EOIs cum Tenders. Any additional document received, after last date & time of receiving the EOI cum Tender as stipulated in the Notice Inviting EOIs cum Tenders, will not be entertained and will be rejected treating it as unsolicited one.
  - ii. All the interested Practicing Company Secretary / Partnership Firm / LLP of Practicing Company Secretaries are, therefore, advised to go through the EOI cum Tender documents carefully and should submit all the required information/ documents in proper sequence along with the EOIs cum Tenders as described hereinafter.
  - iii. It is the responsibility of PCS / Firms to enclose legible / clearly readable copy of all the required documents.
  - iv. After opening of the EOI cum Tender, the offers will be evaluated in accordance with the Selection Criteria mentioned in this Notice inviting EOI cum Tender including corrigendum, if any. In case, the applicant submits requisite documents as per EOI cum Tender, then the offer of the PCS/ Firm will be considered for evaluation.
  - v. If the applicant fails to submit requisite documents as per EOI cum Tender or any of the information / declaration furnished by the applicant is found to be wrong / missing during evaluation, then the PCS/Firm will not be considered for further evaluation and the offer shall be rejected.
  - vi. In case none of the applicant fulfills the eligibility criteria, necessary action as deemed fit will be taken by SCCL.
  - vii. Mere submission of application and fulfilling eligibility criteria does not entitle the PCS/ Firm any right to receive the work from the Company.
  - viii. The supporting documents should be duly signed and stamped. However, SCCL reserves the right to verify supporting documents with the original, if necessary. Applicant has to submit the originals to SCCL on demand.



- ix. The offer should be submitted strictly as per the terms & conditions laid down in the Notice inviting EOI cum Tender, failing which the offer will be liable for rejection.
- x. SCCL also reserves the right to short close the work in case of breach of terms and conditions of the EOI cum Tender by the successful applicant.
4. Overwriting/ correction/ erase and use of white ink should be avoided. However, if any Overwriting /correction /erase is inevitable, that should be authenticated with the applicant's signature.
5. The Practicing Company Secretary (PCS) / Firm / LLP shall undertake that data given to the Auditor by SCCL and any information generated from the data provided shall not be used by the Auditor for any other purpose.
6. The EOI cum Tender should be submitted strictly as per the terms & conditions laid down in the document. All pages of EOI cum Tender documents together with supporting documents duly sealed and signed are to be submitted as a token of acceptance of all terms and conditions. All envelopes must be sealed and super scribed with the Reference No. of the EOI cum Tender & date mentioning "EXPRESSION OF INTEREST (EOI) CUM TENDER FOR APPOINTMENT / EMPANELMENT OF SECRETARIAL AUDITOR FOR A PERIOD OF THREE (3) YEARS i.e., FROM THE FINANCIAL YEAR 2025-26 to 2027-28". The name and address of the PCS/ Firm must be indicated on the body of the envelope.
7. Application may be submitted in person or sent by post to the office of the Company Secretary, Registered Office (Head Office), SCCL, Kothagudem – 507101 (Telangana). SCCL does not take any responsibility for loss of application in transit. Application sent through Telegram, Telex, Fax or E-mail will not be considered.
8. Applications received as stated above after due date and closing time of submission of applications shall be rejected.
9. The PCS/ Firm shall hold a valid peer Review Certificate throughout their engagement with SCCL.
10. **Debarring provisions:**  
The Practicing Company Secretary / Partnership Firm / LLP will be debarred from being appointed as the Secretarial Auditor of the Company and doing any certification works:
- If the appointment is obtained on the basis of false information / misstatement.
  - If the Practicing Company Secretary / Firm / LLP does not take up audit in terms of appointment letter.
  - If the Practicing Company Secretary / Firm / LLP fails to maintain confidentiality and secrecy of the Company's information.
  - If the Practicing Company Secretary / Firm / LLP fails to comply with any of conditions laid down in this notice inviting EOI cum Tender.
  - If the Practicing Company Secretary / Firm / LLP does not submit the audit report, complete in all respect in terms of appointment
11. **Jurisdiction of Courts:** Any dispute arising out of or in respect of the Eoi cum Tender/ contract will be subject to the jurisdiction of Telangana High Court only.
12. **Disclaimer:** SCCL reserves the right to accept or reject any or all applications without assigning any reason at any time and may call for any other details or additional submissions from any of the applicants at its own discretion. Non submission of details sought for will render the PCS/ Firm ineligible for the assignment. In this regard, the decision of SCCL shall be final.



K.Sunitha Devi  
Company Secretary, SCCL

## VII. Format for submission of EOI cum Tender:

To

The Singareni Collieries Company Limited,  
Kothagudem Collieries – 507 101,  
Bhadradi Kothagudem Dist.,  
Telangana State, INDIA.

Dear Sir,

Sub: Expression of interest (EOI) cum Tender for Appointment / Empanelment of Practicing Company Secretary / Partnership Firm / LLP of Practicing Company Secretaries as Secretarial Auditor for a period of three (3) years i.e., from 2025-26 to 2027-28 to conduct Secretarial Audit of SCCL.

1. Name of the Practicing Company Secretary / Partnership Firm / LLP of Practicing Company Secretaries :
2. Whether individual Proprietorship / Partnership / LLP :  
(Whether PCS / Firm is peer reviewed by ICSI) Yes / No  
(If yes, enclose a Self attested copy of peer review certificated issued by ICSI)
3. Date of starting practice, if Individual / Date of registration, if Firm :  
(Enclose a Self attested copy of certificate issued by the Institute)
4. If Individual / Proprietorship  
Name, ACS/FCS No, PCS No. and Contact details :  
(Enclose a Self attested copy of ACS/FCS Certificate and CoP issued by the Institute)
5. If Partnership Firm / LLP  
Name, ACS / FCS No, PCS No.  
and Contact details of the Lead Partner under whose supervision Secretarial Audit of SCCL will be carried out :  
(Enclose a Self attested copy of ACS/FCS Certificate and CoP issued by the Institute)  
(Enclose a Self attested copy of Registration Certificate of Firm / LLP issued by The ICSI / Partnership deed of Firm / LLP).
6. Address:
  - i. Permanent Address :
  - ii. Correspondence Address :
  - iii. Telephone Number :
  - iv. Mobile Number :
  - v. Email Address :
  - vi. PAN :
  - vii. GSTN :
  - viii. Website :
7. Experience in Practice (No. of years) as Proprietor / Partner / Firm / LLP of Practicing Company Secretaries. The cut-off date for ascertaining experience will be 31.03.2025. (attach documentary evidence) :

8. Details of experience of Conducting Secretarial Audit in Government organizations like State / Central Govt. Company / Public Sector Undertakings having either Paidup Capital of Rs.100 Crore or more or Net Worth of Rs.250 Crore or more.

(Enclose a copy of Self attested copy of work orders of Secretarial Audit issued by Government Companies, Secretarial Audit Report of respective Financial Years of the said Company and Extract of P&L A/c and Balance sheet specifying Paid-up share capital and Net worth of the Company):

Sl.No.	Name of Central / State Govt. PSU with CIN	Year of Audit	Paid up Share Capital	Net Worth	Name & Designation of Contact person of the Company
1					
2					
3					
4					
5					

9. Name of Active Partners / full time employees, who are qualified Company Secretaries. (as per the certificate of the Institute):

(Enclose a copy of Self declaration including information of partners / full time employees, Self attested copy of membership certificate issued by The Institute of Company Secretaries of India):

Sl.No.	Name of the Partner / employee	ACS & PCS No if Partner, ACS / FCS No if employee
1		
2		
3		
4		

10. Average Annual Turnover of Individual / Proprietor / Firm from Practice of Profession under Income Tax Return of previous 3 Financial years i.e., up to 31<sup>st</sup> March, 2025:

(Enclose a copy of Self attested copy of Income Tax Return of respective financial years and Self attested copy of PAN Card).

Sl.No.	Financial Year	Turnover of the PCS / Firm (in Rs.)
1	2022-23	
2	2023-24	
3	2024-25	
Average		

11. Whether the Practicing Company Secretary / Partnership Firm / LLP of Practicing Company Secretaries has registered office / branch office at Hyderabad:

(Yes / No)

(If Yes, enclose a copy of Self declaration and address proof, Self attested copy of GST Registration Certificate, if applicable)

12. Major clients during last 3 financial years ending 31.03.2025 (i.e., companies with paid up capital of Rs.100 Crore or Net worth more than Rs.250 Crore).

(Self-certification alongwith list of major clients and assignments handled, name and telephone number of contact person of clients)

*JKZ*

Sl.No.	Name of the Major Client with CIN	Year of Audit	Paid up Share Capital	Net Worth	Name & Designation of Contact person of the Company
1					
2					
3					
4					

Note:

Documentary evidence of all the information as stated above is to be furnished along with the EOI indicating SL. No for which they relate in the format.

All the pages of the EOI cum Tender and documents submitted are to be signed with the seal of the firm.

**Declaration:**

1. I / We have read all the terms & conditions of Notice inviting EOI cum Tender including Addenda / Corrigenda if any, and hereby confirm the acceptance of all provisions and the terms & conditions of the invitation without any deviation.
2. All the details /information provided by me/ us herein above are correct to the best of our knowledge & belief. We also understood that if any of the information or document submitted is found to be false / incorrect / forged or tampered if any way we are liable to be debarred.
3. I / We have not been penalized by the ICSI / MCA / ROC or any other Government Authority in any Disciplinary Proceedings during last 5 years.
4. I / We hold a valid peer review certificate issued by the ICSI.
5. There are no order(s) proceeding(s) which are pending against our firm or any of our partner(s) relating to professional matters of conduct before the ICSI or any competent authority or any court.
6. I / We have not been banned/ black-listed / de-barred from business by any PSU/ Govt. Department during last 5 years.
7. I / We have not been barred from practice by the ICSI during the last 5 years.
8. I / We have ensured that the ceiling on the number of secretarial audits and other certification works as specified by the ICSI is not breached.
9. I / Our Firm am/is free from any disqualification specified under The Companies Act, 2013 and never being debarred from performing such audit by any client / authority etc.
10. I/We shall not sub-contract the secretarial audit work.
11. I / Our secretarial audit team will work in strict confidence and will ensure that the data, statement and any other information in respect of the operation of the location / work centre/ Company is dealt with strict confidentiality and secrecy.
12. Neither I/We, nor any of my/our partner/employee of the Firm is related to either Managing Director or any Whole Time Directors or Part Time Directors, Key Managerial Personnel of the Company within the meaning of the Companies Act, 2013 and I/we have Independence and arms length relationship with them.
13. I / Our Firm / partner(s) or associates does not have any interest in the business of the Company.
14. We agree to abide by this offer for a period of 120 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
15. I / We have no objection if enquiries are made from the clients about the work experience as furnished by me / us.

Signature

Stamp of PCS / Firm / LLP

Name of the Authorized signatory: \_\_\_\_\_

Designation of the Authorised signatory: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

List of documents attached:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Note:**

This letter should be on the letterhead of the Applicant and should be signed by a person competent and having the authority to bind the Applicant. The said document conferring authority upon the person should be submitted by the Applicant along with the EOI cum Tender.

*K2*

