

महानगर टेलीफोन निगम लि०

(भारत सरकार का उद्यम)

Mahanagar Telephone Nigam Ltd.

(A Government of India Enterprise)

CIN: L32101DL1986GOI023501



T. E. no : MTNL/SECTT/APPOINTMENT OF SECRETARIAL AUDITOR/2019 Dtd : 03/04/2019

NIT For Appointment Of Secretarial Auditor Of MTNL For the F.Y. 2018-19 & 2019-20.

MTNL invites quotation in a sealed envelope from reputed Practicing Company Secretary/Firm of Company Secretaries having 10 years **Post Qualification Experience** or in the case of Firm, any partner/s having 10 year **Post Qualification Experience** , for appointment of Secretarial Auditor of MTNL for the F.Y. 2018-19 & 2019-20.

The Secretarial Auditor shall be appointed in pursuance to the provisions of Section 204 of the Companies Act, 2013 and Rule 9 of Companies (Appointment and Remuneration Personnel) Rules, 2014 and as per Regulation 24A of SEBI (LODR) 2015 and shall conduct the Audit of all Secretarial Records and Compliances with respect to the laws applicable to the Company. The appointment will be for a period of two Financial Years i.e. 2018-19 & 2019-20, which may be extended for a further period of one year on doing the work satisfactorily.

To undertake the assignment mentioned in above para, ***the quotation is invited in a separate sealed envelope latest by 15 April, 2019 (11:45 AM) in the prescribed format given below:-***


03/04/19.

पंजीकृत एवं निगम कार्यालय : महानगर दूरसंचार सदन, 5वां तल, 9 सी.जी.ओ. कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003

फोन कार्यालय : 24319020, फैक्स: 24324243

Regd. & Corporate Office : Mahanagar Doorsanchar Sadan, 5th Floor, 9 CGO Complex, Lodhi Road, New Delhi-110 003 India
Phone Off.: 24319020, Fax : 24324243

आप हमारे साथ हिन्दी में भी पत्राचार कर सकते हैं।

**FORMAT FOR GIVING QUOTATIONS FOR APPOINTMENT OF SECRETARIAL
AUDITOR FOR THE FINANCIAL YEAR 2018-19 & 2019-20**

<u>Subject</u>	<u>Professional fees quoted (Rs.)</u>	<u>GST (Rs.)</u>	<u>Total Professional fees (inclusive of GST) (Rs.)</u>
1. <u>Appointment of Secretarial Auditor for the Financial Year 2018-19 & 2019-20.</u>			

The envelope should be super scribed with "Appointment of Secretarial Auditor in MTNL for the F.Y. 2018-19 & 2019-20. The quotation shall be opened on 15 April 2019 at 12.00 noon at the MTNL's Corporate Office in O/o Company Secretary Room No. 5404, Mahanagar Doorsanchar Sadan, 5th Floor, 9 CGO Complex, Lodhi Road, New Delhi -110003, and you may depute your representative to attend the bid opening meeting.

In case of any query, PCS Firm may contact Shri R.M. Sumit, DM (CS), MTNL [E-mail ID- mtnlcsco@gmail.com, Telephone No. - 011-24310807].

This has been issued with the approval of Competent Authority.


03/4/2019.
(S R Sayal)

Company Secretary