



**ASSAM INLAND WATERWAYS COMPANY LIMITED**

CIN: U61100AS2022SGC023303

Registered Office: DIWT, Ulubari, Guwahati, 781007 Assam

Email: [assaminlandwaterways@gmail.com](mailto:assaminlandwaterways@gmail.com)

Notice No. AIWCL/08/2023/3

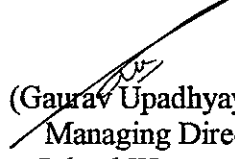
Dated, Guwahati, the 20<sup>th</sup> Nov'2023

**Request for Quotation**  
**Hiring of Company Secretary**

Name of Organisation : Assam Inland Waterways Company Limited (AIWCL)

Assignment Title : Hiring of Company Secretary for Assam Inland Waterways Company Ltd.

Managing Director, Assam Inland Waterways Company Ltd. (AIWCL), invites proposal and quotation from experienced Company Secretaries for engagement under the Assam Inland Waterways Company Limited (AIWCL) on retainership basis as per the described scope of work in the attached TOR. Interested experts may submit their proposal with quotation, addressed to the Managing Director, Assam Inland Waterways Company Ltd. (AIWCL) on or before **7<sup>th</sup> December, 2023** at 12:00 hours. The TOR of the assignment is available in the website [www.aiwtdsociety.in](http://www.aiwtdsociety.in).

  
(Gaurav Upadhyay, IPS)  
Managing Director


Assam Inland Waterways Co. Ltd.  
Ulubari, Guwahati-781007

Memo No. AIWCL/08/2023/3 -A

Dated, Guwahati, the 20<sup>th</sup> Nov'2023

Copy forwarded for favour of kind information to:-

1. The State Project Director, Assam IWTD Society, Ulubari, Guwahati-7
2. Uploading in Website: [www.aiwtdsociety.in](http://www.aiwtdsociety.in)
3. The Office Notice Board.

  
Managing Director  
Assam Inland Waterways Co. Ltd.

## **NOTICE INVITING QUOTATION FOR APPOINTMENT OF COMPANY SECRETARY FOR ASSAM INLAND WATERWAYS COMPANY LIMITED (AIWCL)**

### **1. TERMS OF REFERENCE (TOR)**

#### **A) Brief Introduction**

The Government of Assam has established 'The Assam Inland Waterways Company Ltd' (AIWCL) in July 2022 which shall play a vital role in the development and operation of the inland water transport system in Assam. With its focus on modernization, infrastructure development, and skilled workforce, the corporation aims to enhance connectivity, boost trade, and improve the lives of the people of Assam by harnessing the immense potential of the state's waterways.

In this regard, for ensuring company compliance with legal obligations of the AIWCL and managing & storing the company's records etc., the Managing Director, AIWCL invites quotation from eligible practicing Company Secretary for undertaking the works as per this TOR.

#### **B) Scope of Work:**

##### **1. Assistance in functioning of the Company which shall include :**

- All activities deemed to be carried out by the Company Secretary under the Companies Act, 2013 and any amendments thereof.
- All correspondence and filing of documents with Register of Companies (ROC) as per requirement.
- All correspondence and filing with Ministry of Corporate Affairs (MCA)
- All activities after the Certificate of Incorporation of the Company.
- Preparing and submitting/filing all documents, Challans, Fee etc, related to Company.
- Carrying out all necessary function/ work of a company Secretary of the Company for Board meeting.
- Arranging meetings for the Board of Directors, Management Committee and Annual General Meeting (AGM) as well as coordinate to ensure that all resolutions have been implemented and complied with the Company's Articles of Association.
- Drafting/ preparation of Board Agenda and preparation of Board minutes.
- Ensuring the compliance of the Company and the Board of Directors with the relevant laws, rules & regulations, resolutions of both the Board and AGM's meetings including corporate governance practices.
- Providing support for Directors and Executives to attend training courses in their relevant areas.
- Arranging Director's training/briefing for the Directors for complying the Companies Act, 2013.
- Informing Directors and Executives of any changes in regulations related to them.
- Evaluating the performance of the Board of Directors.

- Preparing and keeping important documents of the Company.
- Maintaining of Company's Statutory Registers
- Managing the Company's records like accountancy and tax records, PAYEE information, GST Registration and compliance, Record of Insurance, other statutory compliance records, for example data protection.
- Maintain record of appointment and resignation of Directors and Secretary (s).
- Amendment to the Articles of Association, if any;
- Amendments to the share capital, if any;
- Re-registration of the company in changing its status, if any.
- Maintaining of MOM of all important meetings and action taken thereof.
- Ensuring the compliance of the Company and Board of Directors with the relevant laws, rules and regulations.

**C) Qualification :**

A Practicing Company Secretary having minimum of 20 years in practice from the date of registration with the Institute of Company Secretaries of India.

**D) Experience:**

- i. Relevant experience in incorporating at least of 2 (two) Government companies or CPSC or State PSU under Companies Act 2013.
- ii. Relevant experience as a Company Secretary in at least of 2 (two) Government companies or CPSC or State PSU under Companies Act 2013.

**E) Documents to be submitted:**

- i. Proposal letter addressed to "Managing Director, Assam Inland Waterways Company Ltd (AIWCL)", Ulubari, Guwahati-7, on the letterhead of the Company Secretary indicating brief profile, qualifications and relevant experience.
- ii. Price Bid as per Annexure I attached
- iii. Certificate of registration
- iv. PAN Card, GST Registration certificate and Bank Account details.

**F) Term of Contract :** The term of contract shall be initially for 2 (two) years, which may be extended for further period, with mutual consent.

**G) Withdrawal of Contract :** The contract can be withdrawn by any Party with prior notification of 60 days to the other party.

**G) Cancellation of RFQ:** The AIWCL reserves the right to cancel the RFQ process at any moment of time without assigning any reason.

**F) Dispute :** Any dispute shall be under jurisdiction at Guwahati.

**FORMAT OF QUOTATION (Price Bid)**

**(In Letter head)**

| Sl. No.  | Item   | Fee per month in Rs. |
|----------|--|----------------------|
| <u>1</u> | Engagement of Company Secretary under Assam Inland Waterways Company Ltd. on retainership basis with service delivery from own place and attend office/ meeting as and when required as per the scope of work as mentioned in the TOR vide Notice No. AIWCL/08/2023/3 Dated, 20 <sup>th</sup> Nov'2023 |                      |
|          | GROSS TOTAL  |                      |
|          | GST  |                      |
|          | TOTAL (Inclusive of GST)   | Rs.                  |

Gross Total Cost: Rupees.....

- Any statutory fees payable to RoC etc. shall be extra.

Name of Company secretary:

Signature of Company secretary

Office seal of Company secretary