



नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कॉर्पोरेशन लिमिटेड
NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

भारत सरकार का उद्यम A Govt. of India Enterprise

मिनीरत्न : श्रेणी-1 Miniratna : Category-I

एनटीपीसी लिमिटेड की पूर्ण स्वामित्व वाली सहायक कंपनी A wholly owned subsidiary of NTPC Ltd.



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भारत सरकार का उपकरण

**NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE AND
A WHOLLY OWNED SUBSIDIARY COMPANY OF NTPC LIMITED)**

COMPANY SECRETARIAT
BROOKLAND COMPOUND, LOWER NEW COLONY,
SHILLONG-793 003, MEGHALAYA, INDIA.

Telephone No. 0364-2228652,

Website: www.neepco.co.in, E-mail: company-secy@neepco.co.in
CIN - U40101ML1976GOI001658

NIB NO./CS/113/NIB/01/2026/729
DATED JANUARY 20, 2026

NOTICE INVITING BIDS

FOR

APPOINTMENT OF SECRETARIAL AUDITOR OF NEEPCO

FOR F.Y. 2025-26

To be submitted on or before

Tuesday, February 10, 2026, 5:00 PM IST



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Disclaimer

- 1) This NIB is neither an agreement nor an offer and is only an invitation by NEEPCO to the interested parties for submission of bids. The purpose of this NIB is to provide the Bidder with information to assist the formulation of their proposals.
- 2) NEEPCO makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this NIB. NEEPCO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIB.
- 3) NEEPCO reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this NIB, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders or can be accessed on the website of NEEPCO.
- 4) Bidder shall be responsible for completing the assignment that would be assigned to them as per the Scope of Work given in **SECTION-II**. The Bidder shall not transfer the assignment to any other consultants /advisor.
- 5) Overwriting/correction/erase and/or use of white ink should be avoided in the Offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant entity.
- 6) NEEPCO reserves the right to cancel / restrict / enlarge / modify / postpone and / or extend the date of receipt / opening of Bid or withdraw the Bid notice without assigning any reason(s) whatsoever. In such case the bidders shall not be entitled to any form of compensation from the Company.
- 7) The decision of NEEPCO shall be final, conclusive and binding on all the Bidders directly or indirectly connected with the bidding process.



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SECTION I - NOTICE INVITING BIDS (NIB)

NIB for Appointment of Secretarial Auditor of NEEPCO

1. INTRODUCTION:

North Eastern Electric Power Corporation Limited (NEEPCO) is a Central Public Sector Enterprise which was incorporated in the year 1976. With the sale of 100% stake in NEEPCO by the Government of India to NTPC Limited vide Share Purchase Agreement dated 25-03-2020, NEEPCO is now a wholly owned subsidiary of NTPC Limited. The main objective of the Company is to plan, promote, and organise an integrated and efficient development of electric power through conventional and non-conventional sources, generation of electric power etc. The Government of India has conferred NEEPCO the status of a Miniratna Schedule "A" Company based on its consistent performance and profitability.

NEEPCO has an installed capacity of 2057 MW. NEEPCO's authorised share capital is Rs.5000 Crores. The headquarter & registered office of NEEPCO is situated in Shillong, the capital of Meghalaya. NEEPCO is a power sector enterprise with projects located in the various states of the North Eastern Region. To know more about the Company, please visit www.neepco.co.in.

2. NIB documents may be downloaded from NEEPCO's website, www.neepco.co.in, as per the time schedule given below:

Sr. No.	Description	Detailed Information
1.	Name of Assignment	Appointment of Secretarial Auditor of NEEPCO for F.Y. 2025-26
2.	Date of issue of NIB Documents to the Bidders	Tuesday, January 20, 2026
3.	Last date and time for Bid Submission	Tuesday, February 10, 2026, 5:00 PM IST
4.	Technical Bid opening Date	Wednesday, February 11, 2026 at 2:30 PM IST
5.	Place of Submission and Opening the Bids	To The Company Secretary, North Eastern Electric Power Corporation Limited Brookland Compound, Lower New Colony, Shillong-793 003, Meghalaya, India.

पंजीकृत कार्यालय: ब्रुकलैंड कम्पाउंड, लोअर न्यू कॉलोनी, शिलांग-793003

Registered Office: Brookland Compound, Lower New Colony, Shillong - 793 003

टेलीफोन / Telephone No.0364-2228652, ई-मेल / email - company-secy@neepco.co.in

वेबसाइट / website - www.neepco.co.in सीआईएन / CIN - U40101ML1976GOI001658



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**If a holiday is declared on the dates mentioned above, the Bids shall be received/opened on the next working day at the same time specified above and at the same venue communicated otherwise.*

3. Scope of Work

The detailed Scope of Work is given in SECTION-II for understanding and ready reference.

4. Qualification Requirement (QR)

- (i) The Practicing Company Secretary (PCS)/ Firm/ LLP, should have experience of 10 years in full time practice or fulltime employment as a Company Secretary of any Listed CPSE or both, out of which minimum 5 years should be in full time practice. The PCS/Firm/LLP must have experience in carrying out Secretarial Audit. The cut-off date for ascertaining experience will be 01.12.2025.
- (ii) The PCS/Firm/LLP should have conducted a Secretarial Audit of at least three (3) Companies including at least two (2) different CPSE/PSU/ listed company in the last 3 preceding Financial Years; [Listed refers to listing of equity shares/ or debt securities]
- (iii) It should have its Headquarter/ Branch Office in the North Eastern Region.
- (iv) PCS/Firm/LLP should be peer reviewed as prescribed by the ICSI; and
- (v) PCS/Firm/LLP should not be disqualified to act as Secretarial Auditor under the applicable provisions.

The North Eastern Region includes the state of Assam, Meghalaya, Arunachal Pradesh, Nagaland, Manipur, Mizoram, Tripura & Sikkim for purpose of the NIB.

5. CONFLICT OF INTEREST:

NEEPCO requires the Bidder to provide professional, objective, and impartial advice, and at all times hold NEEPCO's interest paramount, strictly avoid conflicts with other assignment(s) or their own corporate interests, and act without any expectation/ consideration for award of any future assignment(s) from the NEEPCO.

6. DURATION OF THE CONTRACT PERIOD:

The duration of the contract for work to be undertaken by the PCS/Firm/LLP will be as per the clause 1 and 2 of Section-IV (Other Terms and Conditions) of this NIB.

7. PREPARATION OF THE PROPOSAL/BID:

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- i) The name of the Proposed Assignment shall be "Appointment of Secretarial Auditor of NEEPCO for F.Y. 2025-26."
- ii) The cover letter for submission of Bids is given at Annexure-B
- iii) The Technical Bid is required to be submitted in sealed cover envelope along with documents in support of the details mentioned in NIB.
- iv) In preparing their Technical Bids, Bidders are expected to examine in detail the documents comprising this NIB.

8. Submission & Receipt of Proposal/Bid

- i) The language of proposal should be in English.
- ii) The Technical proposal shall be typed or written in indelible ink and shall be signed and sealed by the Bidder or a person duly authorized to bind the Bidder to the Contract.
- iii) While submitting a bid, the Bidder should attach a proper index with clearly marked and referenced continuation sheets. Further, an authorized representative of the Bidder shall initial all pages of the technical bid.
- iv) NEEPCO shall not be responsible for postal delay, misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated and this circumstance may be a cause for Proposal rejection.
- v) A master envelope duly sealed and super scribing "Appointment of Secretarial Auditor of NEEPCO for F.Y. 2025-26" should be submitted at the address given below by hand delivery or post, not later than the last date and time of submission:

To,

The Company Secretary

North Eastern Electric Power Corporation Ltd. (NEEPCO)

Brookland Compound,

Lower New Colony

Shillong – 793 003

Meghalaya

- vi) Any Proposal received by the NEEPCO after the deadline for submission shall not be accepted.
- vii) Bid submitted by fax, telex, telegram or e-mail shall not be entertained.

9. Instructions to Bidder

- i) Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this Notice inviting Bids or those that do not contain the documents as per the specified formats would be considered non-responsive and may be liable for rejection.
- ii) Bids shall be submitted on or prior to 5:00 p.m. IST on the date provided in the NIB - Time Schedule.

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SECTION II- SCOPE OF WORK

NEEPCO invites bids/quotation from Practicing Company Secretary (PCS)/Practicing Company Secretary Firms/ Practicing Company Secretary LLPs (called Bidder) to conduct Secretarial Audit of the Company and Secretarial Compliance Report under Regulation 62M of SEBI LODR, for the Financial Year (FY) 2025-26 in line with the specifications, requirements, terms and conditions elaborated in the bidding document and provide the Secretarial Audit Report as per the requirement of the Companies Act, 2013.

SCOPE OF WORK

A. The illustrative (but not exhaustive) Scope of Work under Secretarial Audit by the appointed PCS/Firm/LLP is given as hereunder which inter alia includes verification of the compliance under the following enactments, Rules, regulations and Guidelines in a time bound manner, including but not restricted to, as mentioned below:

- (i) The broad scope of Secretarial Audit comprises verification of the compliances as required in terms of section 204 of the Companies Act, 2013 read with the Rules framed thereunder and also the compliances required under the following enactments, rules, regulations and guidelines in the prescribed format i.e. Form MR-3
- (ii) The Companies Act, 2013 and the rules made there under
- (iii) The Depositories Act, 1996 and the Regulation and Bye-laws framed there under
- (iv) Regulations and Guidelines prescribed under the Securities and Exchange Board of India Act, 1992 ('SEBI Act')/ SEBI Regulations
- (v) Reporting on Compliance of applicable Secretarial Standards issued by the Institute of Company Secretaries of India
- (vi) Guidelines on Corporate Governance for Central Public Sector Enterprises, 2010 issued by DPE and as may be modified / replaced from time to time
- (vii) The Memorandum of Association and the Articles of Association of the Company
- (viii) Any other laws/regulation as may be applicable specifically to the company

B. Secretarial Compliance Report required under Regulation 62M of SEBI (LODR) Regulations, 2015.

The scope of work is indicative only and NEEPCO reserves the right to add/change/modify the scope for the service, if NEEPCO finds it necessary, during the engagement period.



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Proposed Fee Structure:

In INR

F.Y. 2025-26
80,000

The proposed fee is tentative and subject to approval by the Board of Directors of the Company. The proposed fee is exclusive of taxes (GST) as applicable and out of pocket expenses ex-Guwahati, at actual.

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SECTION III- Eligibility Criteria, Evaluation Methodology & Selection Procedure

Before submitting the bids, the PCS / Firm/LLP should ensure they are not disqualified in terms of the provisions of the Companies Act, 2013 read with relevant Rules, The Company Secretaries Act, 1980, read with relevant Regulations & Guidelines, SEBI Regulations, Circulars, etc. in this regard (including any amendments thereof) and PCS/Firm/LLP should be peer reviewed as prescribed by the ICSI.

Bidders should provide documentary proof of fulfilling the below eligibility criteria and submit the bids as per the Format attached as Annexure A:

Sr. No.	Selection Criteria	Basis for awarding points of	Maximum Points	Documents
1.	Experience in fulltime practice or fulltime employment as a Company Secretary of any listed CPSE or both (No. of years)	0.5 Points for every year experience of PCS/ Firm/ LLP	12	Documents supporting Post Qualification Experience/ Certificate of Practice/ Membership Certificate issued by the Institute of Company Secretaries of India
2.	Experience of conducting Secretarial Audit of CPSE /PSU/ Listed company (in last three preceding financial years) i.e. F.Y. 2024-25 F.Y. 2023-24 F.Y. 2022-23	2 points, for each completed audit <i>(Note: If secretarial audit of one company is done for three years, then six marks will be allotted)</i>	24	Copy of Secretarial Audit Report in Form – MR-3



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3.	Experience of conducting Secretarial Audit of other companies (other than CPSE /PSU/ Listed company) in last three preceding financial years) i.e. F.Y. 2024-25 F.Y. 2023-24 F.Y. 2022-23	1 point for each completed audit (Note: If secretarial audit of one company is done for three years, then three marks will be allotted)	8	Copy of Secretarial Audit Report in Form – MR-3
4.	No. of active partners/ full time qualified Company Secretary employees.	1 point for each Partner / Qualified Company Secretary Employee	6	Please attach documentary evidence with details including name, membership no., experience certificate/membership certificate/ PCS Certificate etc. of active partner / Qualified CS employee
	Total Maximum Marks		50	

[Listed refers to listing of equity shares/ or debt securities]

SELECTION PROCEDURE:

- The PCS/ Firm/LLP meeting the Qualifying criteria as per para 4 of Section I, will be further evaluated as per the selection criteria mentioned above based on documents submitted as per **Annexure A**. Secretarial Auditor shall be appointed as per the applicable statutory provisions based on ranking of the firms depending upon the highest marks obtained by the PCS/Firm/LLP on the above evaluation process.
- In case of a tie, the following sequence shall be adopted for selection in the order of precedence:
 - PCS/Firm/LLP which have conducted highest number of Secretarial audits in CPSEs/PSUs in last three preceding financial years.
 - PCS/Firm/LLP with longer period of establishment shall be given preference based on the year of registration.

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c. PCS/Firm/LLP with a higher number of active partners/qualified company secretary employees.

Thus, Selection for the Secretarial Auditor will be done on the basis of marks obtained and the rankings decided based on the above-mentioned criteria including tie breaker.



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SECTION IV- OTHER TERMS AND CONDITIONS

- Validity of Appointment:** The validity of appointment will be till the completion of Secretarial Audit and issuance of Annual Secretarial Compliance Report for the financial year 2025-26.
- Completion of Audit:** The Secretarial Audit shall be completed within 60 days from the date of end of the financial year or award of work/contract whichever is later. It is also expected that the Secretarial Audit has to commence within 20 days from the award of the work/contract, time being the essence of the contract. Further the Secretarial Compliance Report required under SEBI (LODR) Regulations, 2015 shall be provided to NEEPCO within 45 days from end of the financial year.
- Place of Audit:** The Audit work has to be conducted at the Registered Office of the Company at Brookland Compound, Lower New Colony, Shillong – 793 003, Meghalaya or at any other place, as may be decided by NEEPCO.
- Payment Terms:** The Payment of the Fee will be released within 45 days from the date of submission of bill by the PCS/ Firm or after issuance of Secretarial Audit Report to the satisfaction of NEEPCO, whichever is later. No advance payment shall be provided.
- Management Right:** The management of NEEPCO reserves the right to reject all or any bid(s) without assigning any reason(s), whatsoever. If progress/ performance of the audit team is not found satisfactory, NEEPCO's management reserve the right to terminate the appointment, without assigning any reason whatsoever.
- Identification of Nodal Officer:** The successful PCS / Firm shall nominate a Nodal Officer, within 10 days from the award of the work / contract. Details of the Nodal Officer should be given to NEEPCO immediately after his / her nomination for timely and smooth interaction.
- Dispute:** In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, the decision of the Chairman & Managing Director, NEEPCO will be final and binding on both the parties. Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Meghalaya High court only.
- Date of Submission and Opening of Bids:** The bid shall reach NEEPCO's Registered Office on or before the timelines mentioned in **para 2 of Section I** of this NIB. Technical Bids will be opened in the presence of applicants, who desires to be present there. The Technical Bids received after the specified date/time, incomplete/unsigned, in open envelope or by mail will not be considered/be rejected.
- NEEPCO's Right to accept any Bid and to reject any or all Bids**
NEEPCO reserves the right to accept or reject any or all the Bids, and to cancel the NIB process at any time before or after finalization of appointment process, for any justified and genuine grounds.



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NEEPCO requires the Bidders to observe the highest standard of Ethics before and after finalization of appointment process and while providing the services after appointment.

The documents / information submitted by bidder may be verified by the officials of NEEPCO for its authenticity at any time and then bidder shall provide all facilities / co-operation in this regard. If it is found that any of the documents/ information submitted by the bidder is not genuine, NEEPCO shall have full rights to cancel the Bid, and terminate the services, if awarded.

10. Amendment: The Bidder(s) are advised to visit NEEPCO's website on regular basis for checking necessary updates. Prospective bidder(s) will be notified of amendment, if any, in the NIB Documents which will be final and binding on all the bidder(s), including extension of deadline for submission of Bid, via notification on NEEPCO website only.

11. Misrepresentation: If any false information/documents is provided/submitted or it comes to the knowledge of NEEPCO, NEEPCO reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect and take legal action against the bidder/ firm/proprietor.

12. Contingency in Case of Death / Resignation / Inability of Secretarial Auditor:

- (i) In the event of death, resignation, incapacity, dissolution of firm, withdrawal, or inability of the appointed Secretarial Auditor to continue the assignment during the period of appointment, the Company shall have the right to terminate the contract forthwith without any liability.
- (ii) In such circumstances, the Company may, without inviting a fresh bid, award the assignment for the remaining period to the bidder who has secured the next highest marks in the Technical Bid evaluation, subject to fulfillment of eligibility criteria and acceptance of the same terms and conditions and financial quote as specified in the NIB.

The decision of the Company in this regard shall be final and binding.

Provided that the Company reserves the right not to make any such appointment and to take any other action deemed appropriate in accordance with applicable rules and guidelines.

13. Termination of Contract

- (i) If at any time the PCS/Firm/LLP makes any default in proceeding with the work with due diligence and continues to do so even after the notice in writing is served on him or commits any default in complying with any of the terms and conditions even after the notice in writing is given on that behalf by the Company Secretary, NEEPCO may, without prejudice to any other right or remedy which shall have accrued or shall accrue thereafter to NEEPCO, by a notice in writing, terminate the

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Registered Office: Brookland Compound, Lower New Colony, Shillong - 793 003

टेलीफोन / Telephone No.0364-2228652, ई-मेल / email - company-secy@neepco.co.in

वेबसाइट / website - www.neepco.co.in सीआईएन / CIN - U40101ML1976GOI001658



नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कार्पोरेशन लिमिटेड
NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

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contract as a whole or a part of the Contract, subject to statutory compliance, if any.

(ii) Further, the PCS/Firm/LLP will be debarred from getting any future assignments in NEEPCO in the following cases:

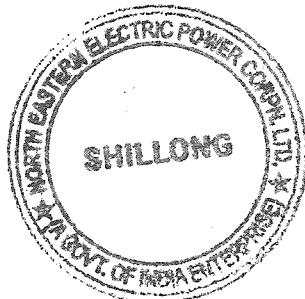
- If the PCS/Firm/LLP obtains the appointment on the basis of false information/false statement at the time of submission of application/documents.
- If the PCS/Firm/LLP is found to have sub-contracted the work.
- If the PCS/Firm/LLP does not take up the assignment in terms of the appointment letter.
- If the PCS/Firm/LLP does not submit the Secretarial Audit Report and Secretarial Compliance Report, complete in all respect, in terms of the appointment.

14. Confidentiality/Non-Disclosure Agreement: The appointed Practicing Company Secretary/ Firm / LLP as Secretarial Auditor of NEEPCO will have access to the data of the NEEPCO. The PCS/ Firm / LLP should treat as confidential all data and information about the NEEPCO obtained in the execution of the proposed assignment, hold it in strict confidence and should not reveal such data/ information to any other party.

15. Clarification: In case of any clarification required in this regard, the undersigned may be contacted

Name of the contact person for any clarification	Mr. Abinoam Panu Rong, 0364-2228652;
e-mail Address	(Please quote the NIB No. in the Subject Line of the e-mail)

16. NEEPCO reserves the right to cancel / restrict / enlarge / modify / postpone and / or extend the date of receipt / opening of Bid or withdraw the Bid notice without assigning any reason(s) whatsoever. In such case the bidders shall not be entitled to any form of compensation from the Company.



For and on behalf of
North Eastern Electric Power Corporation Limited

(Abinoam Panu Rong)
Company Secretary and Compliance Officer



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Annexure – A

(On the letter head of the Practicing Company Secretary /
Firm of Company Secretaries/LLP)

PROFORMA FOR TECHNICAL BID
(For Appointment as the Secretarial Auditor of NEEPCO)

To
The Company Secretary
North Eastern Electric Power Corporation Limited (NEEPCO)
Brookland Compound,
Lower New Colony
Shillong – 793 003
Meghalaya

Sl. No.	Particulars	Reply
1	Name of the Practicing Company Secretary (PCS)/ Firm of Company Secretaries (Firm)/ Limited Liability Partnership of Company Secretaries (LLP)	
	Whether Partnership / Proprietorship / Individual/LLP	
	Name of the Lead Partner / Proprietor / Individual / In-charge	
	Name(s) of Contact person(s) and the Contact details	
2	Date of Commencement of Practice as PCS / Firm	
	Certificate of Practice No. (CP No.) / Registration No. Attach Documentary evidence: 1. Copy of Certificate of Practice or Certificate from ICSI regarding date of Commencement of Practice as CS and / or 2. Copy of approval letter from ICSI in respect of Firm's name.	
3	Details of Headquarter & Branch Office(s) (Letter from ICSI having Office details shall be attached as proof of address)	
	Address	
	Telephone Nos.	

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	Fax No.																												
	E-mail Id																												
	Website																												
4	<p>Experience of the PCS/Firm/LLP</p> <ul style="list-style-type: none"> - Total Post Qualification Experience in full time practice or fulltime employment as a Company Secretary of any listed CPSE or both (minimum 10 years) - Experience in Practice (minimum 5 years) <p>(Please Attach Documentary evidence as per Section III of the NIB)</p>																												
5	<p>PAN (attach documentary evidence)</p> <p>GST Tax Registration No. (attach documentary evidence)</p>																												
6	<p>Number of Secretarial Audits conducted in CPSE/PSU/listed Company during the last three preceding financial years i.e.</p> <p>F.Y. 2024-25 F.Y. 2023-24 F.Y. 2022-23</p> <p>(attach copy of the secretarial audit report in Form MR-3)</p>	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Company</th> <th>Whether CPSE/ PSU/ Listed Company</th> <th>Financial Year for which Secretarial Audit conducted</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>				Sr. No.	Name of the Company	Whether CPSE/ PSU/ Listed Company	Financial Year for which Secretarial Audit conducted																				
Sr. No.	Name of the Company	Whether CPSE/ PSU/ Listed Company	Financial Year for which Secretarial Audit conducted																										
7	<p>Number of Secretarial Audits conducted in other Companies (other than CPSE/PSU/listed Company) in the last three preceding financial years i.e.</p> <p>F.Y. 2024-25 F.Y. 2023-24 F.Y. 2022-23</p> <p>(attach copy of the secretarial audit report in Form MR-3)</p>	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Company</th> <th>Category/ Type of the Company</th> <th>Financial Year for which Secretarial Audit conducted</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>				Sr. No.	Name of the Company	Category/ Type of the Company	Financial Year for which Secretarial Audit conducted																				
Sr. No.	Name of the Company	Category/ Type of the Company	Financial Year for which Secretarial Audit conducted																										
8	No. of active Partners in the Firms (attach documentary evidence as per Section III of the NIB)																												
9	No. of Full time Qualified Company Secretaries as Employees of the Firm																												

पंजीकृत कार्यालय: ब्रुकलैंड कम्पाउंड, लोअर न्यू कॉलोनी, शिलांग-793003

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मिनीरत्न : श्रेणी-1 Miniratna : Category-I

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	(attach Documentary evidence as per Section III of the NIB)	
10	Any other relevant information (Please attach a separate sheet along with the documentary evidence)	

Note :- Kindly attach Peer Review certificate.

Declaration

1. All the information provided by me / us here above is correct to the best of my/ our knowledge & belief.
2. I / We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We have read all the terms & conditions of the bid and the instructions and these are acceptable to me / us.

For and on behalf of (name of the bidder)

Signature
Name & Designation of the Authorised Signatory
Membership No.
Stamp of the PCS / Firm

Date-
Place-

Note: Signature with stamp of the Practicing Company Secretary/ Firm of Company Secretaries/ LLP is required in each and every page.



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Annexure B

**Format of the Covering Letter
(On Bidder's Letterhead)**

To,
The Company Secretary
North Eastern Electric Power Corporation Limited (NEEPCO)
Brookland Compound,
Lower New Colony
Shillong – 793 003
Meghalaya

SUB: Notice Inviting Bids dated _____

Dear Sir,

Please find enclosed our Proposal in response to the Notice Inviting Bids dated
issued by NEEPCO. We hereby confirm the following:

1. The Bid is being submitted by (*name of the Bidder*) in accordance with the conditions stipulated in the Notice inviting Bids Document.
2. We have examined in detail and have understood the terms and conditions stipulated in the Notice inviting Bids issued by the NEEPCO and in any subsequent communication sent by NEEPCO. We agree and undertake to abide by all these terms and conditions. Our Proposal is consistent with all the requirements of submission as stated in the Notice inviting Bids or in any of the subsequent communications from NEEPCO.

For and on behalf of (*name of the bidder*)

Signature
Name & Designation of the Authorised Signatory
Membership No.
Stamp of the PCS / Firm

Date-
Place-



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Annexure C

**Particulars to be furnished for Partner/Employees
(On Bidder's Letterhead)**

To,
The Company Secretary
North Eastern Electric Power Corporation Limited (NEEPCO)
Brookland Compound,
Lower New Colony
Shillong – 793 003
Meghalaya

Declaration by PCS/Firm/LLP regarding active partners/ full time employees:

I/We, , having office , do hereby confirm that following persons are working in our/my firm as active partners/ full time employees:

S. No.	Name of person	Designation	Date of joining	ICSI Membership No.	Annexure (Copy of ICSI Membership Certificate)	Signature

For and on behalf of (name of the bidder)

Signature
Name & Designation of the Authorised Signatory
Membership No.
Stamp of the PCS / Firm

Date-
Place-



नॉर्थ ईस्टर्न इलेक्ट्रिक पावर कार्पोरेशन लिमिटेड
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Annexure D 1

**Particulars in respect of experience in Secretarial Audit of CPSE/ PSU/ Listed Company in Previous Three Financial Year
(On Bidder's Letterhead)**

Company Name and CIN	Financial Year	Name of Person signed the Report and COP No.

Notes:

1. In case the information required by NEEPCO is not provided by the Bidder, NEEPCO shall proceed with evaluation based on information provided and may not request the Bidder for further information.
2. The responsibility for providing information as required in this form lies solely with the Bidder.

For and on behalf of (name of the bidder)

Signature
Name & Designation of the Authorised Signatory
Membership No.
Stamp of the PCS / Firm

Date-
Place-



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Annexure D 2

Particulars in respect of experience in Secretarial Audit of Other Companies
(Other than CPSE/ PSU/ Listed Company) in Previous Three Financial Year
(On Bidder's Letterhead)

Company Name and CIN	Financial Year	Name of Person signed the Report and COP No.

Notes:

1. In case the information required by NEEPCO is not provided by the Bidder, NEEPCO shall proceed with evaluation based on information provided and may not request the Bidder for further information.
2. The responsibility for providing information as required in this form lies solely with the Bidder.

For and on behalf of (name of the bidder)

Signature
Name & Designation of the Authorised Signatory
Membership No.
Stamp of the PCS / Firm

Date-
Place-



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Annexure E

Declaration by the Bidder

(On Bidder's Letterhead)

I / We, M/s do hereby affirm that, I/we have not been banned/declared ineligible due to professional misconduct, corrupt and fraudulent practices by the Government of India/ State Governments/Regulatory Authorities or have not been debarred from entering into Contract by any Government/Body/Authority in five immediate previous years.

For and on behalf of (name of the bidder)

Signature
Name & Designation of the Authorised Signatory
Membership No.
Stamp of the PCS / Firm

Date-
Place-