MAHARASHTRA COOPERATIVE DEVELOPMENT CORPORATION LIMITED

(A Government of Maharashtra Undertaking – Non-Banking Financial Company registered with RBI)

Sakhar Sankul, Shivajinagar, Pune - 411005

CIN: U65191PN2000SGC015260 | Email: mcdcpune@gmail.com | Website: www.mahamcdc.com

REQUEST FOR QUOTATION (RFQ)

For Appointment of a Practicing Company Secretary / Company Secretarial Firm for providing Company Secretarial Compliance Services (ROC, RBI-NBFC and other allied compliances)

RFQ Reference No.: MCDC/CS-COMPLIANCE/RFQ/2026-27/835

Date: 10/07/2026

1. About MCDC

MAHARASHTRA COOPERATIVE DEVELOPMENT CORPORATION LIMITED ("the MCDC") is a company owned and controlled by the Government of Maharashtra, incorporated under the Companies Act, 2013. The MCDC holds a valid Certificate of Registration as a Non-Banking Financial Company (NBFC) issued by the Reserve Bank of India (RBI). The Hon'ble Minister for Cooperation, Government of Maharashtra, is the Chairman of the MCDC, and the Commissioner of Cooperation, the Commissioner of Sugar, and the Director of Marketing are Directors on its Board. The Additional Registrar, Cooperative Societies, is the Managing Director of the MCDC.

Being a Government Company and a registered NBFC, the MCDC is required to comply with the provisions of the Companies Act, 2013, rules framed thereunder, and the Master Directions/circulars issued by the RBI applicable to NBFCs, in addition to other allied corporate law compliances.

2. Objective of the RFQ

The MCDC intends to engage the services of an experienced and eligible Practicing Company Secretary / Company Secretarial Firm ("the Service Provider") as its Company Secretarial Compliance service provider, to handle all compliances relating to the Registrar of Companies (ROC)/Ministry of Corporate Affairs (MCA), the Reserve Bank of India (RBI - NBFC regulations), and other allied secretarial compliances of the MCDC, on the terms and conditions set out in this RFQ.

This document invites rate quotations from eligible and interested Practicing Company Secretaries/CS Firms for the aforesaid purpose.

3. Period of Appointment

1. The appointment shall be made for an overall period of 5 (Five) years.
2. The initial appointment shall be made for a period of 1 (One) year only.
3. The appointment for each subsequent year (up to the 5th year) shall be considered strictly on the basis of satisfactory evaluation of the performance of the Service Provider during the preceding year, at the sole discretion of the Managing Director, MCDC. The rates quoted and accepted shall remain valid and applicable throughout the said period of 5 years, unless otherwise decided by the MCDC.
4. Continuation of the assignment in any year is not automatic and is subject to the sole discretion of the MCDC based on performance, conduct, and administrative requirements.

4. Scope of Work

The Service Provider shall be responsible for the entire gamut of Company Secretarial compliance work of the MCDC, including but not limited to the following:

4.1 Compliances under the Companies Act, 2013 / ROC

- Convening and conducting of Board Meetings, Committee Meetings (Audit Committee, Nomination & Remuneration Committee, and any other Committee as applicable), Annual General Meeting (AGM), and Extraordinary General Meeting (EGM), including preparation of Notice, Agenda, Explanatory Statement, and drafting/recording of Minutes.
- Preparation, maintenance, and periodical updation of all Statutory Registers required under the Companies Act, 2013 (Register of Members, Register of Directors and Key Managerial Personnel, Register of Charges, Register of Contracts in which Directors are interested, Register of Loans/Investments, etc.).
- Preparation and e-filing of the Annual Return (Form MGT-7/MGT-7A) and Financial Statements (Form AOC-4/AOC-4 XBRL, as applicable) with the ROC within the statutory timelines.
- Preparation and filing of Form ADT-1 (appointment of Statutory Auditor), MGT-14, DIR-2, DIR-12, DIR-3 KYC/DIR-3 KYC-Web, DIR-8, MBP-1, and all other event-based and annual e-forms as applicable under the Companies Act, 2013.
- Creation, modification, and satisfaction of charges with the ROC (Form CHG-1, CHG-4, CHG-9, etc.), wherever applicable.
- Conducting Secretarial Audit and issuance of the Secretarial Audit Report (Form MR-3) and Annual Secretarial Compliance Report, if and to the extent applicable to the MCDC.
- Drafting and vetting of the Directors' Report, Extract of Annual Return, Corporate Governance disclosures, and other statutory disclosures forming part of the Annual Report, as required under the Companies Act, 2013.
- Ensuring compliance with provisions relating to Related Party Transactions, disclosure of interest by Directors (Section 184), contracts in which Directors are interested (Section 189), and loans, guarantees & investments (Section 186).
- Advising on and processing any change in the Memorandum/Articles of Association, Authorised/Paid-up Share Capital, and filing of related forms (SH-7, PAS-3, etc.), as and when required.
- Handling compliances relating to appointment, resignation, cessation, or change of Directors and Key Managerial Personnel, and filing of the relevant statutory forms.
- Attending to and responding to any inspection, inquiry, show-cause notice, or query raised by the Registrar of Companies/Ministry of Corporate Affairs (MCA), Regional Director, or National Company Law Tribunal (NCLT), if any, on behalf of the MCDC.
- Any other event-based, periodical, or annual compliance required under the Companies Act, 2013, and the rules framed thereunder, as amended/notified from time to time, including exemptions/notifications applicable to Government Companies.

4.2 Compliances under RBI Regulations (NBFC)

- Preparation and timely filing of all periodical regulatory returns with the RBI on the prescribed online platform (XBRL/COSMOS or its successor system), including but not limited to NBS-1, NBS-2, NBS-7, NBS-9 (Statutory Auditor's Certificate), DNBS returns, Structural Liquidity/Asset-Liability Management (ALM) returns, and any other return(s) applicable to the MCDC based on its category/classification of NBFC registration.
- Ensuring on-going compliance with the RBI Master Directions, circulars, and guidelines applicable to Non-Banking Financial Companies, including but not limited to Fair Practices Code, KYC/Anti-Money Laundering guidelines, Prudential Norms, Income Recognition, Asset Classification & Provisioning (IRACP) norms, and Corporate Governance requirements prescribed for NBFCs.

- Assisting the MCDC in compilation of documents/data and coordination during RBI inspection, and timely submission of compliance/rectification reports pursuant thereto.
- Advising the MCDC, on an ongoing basis, on regulatory changes/updates/notifications issued by the RBI affecting NBFC operations, and assisting in their implementation.
- Coordinating with the Statutory Auditors of the MCDC for certification of NBFC returns, and liaising with the RBI's concerned Regional Office for correspondence, clarifications, and submissions.
- Any other compliance mandated under the Reserve Bank of India Act, 1934, the Master Directions applicable to NBFCs, and directions/instructions issued by RBI from time to time.

4.3 Other Secretarial and Advisory Support

- Advisory support on corporate governance best practices applicable to a Government Company, and on exemptions/relaxations notified for Government Companies under the Companies Act, 2013.
- Liaising, to the extent related to Company Law/Secretarial matters, with the Statutory Auditors, Internal Auditors, and the Office of the Comptroller and Auditor General of India (C&AG), as and when required.
- Keeping the MCDC updated on amendments/developments in the Companies Act, 2013, RBI-NBFC regulations, and other applicable corporate laws, and their impact on the MCDC.
- Assisting in drafting replies to references/communications received from the Cooperation Department, Government of Maharashtra, to the extent relating to Company Law/Secretarial compliance.
- Any other secretarial compliance work incidental or ancillary to the above scope, as may be required by the MCDC from time to time.

Note: The above Scope of Work is illustrative and not exhaustive. The Service Provider shall be responsible for ensuring full and complete compliance of the MCDC with all applicable provisions of the Companies Act, 2013, and RBI-NBFC regulations, including any compliance requirement not specifically enumerated above but required under law.

5. Eligibility Criteria

Only bidders satisfying ALL of the following eligibility criteria as on the date of submission of the quotation shall be considered. Documentary evidence in support of each criterion must be submitted along with the quotation (refer Section 6 / Annexure-III):

1. The bidder should be a Practicing Company Secretary (Individual) or a Firm/LLP of Company Secretaries, registered with the Institute of Company Secretaries of India (ICSI) and holding a valid Certificate of Practice (COP).
2. The bidder should have a minimum of 5 (Five) years' standing/experience in the practice of Company Secretarial compliance work as on the date of this RFQ.
3. The bidder must have mandatory prior experience of handling Companies Act, 2013 and RBI-NBFC related compliance work of at least one Non-Banking Financial Company (NBFC) and/or a Government Company/Public Sector Undertaking (PSU).
4. The bidder should have a minimum average annual turnover (from professional practice) of Rs. 10,00,000/- (Rupees Ten Lakh only) during each of the last three financial years (2022-23, 2023-24 and 2024-25).
5. The Head Office or a Branch Office of the bidder should be located within Pune city.
6. The bidder/firm should not have been blacklisted or debarred by any Central/State Government Department, Government Company, PSU, or Regulatory Authority, as on the date of submission of the quotation.
7. The bidder should possess a valid PAN and GST Registration Certificate.

8. No disciplinary action / order of the ICSI or any other regulatory/statutory authority should be pending or subsisting against the bidder/partners of the firm.

6. Documents to be Submitted along with the Quotation

The bidder shall submit self-attested copies of the following documents along with the duly filled Rate Quotation Format (Annexure-I):

1. Certificate of Practice (COP) and ICSI Membership/Firm Registration Certificate.
2. PAN Card of the individual/firm.
3. GST Registration Certificate.
4. Documentary proof of a minimum of 5 years' experience in Company Secretarial practice.
5. Documentary proof (engagement letter/completion certificate/client confirmation) of having handled Companies Act and RBI-NBFC compliance of at least one NBFC/Government Company/PSU.
6. Chartered Accountant-certified statement of average annual turnover for the last three financial years.
7. Proof of Head Office/Branch Office address in Pune (registration certificate, rent/leave-and-licence agreement, or recent utility bill).
8. Self-declaration/Affidavit of not being blacklisted (format at Annexure-II).
9. Brief profile of the firm along with a list of NBFC/PSU/Government Company clients handled, if any.
10. Duly filled, signed, and stamped Rate Quotation Format (Annexure-I).

7. Financial Bid / Rate Quotation

The rate shall be quoted as a Lump Sum Monthly Professional Fee (per month) covering the entire Scope of Work described in Section 4 above. GST shall be shown separately, over and above the quoted professional fee, as per the format given at Annexure-I.

Bidders are required to quote all-inclusive rates (other than GST) covering professional fees for the entire scope of work; no additional out-of-pocket or incidental charges shall be payable by the MCDC unless specifically agreed in writing.

8. Terms and Conditions

1. Selection Criteria: The assignment shall be awarded to the eligible bidder quoting the Lowest Monthly Professional Fee (L-1), among the bidders found technically eligible as per Section 5 above.
2. Validity of Rates: The rates quoted shall remain valid for a minimum period of 90 (Ninety) days from the date of opening of the quotations, and thereafter for the entire period of appointment as stated in Section 3.
3. Payment Terms: Payment of the monthly professional fee shall be made on a monthly basis, on submission of an invoice by the Service Provider along with a status report of the compliance work carried out during the month, and subject to a satisfactory performance certificate from the concerned officer of the MCDC.
4. GST: GST shall be charged extra, as applicable, and shown separately in the invoice/rate quotation. Statutory deductions (TDS, etc.), as applicable under the Income Tax Act, 1961, shall be made at the time of payment.
5. Penalty for Delay/Deficiency: In the event of delay in filing of any statutory return/form beyond the prescribed statutory due date, or any deficiency in the compliance work attributable to the Service Provider, a penalty at the rate of 2% of the monthly professional fee per day of

delay/default shall be levied, subject to a maximum of 10% of the monthly professional fee for that particular instance.

6. Termination for Serious Default: In case of a serious lapse resulting in a statutory penalty, prosecution, or financial/reputational loss to the MCDC, or in case of repeated defaults (three or more instances during the contract period), the Managing Director, MCDC, reserves the right to terminate the contract with immediate effect, without prejudice to any other remedy available to the MCDC under law.
7. General Termination: Notwithstanding the above, the MCDC reserves the right to terminate the contract at any time by giving 30 (Thirty) days' prior written notice, without assigning any reason.
8. Confidentiality: The Service Provider shall maintain strict confidentiality of all records, data, and information of the MCDC, both during and after the term of the assignment.
9. Conflict of Interest: The Service Provider/its partners shall not hold any position or interest that conflicts with the interests of the MCDC or its Directors.
10. Right to Accept/Reject: The MCDC reserves the right to accept or reject any or all quotations, in part or in full, without assigning any reason, and reserves the right to negotiate the rates/terms with the L-1 bidder prior to final acceptance.
11. Jurisdiction: Any dispute arising out of or in connection with this assignment shall be subject to the exclusive jurisdiction of the Courts at Pune.

9. Mode, Last Date and Address for Submission of Quotation

1. Mode of Submission: The quotation, along with all supporting documents, shall be submitted in a sealed envelope superscribed "Rate Quotation for Appointment of Company Secretary Firm - Company Secretarial Compliance Services", by Registered Post/Speed Post or by hand delivery, at the address given below.

Name of Work	For Appointment of a Practicing Company Secretary / Company Secretarial Firmfor providing Company Secretarial Compliance Services (ROC, RBI-NBFC and other allied compliances)
RFQ Available on	www.mahamcdc.com
Submission Start Date	10/07/2026
Last Date For Submission	20/07/2026, Time- 05.00 pm
Quotation Opening Date	22/07/2026
Address for Submission	The Managing Director, MAHARASHTRA COOPERATIVE DEVELOPMENT CORPORATION LIMITED, Sakhar Sankul, Shivajinagar, Pune - 411005.
Email & Contact no.	mcdcpune@gmail.com & 8263915347

Quotations received after the last date and time, or not submitted in the prescribed sealed-envelope mode, are liable to be rejected.

(Sonali Raval-Thakur)
Managing Director
MCDC, Pune

Annexure-I: Rate Quotation Format

(To be submitted on the letterhead of the bidder, duly signed and stamped)

Sr. No.	Particulars	Monthly Professional Fee (Rs.) (Excl. GST)	GST (%) & Amount (Rs.)	Total Monthly Fee (Incl. GST) (Rs.)
1	Company Secretarial Compliance Services (Companies Act, 2013/ROC and RBI-NBFC related compliances, and allied secretarial work as per Scope of Work at Section 4 of the RFQ) - per month			

Amount in words (Total Monthly Fee incl. GST):

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We confirm that the above rate is inclusive of all professional charges covering the entire Scope of Work stated in the RFQ, and shall remain valid for 90 days from the date of opening of quotations, and thereafter for the period stated in Section 3 of the RFQ.

Signature of Bidder with Seal:

Name:

Designation/Firm Name:

Date:

Annexure-II: Self-Declaration (Non-Blacklisting)

(To be submitted on non-judicial stamp paper/plain paper, duly notarised/signed)

I/We, ____, Practicing Company Secretary/CS Firm, having Certificate of Practice/Firm Registration No. _______________, hereby declare and confirm that:

1. I/We have not been blacklisted or debarred from participating in any tender/RFQ by any Central/State Government Department, Government Company, Public Sector Undertaking, or Regulatory Authority (including the Institute of Company Secretaries of India), as on the date of this declaration.
2. No disciplinary/criminal proceedings are pending or subsisting against me/us or any partner of the firm before the ICSI, any Court, or any other regulatory/statutory authority.
3. All the information and documents furnished by me/us along with the quotation are true and correct to the best of my/our knowledge and belief. In case any information is found to be false/incorrect at any stage, the MCDC shall be entitled to reject the quotation/terminate the contract, forthwith, without any liability.

Signature of Bidder with Seal:

Name:

Date:

Place:

Annexure-III: Checklist of Documents to be Enclosed

Sr. No.	Document	Enclosed (Y/N)
1	Certificate of Practice (COP) / ICSI Firm Registration Certificate	
2	PAN Card of individual/firm	
3	GST Registration Certificate	
4	Proof of minimum 5 years' experience in CS practice	
5	Proof of NBFC/Government Company/PSU compliance experience (engagement/completion certificate)	
6	CA-certified average annual turnover statement (last 3 financial years)	
7	Proof of office address in Pune	
8	Self-Declaration of Non-Blacklisting (Annexure-II)	
9	Firm profile & list of NBFC/PSU/Government Company clients handled	
10	Duly filled, signed and stamped Rate Quotation Format (Annexure-I)	