

Date : 21<sup>st</sup> March, 2017.

## **Amaravati Development Corporation Limited (ADCL)**

Sub: **EOI for conducting Secretarial Audit.**

Amaravati Development Corporation Limited (formerly Capital City Development and Management Corporation Limited) was incorporated on 21<sup>st</sup> May, 2015 as a Special Purpose Vehicle with paid up capital of Rs.100 Cr under Companies Act, 2013 for the development, implementation, operation and management of Amaravati, the new Capital City of Andhra Pradesh.

ADCL invites EOI from reputed firms of Practicing Company Secretaries for conducting Secretarial Audit for the financial years 2015-16 and 2016-17 in terms of the provisions of Section 204 of the Companies Act, 2013. Firm/Practicing Company Secretaries fulfilling the following criteria should only apply;-

### **Eligibility Criteria**

The Firm of Practicing Company Secretaries should have experience of practicing for not less than 5 years with reputed clientage. The cut-off date for ascertaining experience will be 31.03.2017. Preference will be given to PCS/Firm having experience of conducting Secretarial Audit of Public Sector Undertakings.

### **Scope of Audit**

The Scope of Audit will include compliance with provisions of the Companies Act, 2013 and all other applicable laws. The Audit is to be conducted on regular basis. The payment for the same will be made on the submission of bill after issuance of Secretarial Audit Report.

Interested firms of Practicing Company Secretaries may please send their detailed resume, copies of relevant documents along with the fees chargeable for conducting the Secretarial Audit for the FY 2015-16 and 2016-17, upto 31/03/2017 through email to [jveerraju.adc@ap.gov.in](mailto:jveerraju.adc@ap.gov.in).

For any further clarifications, may please contact J Veerraju, Company Secretary, Amaravati Development Corporation Limited, D.No.20-4-15, 1-G, Anand Heights, Beside Prabhas College, Kedareswarapet, Vijayawada – 520 003.  
Mobile: +91 709 55 99 571.

ADCL reserves the right to cancel this process at any stage without assigning any reason.