

# RAILTEL CORPORATION OF INDIA LTD.

(A Govt. of India Enterprise)  
CIN: U64202DL2000GOI107905

## OPEN TENDER NOTICE (Two Packet)

Open EOI Notice No. RailTel/EOI/CO./Sectt./2018-19/ASA/452 dated 19.09.2018  
Appointment of practicing Company Secretaries for conducting Secretarial Audit.

RailTel Corporation of India Ltd. (RailTel) invites Expression of Interest in sealed covers, from reputed firms of Practicing Company Secretaries for appointment of Practicing Company Secretary/ Firm of Company Secretaries for carrying out Secretarial Audit of RailTel Corporation of India Ltd. The details are as under: -

Date of Downloading of Tender Document	18.10.2018
Last date & Time of downloading of Tender Document	15.11.2018 up-to 1200 hrs.
Last Date and Time of submission of Tender	15.11.2018 up-to 1500 hrs.
Date and Time of Opening of Tender	15.11.2018 at 1530 hrs.
Cost of Tender Document	Nil
Earnest Money (EMD )	Rs. 1000
Contact Person and Contact no./email	J S Marwah, CS & DGM (Law) 9717644478, jsmarwah@railtelindia.com
Note : Any modification/corrigendum will be published at RailTel website and CPP portal only	
Office Address and Contact :	
<b>RailTel Corporation of India Ltd</b> <b>Corporate Office : 143, Institutional Area, Sector – 44, Gurugram – 122003, NCR (India)</b> <b>Tel: 91 124 2714000</b>	

Reputed Practicing Company Secretaries/Firm of Company Secretaries are invited to give their Expression of Interest (EOI) for their appointment as Secretarial Auditor of RailTel Corporation of India Ltd. The process of appointment will be initially for a period of 2 financial years (i.e FY 2018-19 to 2019-20), which can be extended through mutual consent for a further period of one year. Initial appointment letter shall be issued for one financial year. The appointment for next financial year(s) shall be subject to the approval of Audit Committee of RailTel.

EOI Notice and EOI Document are available at RailTel's website: [www.railtelindia.com](http://www.railtelindia.com) and on CPP portal at [www.eprocure.gov.in](http://www.eprocure.gov.in). Bidder can submit offer on the EOI document downloaded from this website/portal. Any Corrigendum/Modification will be issued only on company's website and at CPP portal.

Small Scale Units registered with NSIC under single point registration scheme are exempted from depositing Earnest Money. NSIC firms will be given preference as per Govt. of India guidelines.

All pages of original tender document and corrigendum's, if any, duly signed by the tenderer should be submitted along with offer.

**J S Marwah**  
**Company Secretary & DGM (Law)**  
**RailTel Corporation of India Limited**