THE KERALA INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED (KICDC)

KICDC

WHERE INNOVATION MEETS INFRASTRUCTURE

QUOTATION INVITED FOR APPOINTMENT OF SECRETARIAL AUDITOR FOR THE FINANCIAL YEAR 2026-27

THE KERALA INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED (KICDC).
(A Joint Venture of KINFRA and NICDIT)
12/111-a, KINFRA Hi Tech Park,
HMT Colony P.O.,
Kalamassery, Ernakulam - 683503
Ph: 0484 – 2559790,0491-2930025
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QUOTATIONS INVITED FOR APPOINTMENT OF SECRETARIAL AUDITOR FOR THE FINANCIAL YEAR 2026-27 FOR THE KERALA INDUSTRIAL CORRIDOR DEVELOPMENT CORPORATION LIMITED (KICDC).

The Kerala Industrial Corridor Development Corporation Limited (KICDC) is inviting sealed quotations from Practicing Company Secretary firms to conduct Secretarial Audit for the financial year 2026-27 as mandated under Section 204 of the Companies Act, 2013, read with Rule 9 of the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014. Interested firms should adhere to the outlined terms and conditions and meet the prerequisites listed below.

The sealed quotations along with all required supporting documents should reach the office of the undersigned on or before **26th October 2026, 5.00PM**

1. Background of the Company

The Kerala Industrial Corridor Development Corporation Limited (KICDC) is a dedicated Special Purpose Vehicle (SPV) formed with 50:50 equity partnership between Kerala Industrial Infrastructure Development Corporation (KINFRA), the state-level body focused on industrial infrastructure development in Kerala and the National Industrial Corridor Development and Implementation Trust (NICDIT), under the guidance of the National Industrial Corridor Development Corporation (NICDC).The company is committed to maintaining robust governance and statutory compliance systems.

KICDC's primary mission is to accelerate industrial growth in Kerala by executing the Kochi Bengaluru Industrial Corridor (KBIC) project, which is designed to boost regional competitiveness, attract high-value investments, and promote innovation-led enterprises.

To strengthen our compliance framework, the Board proposes to appoint an external Secretarial Auditor for the above financial year.

2. Scope of Work

The Secretarial Auditor shall be required to:

1. Conduct a comprehensive Secretarial Audit and submit the **Secretarial Audit Report in Form MR-3** as prescribed.
2. Examine and report compliance with:
    - The Companies Act, 2013 and rules thereunder.
    - Secretarial Standards (SS-1 and SS-2) issued by ICSI.

- SEBI Regulations (as applicable).
- FEMA, Labour Laws, and any other laws specifically applicable to the Company.

3. Verify:
    - Registers, records, and statutory filings maintained by the Company.
    - Compliance with Board procedures, General Meeting procedures, and Decision-making processes.
    - Systems and processes followed to ensure statutory compliance.
4. Review and comment on:
    - Related Party Transactions.
    - Borrowings, charges, and security Creation.
    - Issue/allotment of securities (if applicable).
    - Maintenance of minutes and statutory registers.
5. Identify non-compliances, if any, and provide **practical recommendations** for rectification.
6. Review internal controls from a compliance perspective.
7. Attend meetings or discussions with management, if necessary.
8. Submit interim observations, if required.

3. Information Required in Your Quotation

Your detailed quotation should include the following:

A. Technical Proposal

- Profile of the Practicing Company Secretary / firm
- Registration details: COP Number, Peer Review Certificate.
- Team structure and qualifications
- Methodology/approach for conducting the Secretarial Audit
- Expected timeline and milestones
- PAN & GST Details

B. Financial Proposal (Annexure 1)

- Professional fees for the audit
- Applicable GST or other taxes
- Additional charges for meetings, if any.

C. Required details for experience

- Profile of the Practicing Company Secretary / firm
- Registration details: COP Number, Peer Review Certificate.
- List of Secretarial Audits conducted in the last 3 years
- Experience with Government Companies / PSUs (if applicable)
- Details of major clients handled

D. Additional Information

- Any value-added services offered
- Support expected from the Company
- Other terms and conditions

4. Other Terms & Conditions

1. The appointment will be for the Financial Year 2026-27, extendable at the discretion of the Board.
2. The Company reserves the right to accept or reject any quotation without assigning any reason.
3. The selected auditor shall maintain the confidentiality of all company information.
4. The audit shall be completed within the timeline mutually agreed upon.

5. Submission Guidelines

Sealed quotations superscribed:

"Quotation for Appointment of Secretarial Auditor – KICDC (FY 2026–27)"

shall be submitted at the following address:

"The Managing Director
The Kerala Industrial Corridor Development Corporation Limited
12/111-a, KINFRA Hi Tech Park,
HMT Colony P.O. Kalamassery,
Ernakulam – 683503."

Last date for submission: 26th October 2026, 5.00 PM

Quotations received after the due date shall not be considered.

Annexure I

QUOTATION FORM

To,

The Managing Director
The Kerala Industrial Corridor Development Corporation Limited
12/111-a, KINFRA Hi Tech Park,
HMT Colony P.O. Kalamassery,
Ernakulam – 683503

Sub: - Notice Inviting
"Quotation for the Appointment of Secretarial Auditor to KICDC"
Ref.: - No. …… Date:

Respected Sir,

1. I/We ..... submit the quotation for "Appointment of Secretarial to KICDC" at The Kerala Industrial Corridor Development Corporation Limited, 12/111-a, KINFRA Hi Tech Park, HMT Colony P.O. Kalamassery, Ernakulam – 683503
2. I/We thoroughly examined and understood terms & conditions and other details given in the enquiry document.
3. I/We hereby offer to supply at the following rates. I/ We undertake that I/ We are not entitled to claim any enhancement of rates on any account during the validity of rate.

Sr. No.	Particulars	Rate	GST	Total
1.	Expected annual fees for Secretarial Audit of KICDC.			
Total				

Place- _____ (Signature of Authorized Person)

Date- _____ (Name)

(Designation)
Name of Firm/Company)