

INVITATION FOR EMPANELMENT OF PRACTISING COMPANY SECRETARIES / COMPANY SECRETARY FIRMS

Forest Development Corporation of Maharashtra Limited (FDCM Limited), Nagpur, invites applications from qualified and experienced Practising Company Secretaries (PCS) / Company Secretary Firms for empanelment to provide professional services relating to Secretarial, Corporate Law, regulatory compliances and other related matters of the Corporation.

The PCS/Firm seeking empanelment shall fulfil the following eligibility criteria:

1. LOCATION

The PCS/Firm shall have a registered/principal office in India and shall be capable of providing professional services at such locations as may be required by the Corporation.

Preference may be given to PCS/Firms having their registered/principal office at Nagpur, particularly for assignments relating to the Corporation's operations at Nagpur.

PCS/Firms having an office or professional presence in Mumbai or Delhi/NCR may also be considered for empanelment, particularly for assignments requiring professional services, representation or coordination in those regions.

2. PROFESSIONAL EXPERIENCE

The PCS/Firm shall possess a minimum of 5 (Five) years of professional experience after obtaining CoP of the Institute of Company Secretaries of India (ICSI) in providing professional services relating to Secretarial and Corporate Law matters.

The following areas of experience are indicative and not exhaustive:

- Companies Act, 2013 and the rules made there under.
- Foreign Exchange Management Act, 1999 (FEMA) and the rules/regulations made thereunder.
- SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable SEBI regulations.
- Handling secretarial compliances of Government Companies / Public Sector Undertakings.
- Assistance in listing of companies / securities, including equity shares and bonds, with recognised Stock Exchanges.
- Other Secretarial, Corporate Law and regulatory compliance matters as may be required by the Corporation.

Preference may be given to PCS/Firms having prior experience in providing professional services to Public Sector Undertakings, Government Companies and/or Forest Corporations or FDCM Limited.

3. SECRETARIAL AUDIT EXPERIENCE

The PCS/Firm shall have conducted Secretarial Audits of at least one Public Limited Company during each of the immediately preceding three (3) financial years, wherever applicable under the Companies Act, 2013.

Documentary proof of such experience shall be furnished along with the application.

4. PEER REVIEW CERTIFICATE

The PCS/Firm shall possess a valid Peer Review Certificate issued by the Institute of Company Secretaries of India (ICSI) and the same shall remain valid throughout the period of empanelment.

5. CERTIFICATE OF PRACTICE

The Practising Company Secretary shall hold a valid Certificate of Practice (CoP) issued by the ICSI and shall maintain the validity of such certificate throughout the period of empanelment.

6. PROFESSIONAL STANDING

The PCS/Firm shall have a satisfactory professional track record and shall not have been debarred, suspended or held guilty of professional or other misconduct by the ICSI or any statutory, regulatory or governmental authority.

ELIGIBILITY

The applicant Company Secretary / Practising Company Secretary / Company Secretary Firm:

- Must be duly enrolled with the Institute of Company Secretaries of India (ICSI).
- Must have a minimum of 5 (Five) years of regular and active professional practice after obtaining CoP.
- Must possess relevant experience in handling the areas of work specified above.
- Must have adequate experience in matters relating to the Companies Act, 2013, Secretarial Compliances and Corporate Laws.
- Must possess a valid Certificate of Practice and Peer Review Certificate, wherever applicable.

TERM OF ENGAGEMENT

The Corporation reserves the right to create empanelment of practicing Company Secretary and Company Secretary Firms in order to:

- Allocate assignments/work to the empanelled PCS/Firm at its discretion.
- Decide the nature, scope and quantum of work to be assigned.
- The Company Secretary, FDCM Limited reserves the right to terminate the empanelment of any Practising Company Secretary / Company Secretary Firm at any time if the services rendered are found to be unsatisfactory, inadequate, or not in accordance with the requirements and expectations of the Corporation.
- The professional fees shall be payable as per the lowest accepted quotation, subject to the terms and conditions prescribed by the Corporation. However, while assigning professional work, the Corporation may also take into consideration the applicant's professional experience, expertise, qualifications, and the nature and complexity of the assignment. Accordingly, the lowest professional fee quoted shall not be the sole criterion for allocation of professional work.
- Decision of The Managing Director is full & final.
- Preference may be given to PCS/Firms having prior experience in providing professional services to Forest Corporations or FDCM Limited.

HOW TO APPLY

Eligible Practising Company Secretaries / Company Secretary Firms may submit their applications along with the following documents:

- Detailed Resume / Profile of the PCS/Firm.
- ICSI Membership / Enrolment Certificate.
- Valid Certificate of Practice (CoP).
- Valid Peer Review Certificate issued by ICSI.
- Details and documentary proof of relevant professional experience.
- Details and documentary proof of Secretarial Audit assignments.
- Details of previous assignments, particularly with Government Companies / Public Sector Undertakings, wherever applicable.
- Other supporting documents establishing eligibility and experience.

Applications should be addressed to:

The Managing Director
Forest Development Corporation of Maharashtra Limited
FDCM Bhavan, 359/B, Hingna Road,
Ambazari, Nagpur – 440036.

LAST DATE FOR SUBMISSION

The application must reach the above-mentioned address on or before **28/09/2026**
Applications may be submitted either by post or by hand.