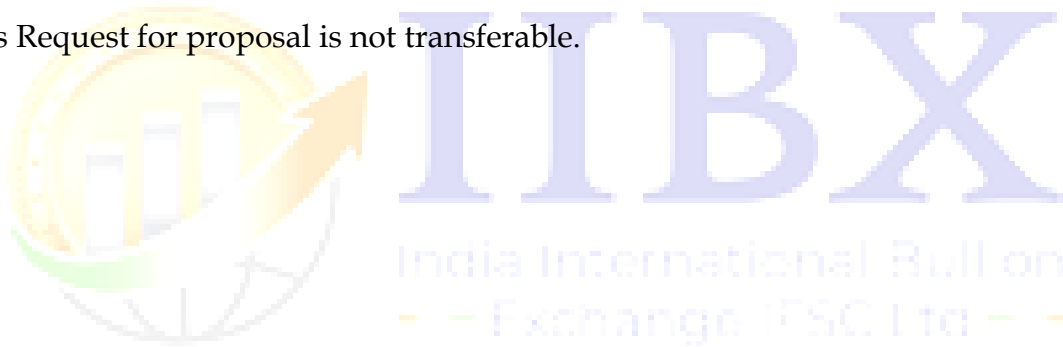


DISCLAIMER

1. This Request for proposal is not an agreement of an offer to the prospective Secretarial Audit firm or any other person.
2. The issue of this Request for proposal does not imply that IIBX is bound to select an applicant or to appoint the selected applicant, as the case may be, and IIBX reserves the right to reject all or any of the proposals without assigning any reasons whatsoever, at any point in time.
3. IIBX reserves the right to change/ modify/ amend/ cancel any or all provisions of this Request for proposal at any point in time. Such revisions, if any, will be made available to the applicant firm by IIBX.
4. This Request for proposal is not transferable.



BACKGROUND

IIBX is inviting applications for appointment of Secretarial Auditor for conduct of Secretarial Audit as required under the provisions of Section 204 of the Companies Act 2013.

IIBX is India's first international bullion exchange located at GIFT IFSC and regulated by the India International Financial Services Centres Authority (IFSCA). IIBX was incorporated on August 17, 2021. IIBX was inaugurated by the Hon'ble Prime Minister of India on July 29, 2022. On this day the Exchange was formally operationalized.

IIBX is promoted by the major market infrastructure institutions like the BSE (through their wholly owned subsidiaries at GIFT IFSC), NSE, MCX, CDSL & NSDL investing through the finance company - India International Bullion Holding IFSC Limited (IIBH). For more details, please visit www.iibx.co.in.

We are in the process of appointing Secretarial Auditor, and in this regard, we are inviting request for proposals from the Secretarial Audit firms based out of Ahmedabad / Gandhinagar. The appointment shall be for a period of three years, subject to review by the competent authority on an annual basis.

You are kindly requested to go through the detailed guidelines given below and submit your proposal on or before the last date indicated below.

RFP NOTICE (GUIDELINES)

- This RFP invites technical and financial bid proposals from interested parties (Secretarial Audit firms) to submit their offers for the conduct of **Secretarial Audit** of IIBX.
- It is a 2- bid process, namely technical and financial. The bidders are advised to fill & submit both the bids in two different pdf documents clearly marking "Technical Bid" and "Financial Bid" on each document. The Financial Bid must be submitted in the password protected file. **The password must be separately communicated on a date indicated at a later stage to the authorized/designated person over his/her phone only.**
- In case both Financial and technical bids are submitted in the same document, **the bid will be rejected**. Financial bid will be considered only if the bidder qualifies in the technical bid process.
- The bids must be submitted to designated email ID only.
- At any time prior to the deadline for submission of Bids, IIBX, for any reason, suo-moto or in response to clarifications requested by a prospective Secretarial Audit firm may modify the Request for proposal by issuing amendment (s). IIBX may, at its discretion, extend the last date for the receipt of Bids.
- IIBX makes no commitments, explicit or implicit, that the process under this Request for proposal will result in an engagement of the secretarial audit firm. Further, this Request for proposal does not constitute an offer by IIBX. The firm's participation in this process may result in IIBX selecting the Secretarial Audit firm to engage in further discussions and negotiations.
- IIBX will evaluate the Secretarial Audit firm 's proposal based on its clarity and the directness of its response. Secretarial Audit firms shall furnish the required information **in the enclosed formats only**. Any deviations in format will be liable for rejection.
- Notwithstanding anything contained in this Request for proposal, IIBX reserves the right to accept or reject any Proposal and to annul the process and reject all Proposals,

at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

- The Proposals must be signed by a duly authorized person of the firm.

- **Last date of submission of BID:**

5:00 p.m. (1700 Hrs. IST), Monday, June 9, 2025

The bids in **password protected pdf** documents are to be submitted by email only on the designated email ID so as to reach before the deadline mentioned above. IIBX will not be responsible for any delay etc.

- **Bids are to be submitted to the following email ID only. The bids should not be marked to any other emails:**

mansi.shrivastava@iibx.co.in

In case of any query/ clarification you may contact at the designated email ID.

- **Evaluation Methodology of Bids**

It is a 2-bid process, namely technical and financial. Financial bid will be considered only if the bidder qualifies in the technical bid process with 70% (seventy percent) score.

- **Technical Proposal Evaluation:**

As enclosed in **Annexure 1**.

- **The Financial Proposal**

The Financial Proposal should contain the offer including the professional fee and out of pocket expenses. The organization at any point in time for reasons whatsoever is not responsible for any assumptions made by applicant firm. The organization at a later date will not accept any plea of the firm for changes in the commercial offer for any such assumptions.

TDS shall be deducted from payments, as per prevailing rates. Any deviation from the above format for submitting commercial quote by the empaneled applicant firm will be

summarily rejected. IIBX retains the right to negotiate the commercials further with the selected firm /s who is so chosen after following the commercial evaluation processes, to arrive at a reasonable bid amount before awarding the assignments.

➤ **Procedure for Selection of the Agency/Consultant firm**

This is a techno commercial evaluation and accordingly the Technical Proposal will have 70% weightage and Financial Proposal shall have 30% weightage.



ANNEXURE 1

Sl. No.	Criteria	Total Weight	Details	Points/ weightage
1	Years of experience	20	10 years -15 years 15 years -20 years 20 or more years	10 15 20
2	Profile of the team Lead and team members to be associated with the audit	20	Team lead and team members credentials	Highest number in any bid shall be given full allotted points and other bids will be given on proportionate basis
3	Number of Public Companies for which Secretarial Audit Conducted (including listed)	15	-	Highest number in any bid shall be given full allotted points and other bids will be given points on proportionate basis
4	Number of Regulated entities (by IFSCA/SEBI/ RBI) for which Secretarial Audit Conducted	15		Highest number in any bid shall be given full allotted points and other bids will be given on proportionate basis
5	Number of peer reviews faced	10	Number of times when peer review was done and the result	Highest number in any bid shall be given full allotted points and other bids will be given on proportionate basis
6	Detailed process that will be followed for audit with timelines	10	Based on the write up (details to be furnished in a page or two)	Qualitative criteria
7	Annual Turnover from Secretarial Audit	10	Less than INR 10 lakhs INR 10 lakh to 20 lakhs More than INR 20 lakhs	4 6 10

Technical Bid

Bid Ref. No. and Date

Secretarial Audit firm 's Name and Address:

Person to be contacted –

Name & Designation:

Contact Details:

Telephone/Mobile:

E-mail:

To,

India International Bullion Exchange IFSC Limited

GIFT City, Gandhinagar – 382050,

Gujarat, India

Dear Sir/Madam,

We hereby propose to provide our services for "Secretarial Audit" for **India International Bullion Exchange IFSC Limited**.

We have understood the instructions, and the terms and conditions mentioned in the RFP Notice furnished by you and have thoroughly examined and understood the assignment and are fully aware of nature and scope of coverage required.

We hereby confirm our unconditional and complete acceptance and compliance of the provisions contained in the RFP Notice. We declare that the Secretarial Audit related services will be rendered strictly in accordance with the requirement of the applicable laws/regulations.

TECHNICAL BID QUALIFICATION CRITERIA

Bidders to provide the following information:

Sl. No.	Criteria	Response
1	Years of experience	
2	Profile of the team Lead and team members to be associated with the audit	
3	Number of Public Companies for which Secretarial Audit Conducted (including listed)	

4	Number of Regulated entities (by IFSCA/SEBI/RBI) for which Secretarial Audit Conducted	
5	Number of peer reviews faced	
6	Detailed process that will be followed for audit with timelines	
7	Annual Turnover from Secretarial Audit	

Full Name & Signature of the Authorised Person:

Date:

Place:

Financial Bid

We hereby offer our prices for the Secretarial Audit service as provided in the bidding documents:

Sl. No.	Description	1 st year	2 nd year	3 rd year	Total in Figures (INR)	Total in words (INR)
1.	Annual Professional Fees for Conduct of Secretarial Audit (INR)					
2.	Out of pocket expenses, if any (INR)					
	Total					

Terms & Conditions of payment:

- The payment shall be made within one month of raising the invoice after completion of the Secretarial Audit.

Note:

Prices to be quoted both in figures and words, and in case there is a mismatch between the figures and words, the amount mentioned in the words shall prevail.

Full Name & Signature of the Authorised Person:

Date:

Place: