

ANNEXURE - III

TERMS AND CONDITIONS:

- 1) In case your firm is interested, you are requested to submit the sealed quotation latest by 05/05/2022 (17:30 hrs). The quotation may be submitted by hand or by Registered Post at the registered office of the company addressing to “The Managing Director”, Mangaluru Smart City Limited, Mangaluru City Corporation Building, 2nd Floor, M.G.Road, Dakshina Kannada, Mangaluru – 575 003, Karnataka superscribing the “**Quotation – Engaging Practicing Company Secretary / Firm of Practicing Company Secretaries**” mentioning sender name and address in full on the envelope.
- 2) Bidders shall quote their fees in **ANNEXURE – II** with official seal and signature on each page. Rates should be quoted both in figures as well as in words. The quoted rate shall be for the entire tenure of the contract (including the extended tenure, if given) and not subject to any escalation whatsoever in nature. The quotation submitted shall be valid for minimum of 120 days (One hundred and Twenty) days from the last date of submission of quote.
- 3) Only neatly typed Application along with Annexure I, Annexure – II & Annexure - III duly filled in with official seal and signature on each pages will be accepted.
- 4) Incomplete Application is liable to be rejected. Company reserves the right to accept or reject partly or fully all the application without assigning any reason thereof. In any other matter not covered in the contract, the decision of the Company shall be final and binding on the bidders.
- 5) Submission of Quotation does not confer rights to receive work from Company.
- 6) Initial Tenure of the Contract is for one (1) year starting from the date of issuance of Work Order, can be extended for further one (1) year at the same quoted rate on satisfactory performance and at the discretion of Managing Director, MSCL.
- 7) All the information/documents, in any form, provided by the company to the successful applicant shall be kept “Strictly Confidential” by the Firm.
- 8) The Firm should submit their bills on a monthly basis. Applicable taxes will be deducted from the payment. GST as applicable will be paid extra. Any statutory payment made by the firm through challan in respect of the service rendered will be reimbursed on actual basis on submission of challan.

- 9) Under exceptional circumstances or if the service provided is not to the satisfaction of the company, company is free to terminate the services without assigning any reason with one month of prior notice.
- 10) In case the successful applicant fails to execute the jobs, the firm will be debarred from taking up jobs of any kind in company in future for a period of three years.
- 11) All disputes and differences of any kind whatsoever arise out of or in connection with the contract, whether during the progress of the work or after their completion shall be settled through discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Chairman, MSCL will be final and binding on both the parties.
- 12) The Courts of Mangaluru (Karnataka State) shall alone have jurisdiction to decide on any legal matter of dispute whatsoever arising out or in respect of the contract.

For any clarifications, please contact us on the email: smartcitymangaluru@gmail.com or phone 0824-2986321 during the working hours of the company.

Sd/-
Managing Director
Mangaluru Smart City Limited

**Accept all the
Term &
Condition as
mentioned
above:**

Signature of PCS
Seal:
COP No:

Signature of Partner of firm
Firm Seal:
COP No: