

**DIU MUNICIPAL COUNCIL, DIU**

**NOTICE INVITING QUOTATION**

**For Appointment of Company Secretary (CS) firm for Diu Smart City Limited**

Chief Officer, Diu Municipal Council (DMC) invites "Request for Quotation" from registered Company Secretary (CS) firm from ICSI for "secretarial, financial, accounting, taxation, or any other legal/advisory service for the Diu Smart City Limited for following due process".

Necessary conditions for engagement of Company Secretary (CS) firm:

- I. Firm should quote their monthly fee for above said work.
- II. The firm will be hired on part time basis and shall be available when called to the DMC office at Diu.
- III. The firm shall have experienced of at least ten years working with government, private, listed or non-listed companies.
- IV. Diu Smart City Limited reserves all rights for selection of the Company Secretary (CS) firm and decision of the company in all matters pertaining to selection process shall be final and binding.
- V. The last date for receipt of quotation is 20/03/2018 till 6:00 pm. Quotation should be submitted as hard copies to the office of the chief officer, DMC, Diu. Quotation will be opened at 3.00PM on 21/03/2018.
- VI. Quotation with proper superscription on the cover "Quotation for appointment of Company Secretary (CS) firm for Diu Smart City Limited" should be submitted in the office of the chief Officer, Diu Municipal Council, Fort Road, Diu 362520 before the due date.

*Vandana Rao*  
12.3.18  
( Vandana Rao, IAS )  
Chief Officer,  
Diu Municipal Council, Diu

To,  
All Concerned.