

### **Appointment**

Managing Director, Punjab State Grains Procurement Corporation Limited (PUNGRAIN), Chandigarh requires Company Secretary individual/firm to undertake merger procedure for merger of PUNSUP and PAFC with PUNGRAIN. For details of assignment, qualification & other requirements please logon to our website <http://foodsuppb.gov.in>.

Managing Director  
Pungrain.

# **Merger of PUNSUP & PAFC with PUNGRAIN**

## **Terms of Reference - Hiring of Company Secretary**

### **Introduction**

The Department of Food, Civil Supplies and Consumer Affairs, Punjab is involved in procurement and distribution of food grains in the State through various State Public Sector Undertaking's like Punjab State Grains Procurement Corporation Limited (PUNGRAIN), Punjab State Warehousing Corporation (PSWC), Punjab State Co-op Supply & Marketing Federation Ltd. (MARKFED), Punjab State Civil Supplies Corporation (PUNSUP) and Punjab Agro Food Grains Corporation Limited (PAFC). The Government of Punjab has decided to merge Punjab Civil Supplies Corporation Limited (PUNSUP) & Punjab Agro Food Grains Corporation Limited (PAFC) with Punjab State Grains Procurement Corporation Limited (PUNGRAIN). In this regard, the Punjab State Grains Procurement Corporation Limited (PUNGRAIN) intends to engage with a Company Secretary firm/individual to undertake the merger procedure.

### **Scope of Work**

- a) To undertake all necessary legal & statutory formalities required for the Merger;
- b) To coordinate with all three State Procuring Agencies (PUNGRAIN, PUNSUP & PAFC) regarding merger formalities;
- c) Convene meetings, as per legal provision, with concerned stakeholders for ensuring due compliance with the Company law;
- d) Draft a scheme as per the Company law for the Merger;
- e) Comply and undertake necessary procedures for the merger as specified under Company law;
- f) Provide necessary procedural assistance to PUNSUP & PAFC;
- g) Any other responsibility as may be assigned by PUNGRAIN from time to time.

### **Qualification**

- a) Graduate with membership of Institute of Company Secretaries of India;
- b) Candidates should have at least 5 years of post-qualification experience as Company Secretary;
- c) In case of a Firm – atleast one Partner of the firm should have at least 5 years of post-qualification experience as Company Secretary;
- d) Candidates should be fully conversant with all the aspects of work of the Company Secretary with knowledge of the Company Law and allied Corporate Laws and should have handled atleast one merger case in the past;
- e) Candidates having relevant experience in listed companies, PSUs and possessing law qualification will have added advantage;
- f) Preferably candidate should be based out in Chandigarh (Tricity).

### **Method of Selection**

Proposals shall be submitted by the individual/firm in a format prescribed in **Annexure - A** and accordingly the qualified individuals/firm with L1 price quotation shall be awarded the contract.

### **Deadline**

The quotation shall be submitted only through email at [pungrain.fcs@punjab.gov.in](mailto:pungrain.fcs@punjab.gov.in) . Last date for submission of quotation is **03.08.2023**

**Performa – Hiring of Company Secretary**

1.	Name of Firm/Individual	
2.	Correspondence Address	
3.	Permanent Address	
4.	Telephone/Mobile	
5.	Email	
6.	Proof of qualification (list of relevant documents attached to this Performa as per the required qualification & scope of work mentioned in the Terms of Reference)	
7.	Consolidate Remuneration for the assignment (inclusive of all applicable taxes)	

**Declaration:**

I hereby declare that the above statements made in my application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage, my services are liable to be terminated without notice.

Date:

Signature:

Place: