



Notice Inviting Quotes

Sub: Inviting quotes for appointment Practicing Company Secretaries for Secretarial services to Jungle Lodges and Resorts Limited.

Jungle Lodges and Resorts Limited (JLR) is a Public Limited Company registered under Companies Act, 2013. The Company intends to engage the services of a Company Secretary in Practice on retainer basis for handling routine secretarial compliance of the Company under the Companies Act 2013, Rules thereto and Secretarial Standards for the Financial Year 2026-27 & 2027-28.

Applicants are advised to study this notice carefully before submitting their proposals in response to the invitation for quotes. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Application must be submitted in sealed Cover with relevant details and supporting documents through Speed Post or RPAD only so as to reach by 16/03/2026 up to 6:00 PM at the following address:

To
The Managing Director
Jungle Lodges and Resorts Limited
No.49, West Entrance, Khanija Bhavan
Race Course Road, Bangalore - 560 001

The notice may be downloaded from the official website of JLR - <http://www.junglelodges.com>

The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.

SD/-

Managing Director
Jungle Lodges and Resorts Limited

1. Brief Introduction:

Jungle Lodges and Resorts Ltd. (JLR) was set up in 1980 as the state's wildlife and eco-tourism initiative as a Pvt. Ltd. company by M/s Tiger Tops Pvt. Ltd. Later in the year 1987, M/s Tiger Tops Pvt. Ltd. withdrew by selling their entire share to Government of Karnataka. JLR having its main office in Bengaluru, is a responsible ecotourism company operating 19 Resorts, 5 Nature camps and 3 Hotels, located in Karnataka's amazing natural destinations, offering well furnished, eco-sensitive living quarters (tented cottages/ loghuts), excellent cuisine and outdoor activities catering predominantly to an Indian audience with a smaller percentage of inbound tourists.

Objectives:

To promote eco-tourism, wildlife tourism, adventure tourism and various outdoor activities like trekking, camping, white water rafting, joy fishing etc., that are non-consumptive components of eco-tourism and in general help in environment conservation.

MAIN COVER

2. Eligibility Criteria for submission of Technical Bid:

#	Eligibility Criteria	Proof Document Required
1	The auditor must be a practicing company secretary with a valid certificate of practice issued by the Institute of Company Secretaries of India (ICSI).	Certificate of practice issued by the Institute of Company Secretaries of India (ICSI).
2	The Practicing Company Secretary (PCS) / Firm of company Secretaries (Proprietorship/ Partnership/ Limited Liability Partnership) should have minimum 5 years of continuous practicing Experience (without any break) as Practicing Company Secretary as on date of issuance of this quotation.	The PCS/Firm must provide documentary proof in support of practicing Certificate issued in its favour by the Institute of Company Secretaries of India (ICSI).
3	The Head Office /Branch office of the PCS/Firm of company secretaries must be located in Bangalore.	Supporting Documents like Rent Agreement/ Electricity Bill / Shops & Est. Certificate / Professional Tax Registration to be submitted.
4	The Practicing Company Secretary (PCS) or Firm of Company Secretaries must have a minimum of 5 years of practice experience as on date of issuance of this quotation, with at	Copy of work order / purchase order / completion certificate from end client specifying the necessary details to ascertain the compliance this criteria.

	least 3 years specifically in conducting Secretarial audits for Public Limited Companies of which minimum 1 year experience at conducting Secretarial audit for PSU or Government Company or Special Purpose Vehicles (SPVs) formed by Government or ULB.	
5	The firm or any of the partners of the firm should not have any disciplinary matters pending with ICSI/MCA/RBI/CBI or any other government organization or regulatory body and it should not have suffered any disqualification. They should not have any conflict of interest that could impair their ability to perform the audit objectively.	The PCS/Firm/LLP to provide an undertaking as per attached Annexure-I.
6	The firm should not be banned or blacklisted or temporarily forbidden from applying for tenders for any type of audit by PSU/local authority/Govt. authority.	The PCS/Firm/LLP to provide an undertaking as per attached Annexure-I.

I/We undertake that I/we meet above stated criteria and I/we have submitted necessary supporting documents in this regard as part of our proposal in "Cover 1".

For

Company Secretaries

(Sign and stamp)

Partner

(Name)

Membership No.

COP No.

MAIN COVER

3. Scope of Work:

1.	Preparation for Board Meeting: Plan, coordinate, and oversee the Board meeting, General and Annual General Meetings (AGMs), Extra Ordinary General Meeting, Extra Ordinary Board Meeting, Audit committee, Nomination and Remuneration committee, CSR meeting, including preparation of agenda notes, meeting notice, Minutes of meeting, and resolution preparation. Monitoring the implementation of Board decisions and ensuring follow-through by relevant departments.
2.	Ensuring compliance with relevant rules, regulations and policies of the Government. Advising on corporate governance best practices and regulatory updates.
3.	Filing all information and for legal reports with the Registrar of Companies as per Companies Act. It includes the timely filing of Forms, annual returns, upkeep of company records, and the submission of relevant documents to regulatory bodies, as stipulated under the companies Act 1956 / 2013.
4.	Making arrangements for the communication between the board of directors, shareholders, and government agencies. Guiding management and the board of directors with necessary advice on legal, governance, and compliance-related issues. The Company Secretary (CS) shall be physically present and give sufficient time to the management / Board whenever required.
5.	Ensuring that company complies with its Memorandum & Articles of Association and, drafting and incorporating amendments in accordance with correct procedures.
6.	Ensuring Corporate Social Responsibility (CSR) Policy align with legal standards and Risk Management Policy.
7.	The CS shall not divulge any information to anybody on matters concerning the decisions of the Board / AGM / Audit Committee / Nomination and Remuneration Committee/ Extra Ordinary General Meeting/ Extra Ordinary Board Meeting/ CSR meeting, unless otherwise required to do so by the Management.
8.	The Retainer shall also assist the management in the finalization of replies to the observations of Statutory/Internal/Government Auditors and shall furnish a report from time to time on their compliances to the management.
9.	The CS shall render his services as management consultant in the field of Finance, Internal Control and other areas as may be entrusted by the Management from time to time upon extra fee as may be mutually agreed upon in advance.

10.	The Retainer shall also furnish such Statutory Certificates which are not mentioned otherwise as may be required under the Act, for which, separate fee certification, as per actual cost shall be paid by the management.
11.	The Retainers re-appointment shall not give rise to any other obligations whatsoever, apart from the above set out. Since this is a contract on rendering professional services, this shall not be construed as an employment and the Retainer shall not have any claim as to compensation under the various labour laws.
12.	The professional fees should also include Audit committee meetings, CSR committee meetings, Compliance Certificate (Form MGT-8), XBRL filing (AOC-4). For obtaining DIN for Board members or any other services falling outside the routine scope of work, may be charged on "actual cost" basis. The Company shall deduct the applicable taxes at Source as per the prevailing norms on the professional fees to be paid quarterly basis.
13.	Both Company and CS shall have the right to terminate the retainerhip by giving not less than 3 months notice in writing of the intention to terminate the appointment. It is also hereby agreed that both Company and CS shall discharge their obligations in terms of this appointment before the termination of the contract comes into effect.
14.	If required after the expiry of the contract period until the new appointments are made, the services of Company Secretary will be extended with same terms and conditions.
15.	Any other assignment relating the Secretarial functions as required by the Company.

In case of any dispute arising with regard to interpretation of any of the above terms and conditions, the decision of the Managing Director shall be final.

4. Terms of Appointment:

1. The appointment will be initially for one year for the Financial Year 2026-27 and will be renewed for the Financial Year 2027-28 based on the performance.
2. The secretarial auditor will be required to adhere to the timelines and deliverables as agreed upon.
3. The auditor must maintain confidentiality of all the information obtained during the audit.

We agree to the above scope of work.

For

Company Secretaries

(Sign and stamp)

Partner

(Name)

Membership no.

COP No.....

MAIN COVER

5. Terms and Conditions:

1.	<p>Main Cover: The applicant has to provide the offer on the letterhead of the firm in the prescribed format along with all supporting documents and proofs to ascertain compliance to eligibility criteria and compliance with other requirements in main cover. The main cover should bear subject as under and to be addressed to the Managing Director.</p> <p>"Sub.: Offer for Secretarial Service for the Financial Year 2026-27 & 2027-28"</p> <p style="padding-left: 40px;">To, The Managing Director Jungle Lodges and Resorts Limited No.49, West Entrance, Khanija Bhavan Race Course Road, Bangalore - 560 001</p> <p>Financial Bid Cover: The Financial Bid should be sealed in a separate cover and this sealed cover should be put inside the main cover and should bear subject as under.</p> <p>"Financial bid for Secretarial Service for the Financial Year 2026-27 & 2027-28"</p>
2.	Last date of quotation submission is 16/03/2026 upto 6:00 pm. Quotations received after due date will not be considered.
3.	Offer must be submitted in sealed Cover with relevant details and supporting documents through Speed Post or RPAD only so as to reach by 16/03/2026 up to 6:00 PM
4.	The auditor should possess adequate technical knowledge and understanding of the Companies Act, 2013, and other applicable laws and regulations.
5.	The appointment will be initially for one year for the Financial Year 2026-27 and will be renewed for the Financial Year 2027-28 based on the performance.
6.	All costs incurred in the preparation and submission of the offer is to be borne solely by the bidder, and the company will not be liable for any expenses.
7.	The appointed firm will be required to carry out Secretarial Service as per set guidelines and submit for the respective Financial Year well before the date of the Board meeting in which the Board's report is to be approved.
8.	In case of corrections needed or suggestions to be incorporated in the said report, the same will be cleared and solved well before the date of Annual General meeting.
9.	The decision of authorities regarding selection of Company Secretary will be final & binding.

10.	The authorities reserve the right to reject any or all offers without assigning any reason.
11.	The authorities reserve the right to terminate the work if work is not satisfactory. If the performance does not meet the required standards, JLR may discontinue the engagement and may take stringent action upto blacklisting the agency.

We agree to the above terms and conditions.

For

Company Secretaries

(Sign and stamp)

Partner

(Name)

Membership no.

COP No.....

FINANCIAL BID COVER

Note: To be sealed in a separate cover marked as “Financial Bid Cover” and to be placed inside “Main Cover”.

ON THE LETTERHEAD OF THE FIRM

6. Financial Bid

To,
The Managing Director
Jungle Lodges and Resorts Limited
No.49, West Entrance, Khanija Bhavan
Race Course Road, Bangalore - 560 001

**Sub: Application for appointment of Practicing Company Secretaries for Secretarial services to
Jungle Lodges and Resorts Limited.**

In reference with the above, we wish to offer our services as Company Secretary for the work specified under above referred notice inviting quote at the professional fees mentioned here under.

Particulars	Professional Fees per annum without GST (INR)	GST (In %)	Professional Fees for 2 years with GST (INR)
A	B	C	D=B*2(C+100)%
Charges for Company Secretary service			

GST No:	PAN No:
Contact Person:	Mobile No:

Note:- 1. The decision of the authorities shall be final w.r.t. the appointment.

2. Quotations to be sent on your official letterhead in sealed covers marked as “Financial Bid Cover”.

For
Company Secretaries

(Sign and stamp)

Partner

(Name)

Membership no.

COP No.....

Annexure-I

ON THE LETTERHEAD OF THE FIRM

TO WHOMSOEVER IT MAY CONCERN

**Sub: Undertaking for the proposal of Practicing Company Secretaries for Secretarial services
for the Financial year 2026-27 & 2027-28 for Jungle Lodges and Resorts Limited.**

I/We hereby confirm that our firm or any of the partners of the firm does not have any disciplinary matters pending with ICSI/MCA/RBI/CBI or any other government organization or regulatory body and I/we have not suffered any disqualification. We does not have any conflict of interest that could impair their ability to perform the audit objectively.

I/We also confirm that our firm is not banned or blacklisted or temporarily forbidden from applying for tenders for any type of audit by PSU/local authority/Govt. authority.

Place :

Signature of Authorised Person

Date :

Designation :

Stamp :

Name: