

BEML LIMITED

(A Government of India Mini Ratna Company under Ministry of Defence)

"BEML SOUDHA " 23/1, 4TH Main, S.R. Nagar, Bangalore 560027

Phone : 080 22963179 / 22963315. FAX: 080 22963283.

CST: 00257382, KST: 00207380, TIN: 29040051691

Tender Notice

Ref: CM/Sec.Audit/20

Date: 23.01.2020

SUB: Request for quotation for appointment of a firm of Practicing Company Secretaries for three years commencing from Financial Year-2020-21 onwards for carrying out Secretarial Audit of BEML Limited on two bid system.

Introduction:

- ❖ BEML Limited is a Mini-Ratna Category-I Central Public Sector Undertaking under the administrative control of Ministry of Defence.
- ❖ BEML equity shares are listed with BSE and NSE. The Government of India holds 54.03% of the share capital and the balance 45.97% is held by public shareholders.
- ❖ BEML intends to engage reputed Firm of Practicing Company Secretaries (PCS) for a period of three financial years commencing from 2020-21 to conduct Secretarial Audit of the Company in terms of the provisions of Section 134 and 204 of the Companies Act, 2013.

Scope of work:

- ❖ The scope of secretarial audit will be based on the requirements under the Companies Act, 2013, Listing Agreement/Listing Obligation and Disclosure Requirements) Regulation, 2015 and DPE guidelines on Corporate Governance as applicable from time to time.

You are required to submit the bid in two parts viz. (Part A) Technical Bid and (Part B) Commercial Bid.

Technical Bid (Part A):

1. General Data in respect of your company profile (i.e Company Profile)
2. Firms of Company Secretaries (Proof of the documents to be enclosed)
3. Firms having at least two Partners (Proof of the documents to be enclosed)
4. At least one partner having post CS qualification experience of not less than 5 years (Proof of the documents to be enclosed)
5. Firm should be based in Bangalore (Documentary Proof for having office at Bangalore to be submitted)

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Note: Ensure all the technical details as mentioned above at (1) to (5) should be in sealed envelope duly super scribing tender reference as CM//Sec.Audit/20 Date: 23.01.2020 should be dropped in the tender box kept in Room No.1 before 2.00PM on or before 03.02.2020 at the following address.

Assistant Manager
Corporate Materials
BEML Soudha
23/1, 4th Main SR Nagar
Bangalore-560027.

Commercial Bid: (Part B):

Bidder has to quote per year for carrying out Secretarial Audit of BEML Limited. Your quotation in sealed envelope duly super scribing tender reference as CM//Sec.Audit/20 Date: 23.01.2020 should be dropped in the tender box kept in Room No.1 before 2.00PM on or before 03.02.2020 at the following address.

Assistant Manager
Corporate Materials
BEML Soudha
23/1, 4th Main SR Nagar
Bangalore-560027.

Note: Kindly ensure that Technical Bid (Part A) and Commercial Bid (Part B) should be in a separate envelope cover.

The Commercial Bids will be opened only in the case of firms which are technically qualified. The eligible firm will be appointed as Secretarial Auditor of the Company L1 basis.

Kindly refer Annexure 'A' for terms and conditions.

Thanking you,
For BEML Limited

Assistant General Manager
Corporate Materials

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Annexure 'A'

Terms & Conditions:

1. The quotation should be complete in all respects and free from ambiguity.
2. Price should be quoted in Indian Rupees only.
3. Price quoted by the firm should be the same for 3 years.
4. FAX/EMAIL quotations not accepted.
5. Indicate all applicable taxes and duties separately.
6. Payment will be made on 60th day from the date of completion of work duly certified by user department.
7. Duration: Period of three years FY 2020-21, 2021-2022 and 2022-2023
8. Validity of quotation: 90 days from the date of opening of the tender.
9. BEML Ltd need not necessarily accept the lowest offer.
10. BEML reserves the right to accept or reject any bid in part or full without assigning any reason which shall be binding on the bidder.
11. Canvassing by tenderers in any form including unsolicited letters on tenders submitted or Post tender corrections shall render their tender liable for rejection.
12. Incomplete offers are liable for rejection.
13. In the event of non performance of the order, BEML reserves the right to avail the services from alternate source at the successful bidder risk and cost.
14. Offers not confirming to the above terms are liable to be ignored.

Yours faithfully,
For BEML LIMITED.

Assistant General Manager
Corporate Materials.

Signature with Seal
Of the firm