

**M/s. BEML LIMITED,
BEML SOUDHA,
SAMPANGIRAMANAGAR,
BENGALURU – 560027**

**Invitation for Expression Of Interest (EOI) for empanelment
of Practicing Company Secretaries (PCS)/PCS firms for
providing secretarial services to BEML Limited**

Reference Number	:	CS/EOI/2023/01 dated 23rd June 2023
Due closing date	:	25th July 2023, Time 16:00 Hours
Eoi response mail ID	:	bemleoi@beml.co.in
Contacts for clarification	:	Company Secretariat, BEML Limited, cs@beml.co.in office.cs@beml.co.in

**Issued by
M/s. BEML, Limited
(Under Ministry of Defence)**

BEML Limited invites Expression of Interest (EOI) from Practicing Company Secretaries / PCS Firms for providing Secretarial Services as per the Scope of work specified in this document. This EOI will be placed on the official website of the company for receiving the EOI documents till 25.07.2023 for providing services for the FY 2023-24 through e mail to bemleoi@beml.co.in

1. OVERVIEW

BEML Limited (<http://www.bemlindia.com>) a 'Miniratna-Category-1' (hereinafter referred to as 'the Company'), was established in May 1964, as a Public Sector Undertaking under the administrative control of Ministry of Defence, Government of India for manufacture of Mining Equipment, Defence equipment, Rail and Metro Coaches & Spare Parts.

2. ELIGIBILITY CRITERIA

Following are the eligibility criteria(s) for Practicing Company Secretary / Firm of Practicing Company Secretaries to submit their bid: -

- Practicing Company Secretary or a Firm of Practicing Company Secretaries as its partner, having an experience of minimum 5 years in providing secretarial and professional services to listed entities, preferably Central Public Sector Enterprise (CPSEs).
- For services mention in item from 2 to 4 of point -3, Firm should hold valid Peer review certificate.
- Bidder shall have minimum two (2) full time employees or at least two (2) active partners in full time practice respectively who are qualified Company Secretaries with ICSI membership.
- Bidder shall have its Registered Office or Branch Office or Associate at Bengaluru, Karnataka.
- Availability of all requisite infrastructures & software as per MCA-21 norms and V3 Version.

3. SCOPE OF WORK

The PCS/Firm is required to provide following Certificates based on Companies Act, 2013 and SEBI (LODR) Regulations, 2015 to the Company on need-basis.

Item No.	Name of work	Unit
1.	Verification, Certification, Uploading, filing of all forms or supporting documents with MCA as required under Companies Act, 2013 read with	Per Form

	Rules made thereunder & amendments thereon	
2.	Issuance of Certificate(s) for submitting to Stock Exchange(s): – - Annual certificate u/r 40(10) of SEBI (LODR) Regulations, 2015;	Per Certificate
3.	Quarterly Reconciliation of Share Capital Audit Report (for quarter 2 to quarter 4)	For 3 reports
4.	Corporate Governance Compliance certificate (Annually) (to be placed in annual report)	Per certificate

*The quote for above services will be obtained from empanelled firms on need basis separately.

4. DOCUMENTARY EVIDENCE: -

In order to establish the eligibility for empanelment, the tenderer has to submit following details with documentary evidences in support of the details: -

S. No.	Particulars	Documents Required
1.	Name of Practicing Company Secretary / Firm of Practicing Company Secretaries: -	--
2.	Registered Office's Address:	Copy of Utility Bill i.e., water/Electricity/Post Paid Mobile or Landline phone connection/Municipality Tax Receipt of past three months from the date of tender
3.	Branch Office's Address or Associate: -	In case of Branch Office's Address – Copy of Utility Bill i.e., water/Electricity /Post Paid Mobile or Landline phone connection/ Municipality Tax Receipt of past three months from the date of tender. In case of Associate: Copy of address proof and copy

		of understanding duly signed by both associate and PCS/FPCS
4.	Contact details: - Telephone no. – Mobile no. – Email – ID –	--
5.	Permanent Account Number (PAN): -	Copy of PAN
6.	GST Number: -	Copy of GST Certificate
7.	Details of Bank Account: - Name – Branch – Account No. – IFSC -	Copy of Passbook or Cancelled Cheque
8.	Details of Proprietor/ Full time Employees/ Partners of the Firm as on Tender date: - Name – Address – Mobile No. – Email ID –	Brief Profile of Proprietor/ Full time Employees/ Partners alongwith Photograph
9.	Details of requisite infrastructure and software as per MCA 21 Norms and version 3	-
10.	Registration no. & Date of Registration with ICSI: -	Proof of registration
11.	Work Experience in the relevant Field:	Brief Note

5. EVALUATION OF EOI & DURATION OF EMPANELMENT

The firms who's EOI are found to be in conformity with conditions as at Sl. No. 2 and documents at sl.no.4 above, will be empaneled for providing secretarial services as per the Scope of work. Services will be availed individually based on

L1 for each service as mentioned at serial no. 3 and necessary quotations will be collected from empaneled firms.

6. SUBMISSION OF EOI

The EOI response to be submitted through BEML E-mail: bemleoi@beml.co.in, stating compliance to each point, along with the required attachments mentioning in the subject " **EOI reference No CS/EOI/2023/01 dated 23.06.2023.**

For any Technical Clarifications, please mail to cs@beml.co.in, office.cs@beml.co.in

Eoi closing date : 25th July 2023, Time 16:00 Hours

7. RIGHT TO ACCEPT ANY EOI AND REJECT ANY OR ALL EOIs

The Company reserves the right to reject & accept any EOI and to annul and reject all EOIs at any time prior to empanelment, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for such action.

8. PAYMENT TERMS: -

Bills are required to be sent to the office of Company Secretary for authentication of job done/payment made. Payment will be made monthly once, upon submission of invoices. Goods & Service Tax (GST) as applicable will be paid extra. In addition to this, any statutory payment deposited by the Firm through challan in respect of the above jobs will be reimbursed on actual basis. The PCS or FPCS has to make arrangements for boarding and lodging in case of 'in person' visit to Company and no reimbursement for the same will be provided by the Company.
