



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 22963245 / 22963315. FAX: 080 22963283.

Ref: CM/Sec. Audit/2023

Dated: 04.05.2023

TENDER NOTICE

REQUEST FOR QUOTATION FOR APPOINTMENT OF A FIRM OF PRACTITICING COMPANY SECRETARIES FOR THREE YEARS COMMENCING FROM FINANCIAL YEAR 2023-2024, 2024-25 AND 2025-2026 FOR CARRYING OUT SECRETARIAL AUDIT OF BEML LIMITED ON 2 BID SYSTEM

Last date for submission of the bid is 15/05/2023 before 2.00 PM

**BEML Limited,
Corporate Office,
BEML Soudha, 23/1, 4th Main, SR Nagar,
Bangalore – 560027**



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1. 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 2023-24 to conduct Secretarial Audit of the Company in terms of the provisions of Section 134 and 204 of the Companies Act, 2013.

2. Scope of Work:

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

Technical Bid (Part A)

You are requested to submit the bid in two parts.:

1. General Data in respect of your company profile (i.e Company Profile)
2. Firms of Company Secretaries with existence of atleast 5 years (Proof of the document to be enclosed)
3. Firms having at least two partner (Proof of the documents to be enclosed)
4. At least one partner having post CS qualification as practicing Company Secretary 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.
6. Availability of all requisite infrastructures & software as per MCA-21 norms
7. 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 having at least 5 years of experience

Note: Ensure all the technical details as mentioned above at (1) to (5) should be in sealed envelope duly super scribing tender reference as Ref: CM/Sec. Audit/2023 dated 04.05.2023 should be dropped in the tender box kept in Room no.1 before 2.00PM on or before 15.05.2023 at the following address.

**Manager
Corporate Materials
BEML Soudha**



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**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 Ref: CM/Sec. Audit/2023 dated 04.05.2023 should be dropped in the tender box kept in room no.1 before 2.00PM on or before 15.05.2023 at the following address.

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

Price Bid Format:

Tenderer has to submit Price Bid on a separate paper in the following Format

Item No.	Name of work	Unit	Rate Quoted
i.	Acting as a Secretarial Auditor of the Company and Issuance of Report in Form MR-3 u/s 204 of the Companies Act, 2013 and Issuance of Secretarial Compliance Report u/r 24A of SEBI (LODR) Regulations, 2015.	Per Year	Rs. _____ /-
ii.	Issue of Certificate by PCS in MGT-8.	Per no.	Rs. _____ /-
iii.	Acting as a scrutinizer for scrutinizing the e-voting process at the General Meetings/ Postal ballot and conducting of poll during General Meetings in pursuance to Section 108 and 110 of the Companies Act, 2013 read with relevant rules.	Per General Meetings/ Postal ballot	Rs. _____ /-

The Above Specified scope of work is indicative & not exhaustive and the bidder is deemed & obliged to provide all necessary professional services within the quoted cost for successful completion of work and shall provide Legal updates in relation to Companies Act, 2013, Companies Rules, SEBI Guidelines and other Acts/Rules/Regulations/Guidelines applicable to the Company including circulars, orders, rules and notifications issued thereunder and preparation of Compliance Calendar.

For the purposes of comparative statement, number of 'MGT-8 certificate' and 'General meeting / postal ballot' at sl. no 3(ii) & 3(iii) respectively of price bid will be considered as 'one number' each.



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3. Eligibility Criteria for submission of technical and commercial bids:

- ❖ Firm of Company Secretaries with existence of atleast 5 years.
- ❖ 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 having at least 5 years of experience as Practicing Company Secretary.
- ❖ 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.

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

Commercial bids will be opened only in the case of firms which are technically qualified. The eligible firm will be appointed as secretariat auditor of the company on L1 basis.

Kindly refer Annexure 'A' for terms and conditions

Thanking you
For BEML Limited

Manager
Corporate Materials.



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Annexure 'A'

Terms and Conditions

- 01) Price to be quoted in Indian Rupees only.
- 02) The quotation should be complete in all respects and free from ambiguity
- 03) Price quoted by the firm should be the same for 3 years
- 04) Fax/email quotations not accepted
- 05) Indicate all applicable taxes & duties separately.
- 06) Duration: Period of three years FY2023-24, FY 2024-25 and FY 2025-26
- 07) Validity: Validity of quotation should be for at least a period of 90 days from closing date of tender.
- 08) BEML Ltd need not necessarily accept the lowest offer.
- 09) Please note that the quotation reaching our office after the specified time will be ignored.
- 10) Offers not confirming to the above terms are liable to be rejected.
- 11) Indicate all applicable taxes & duties separately.
- 12) BEML reserves the right to accept or reject any bid without assigning any reason and offer in full or part.
- 13) Canvassing by tenderers in any form including un-solicited letters on tender submitted or post tender correction, shall tender the tender for rejection
- 14) Offers not confirming to the above terms are liable to be ignored.

Manager
Corporate Materials