



## BHAVANAM FOUNDATION KERALA

(A GOVERNMENT OF KERALA UNDERTAKING)

CIN: U91990KL2014NPL035873

Registered Office: TC 13/287/1, Panachamootil, Mulavana Junction,  
Kunnukuzhi, Vanchiyoor P.O, Thiruvananthapuram - 695035

Contact: 0471-2664432

Bhavanam Foundation Kerala is looking for secretarial consultant with practice experience to assist in the following tentative assignments:

1. Secretarial input for agenda notes of both General Meetings and Board Meetings.
2. Secretarial input on the Minutes of both General meetings and Board Meetings.
3. Advice on the company law matters & compliances.
4. Preparing and maintaining the Statutory Registers of BFK.
5. Preparing, scrutinizing and filling of routine documents and forms with the Registrar of Companies, Kerala.
6. Drafting of notice of general meetings / extra ordinary general meetings etc.
7. Drafting of Director's Reports.
8. All certification as mandated under the Companies Act, 2013.
9. Any other statutory compliance assignments required under Companies Act, 2013.

In the above context, Expression of Interest (Eoi) is sought from reputed company secretary consultants satisfying the eligibility criteria given below:

The Secretarial Consultant Firm shall:

1. Have a continuous standing of minimum 5 years
2. Have minimum two full time partners exclusively associated with the firm
3. Have its office in Thiruvananthapuram
4. Have experience of handling consultancy assignment in Government / Public Sector

Previous experience of handling assignment of similar nature in Government / Public Sector will be given preference

Interested consultants who meet the prescribed eligibility criteria may submit their Expression of Interest in two cover system

### I. **Technical Bid**

1. Membership certificate
2. Profile of the firm
3. Firm Constitution Certificate/Registration Certificate
4. Client testimonial
5. Details of experience in Government / Public Sector

## **II. Financial Bid**

The format in which the financial bid (excluding taxes) to be submitted is attached as Annexure I which is to be filled in and signed.

### **Others**

The Technical Bid and the Financial Bid should be submitted in separate covers and be prefixed with “Technical Bid” and “Financial Bid”. Both the Covers should be put in a single cover with the Caption “EoI for Secretarial Consultant”

The selection will be done by BFK through EoIs. The decision of the Bhavanam Foundation Kerala in this regard will be final.

The above should be reached before 5 PM Hrs. on 30<sup>th</sup> November 2023 at the following address.

Chief Operating Officer,  
Bhavanam Foundation Kerala,  
T.C.13/287/1, “Panachamootil”,  
Mulavana Junction, Kunnukuzhi,  
Vanchiyoor P O, Thiruvananthapuram – 695035.



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Annexure I

## Financial Bid for Secretarial Consultant

SI No	Services	Amount in Rs. (excluding taxes)
1.	Preparation, Certification and uploading charges for	
	a) XBRL documents	
	b) AOC- 4	
	c) MGT – 7	
	d) MGT – 8	
	e) DIR -12	
	f) DIR -3	
2.	Professional advice on a case basis	
3.	Any other fees	
	<b>TOTAL</b>	

\*All fees payable to Government will be paid additionally by BFK.

Date:

Signature

Place:

Name of the Partner

Seal of the Firm