

**KARNATAKA STATE COIR DEVELOPMENT CORPORATION LIMITED**

**TENDER DOCUMENT**

**TENDER NOTIFICATION No. KSCDC/M(ADMN)/TN-9/2017-18, Dated:22.05.2017**

**TENDER FOR ENGAGING SERVICES OF COMPANY SECRETARY**

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**VITC Building, Kasturba Road,  
Bangalore – 560 001  
Phone No. 080 22865866 Fax No.080 22865865**

**KARNATAKA STATE COIR DEVELOPMENT CORPORATION LIMITED**  
**(A Government of Karnataka Enterprise)**  
**V.I.T.C. Building, Kasturba Road,**  
**BANGALORE – 560 001**  
**TELEPHONE NO. 22865866, FAX NO. 080 – 22865865**

NO.KSCDC/M(ADMN)/TN-9/2017-18/

DATE : 22.05.2017

**NOTICE INVITING TENDER FOR ENGAGING SERVICES OF COMPANY  
SECRETARY (THROUGH E-PROCUREMENT PORTAL ONLY)**

The Managing Director, Karnataka State Coir Development Corporation Limited, Bangalore, invites sealed tenders through **e-procurement** for engaging the services of Company Secretary to provide services as per Companies Act, for the year 2017-18.

**TERMS AND CONDITIONS**

1. The tender should be submitted through E-procurement Portal as “**TENDER FOR ENGAGING SERVICES OF COMPANY SECRETARY**” addressed to **The Managing Director, Karnataka State Coir Development Corporation Ltd, Bangalore – 560001.**
2. The tender for the bid should be as per the **Nature of Work - Schedule –I.**
3. Date and Time for Receipt and Submission of the Tender is **26.05.2017 to 12.06.2017 upto 3.00 P.M**
4. The date and time for opening the Tender is **13.06.2017 at 3.30 P.M.** in the presence/absence of such tenderers/their authorised representatives. Only one person per tender is permitted to be present.
5. No tender with corrections shall be considered as valid unless such corrections are attested by the tenderer/authorised person. The tender should be neatly written as given in the bid format.
6. **The Tenderer shall pay the EMD through e-procurement by following modes: a)Credit Card, b)Debit Card, c)NEFT (National Electronic Fund Transfer) & d)OTC (Over the Counter ICICI Bank payment).**  
EMD details are indicated in **Annexure-A.** The E.M.D. does not carry any interest. E.M.D. will be returned to the unsuccessful tenderers within a month of finalization of the tender.
7. Tenders not supported by E.M.D. or not complete in any respect are liable for rejection.

8. The E.M.D. of the successful tenderer will be retained as Security Deposit with the Corporation.
9. The rate quoted by the tenderer should be firm and binding for the year 2017-18.
10. The rate should be quoted both in figures as well as in words in **Schedule –II**, which include Service Charges, other taxes, Conveyances and all other related expenses as applicable.
11. The Tender Committee will evaluate the tenders and the Managing Director reserves the right to accept/reject the tender. without assigning any reasons thereof and the decision of the said authority will be final.
12. The successful tenderer is required to make an agreement on **Rs.200/- stamp paper pertaining to tender terms and conditions within 15 days** from the date of communication of tender acceptance in **Annexure-B**, failing which, the EMD will be forfeited.
13. Payment will be made on submission of bill within 30 days.
14. The decision of the Managing Director, Karnataka State Coir Development Corporation Ltd., Bangalore is final and binding on both the parties in case of any disputes that may arise during the period of contract. However, the appeal is confined to the jurisdictional courts in Bangalore, Karnataka.
15. The bid of the Tenderer has to be include all taxes and charges applicable.
16. If the Tenderer is not willing to provide the services sought on the accepted rate for the specific period, the Corporation has the right to terminate the agreement and forfeit the EMD.
17. Further details if any, can be had from the office of the undersigned during the office hours on all the working days.

**MANAGING DIRECTOR**

**ANNEXURE – A**

<b>Sl.No.</b>	<b>Job Profile</b>	<b>Qualification</b>	<b>EMD</b>	<b>Place of Work</b>
01	To Provide Services as per Companies Act/Law.	Company Secretary empanelled with ICSI.	Rs.10,000/-	Bangalore

**SCHEDULE – I**

**NATURE OF WORK**

Attending entire works of the Corporation as per the Companies Act/Law.

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## SCHEDULE II

### BID FORM

EMD \_\_\_\_\_

Bank DD No. \_\_\_\_\_

Dated: \_\_\_\_\_

Drawn on Bank : \_\_\_\_\_

Tenderer`s Name :

Address :

Tele No.

Sl.No.	Name of items	Unit	Your Quote in Rupees	
			In Figures	In Words
1	Services of Company Secretary (The quote should include Service Tax and other applicable charges)	1		

This is to certify that I/We have gone through the complete terms and conditions and specifications of the tender for Services of Company Secretary as mentioned above and accept the same.

Signature of the Tender:

Name :

Address :

Telephone Number :

Fax Number :

DATE :

**Copies of the following documents should be submitted**

01. Copy of the Membership Certificate issued by the Institute of Company Secretaries of India.
02. Copy of the Certificate or order for empanelled with the ICSI.
03. Copy of the Service Tax Registration.
04. List of Clients.
05. Income Tax Pan Details.
06. Name and Addresses of the Bankers.
07. Bid Form : **Schedule – II**

**Annexure – B**

**AGREEMENT**

THIS AGREEMENT made on this th day of \_\_\_\_\_, 2017 between the Managing Director, Karnataka State Coir Development Corporation Ltd., VITC Building, Kasturba Road, Bangalore-560 001 (hereinafter the Company) of the One Part and M/s.

(hereinafter called the Company Secretary) on the other part:

WHEREAS the Company invited bids for Services of Company Secretary on Consultant Basis of the Corporation and has accepted a bid by the Company Secretary at the rates (hereinafter called the Contract Price) as per the following description of the manpower and other details.

Sl.No.	Particulars	Accepted rates

**NOW THE AGREEMENT WITNESSETH AS FOLLOWS ;**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of Agreement referred to,
2. The following documents shall be part of the agreement and be read along with this Agreement.
  - A. The Bid form and the price schedule submitted by the Bidder.
  - B. Nature of Work of Company Secretary and requirements as mentioned in the Tender Notification No.KSCDC/M(ADMN)/TN-9/2017-18, dated: 22.05.2017.

C. Terms and Conditions of Tender Notification No.KSCDC/M(ADMN)/TN - 9/2017-18, Dated: 22.05.2017.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the  
Purchaser

Signed, Sealed and Delivered  
by the Supplier

In the Presence of  
(Name and Address of the Witness)

In the Presence of  
(Name and Address of the  
Witness)

1.

1.

2.

2.