

Bihar Skill Development Mission (BSDM)
Department of Labour Resources, Government of Bihar
A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001
Phone: 0612-2528455 Fax: 0612-2535004

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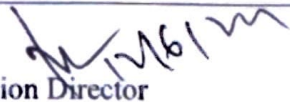
Quotation Notice

Quotation Notice No: *BSDM/Mega Skill center-05/2024-1319* Date- *12-06-2024*

Bihar Skill Development Mission (BSDM), Labour Resources Department, Govt. of Bihar, having its office at A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001 requires quotations for appointment of Company Secretary Firm (CS Firm) for incorporation/registration of a new autonomous organization under the administrative control of BSDM, for the purpose of establishment and operations of Mega Skill Centers in Bihar. The CS Firms who may be interested are requested to submit their quotations to the BSDM office by hand to Mission Director, BSDM 15:00 hrs on or before 21st June 2024.

The quotations will be opened at 15:30 hrs on the same day i.e. 21st June 2024, in the presence of the representative of CS Firm. Interested CS Firms may like to be present themselves if they so desire.

Quotation Form

Quotation Notice No. and Date	
Appointment of a CS Firm for incorporation/registration of a new autonomous organization under the administrative control of BSDM, for the purpose of establishment and operations of Mega Skill Centers in Bihar.	
Experience: <ol style="list-style-type: none"> 1. Must be having a Full Time Partner/Proprietor having minimum Post CS Qualification of 10 years, out of which minimum 5 years should be in full time practice. 2. The CS Firm must be having its head office in Patna. 3. The CS Firm must have prior experience of incorporation of Govt. organizations under Companies Act and Societies Act. 	
Issuing Office	BSDM, A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001
Inviting Authority	Chief Executive Officer (CEO), Bihar Skill Development Mission
Quotation Start Date: 12.06.2024 Last Date: 21.06.2024 Time: 15.00 hrs.	Quotation to be submitted Mission Director, Bihar Skill Development Mission A-Wing, 5th Floor, Niyojan Bhawan, Bailey Road, Patna-800001
Scope of work: <ul style="list-style-type: none"> • Preparation of Incorporation/Registration Documents of the proposed entity in consultation with BSDM. • Preparation of all the required documents like Memorandum, Articles, Rules and Regulations, Bye Laws etc. in consultation with BSDM. • Ensuring all required approvals as per the Rules, Regulations and Bye-laws of BSDM in this respect. • Facilitating BSDM and active participation in the meetings organized in this respect by BSDM and preparation of agenda notes and minutes for the same. • The CS needs to verify all the documents, registers, minutes book, etc and shall certify in accordance with the applicable provisions of the registration Act, as applicable. • Follow up with the Registration Authorities. • Draft of a SOP for future statutory compliances of the new entity. • Any other related work that may be required or assigned by BSDM in this respect. • Statutory Filing Fees will be re-imbursed by BSDM on actual basis. 	
 Mission Director Bihar Skill Development Mission	

Terms & Conditions

1. Practicing Company Secretary Firm should have Head Office based in Patna as per records of Institute of Company Secretaries of India (ICSI). (The relevant proof should be attached)
2. The Full Time Partner/Proprietor/Individual, under whose supervision the work will be carried out, have a minimum Post CS Qualification of 10 years, out of which minimum 5 years should be in full time practice. (The relevant proof should be attached)
3. The CS Firm must have prior experience of incorporation of Govt. organizations under Companies Act and Societies Act. (The relevant proof should be attached)
4. Practicing Company Secretary Firm should not have been debarred/disqualified/blacklisted as on date by any regulator/ statutory body or Government entity or any International/ National agency.
5. The CS Firm should possess GST registration no. (The relevant proof should be attached)
6. Quotations should be sent on official letter heads in sealed covers with the following required documents:
 - COP letter from Institute of Company Secretaries of India
 - Fellow Membership letter from Institute of Company Secretaries of India
 - Copy of GST Registration No., PAN Card, Adhaar Card
 - Other required documents
7. Quotations are to be sent in sealed envelope by Hand to Mission Director, BSDM 15:00 hrs on or before 21st June 2024. Quotations received after due date will not be considered.
8. The financial quote will be a per hour quote for the mentioned services. Statutory Filing Fees as applicable need not to be quoted. This will be re-imbursed by BSDM on actual basis.
9. The maximum budget for whole of the scope of work is Rs. 4,75,000/- (including GST) excluding reimbursable Statutory Filing Fees as applicable which will be reimbursed by BSDM on actual basis.
10. Payment Terms:
 - Payment will be made on per hour basis for the number of hours of effort approved for a given task.
 - For this, against each envisaged task a work order will be issued by BSDM, against which estimated hours for the assigned task will have to be first communicated by the CS Firm.
 - If satisfied, BSDM will give an acceptance or may convey the reduced hours to the CS Firm.
 - Upon completion of tasks and acceptance of deliverables by BSDM, the CS Firm will raise an invoice which will be paid within 15 days of such submission by the BSDM.
11. The CEO, BSDM will have the right to cancel or to amend any or all conditions of this quotation document at any stage i.e. even at execution stage, without assigning any reason thereof and the CS Firm/s shall have no cause of action or claim against the BSDM for the same. The decision of the CEO, BSDM shall be final for any terms and conditions of this document.

Sd/-
Mission Director
Bihar Skill Development Mission

I do accept all the terms & conditions mentioned above.

Signature & Stamp of CS Firm

Date:

On Letter Head

To
The Mission Director
Bihar Skill Development Mission
A-Wing, 5th Floor, Niyojan Bhawan,
Bailey Road, Patna-800001

Subject: Appointment of Company Secretary Firm (CS Firm) for incorporation/registration of a new autonomous organization under the administrative control of BSDM, for the purpose of establishment and operations of Mega Skill Centers in Bihar.

Reference: Your Quotation Notice No. _____ Date _____

In reference to the above, we hereby submit our quotation along with following details for our services as a Company Secretary in Practice for the scope of work mentioned in your quotation notice mentioned above.

Name of the Company Secretary Firm	Per Hour Quote (excluding GST) in Rs.
	(In Figure)
	(In Word)

Note: GST at the applicable rates will be paid extra by BSDM.

GST No.

PAN No.

Mobile No.

Contact Person:

Date:

Firm Registration Number:

Signature and Stamp of Firm:

- Note: - 1. The decision of the authorities of the BSDM shall be final.
2. Quotations to be sent on your official letter head in sealed covers