

Website-<https://biada1.bihar.gov.in>, Email- biada-bih@gov.in, Phone: 0612-2675991/2675998/2675002

Letter No:- 5185/Estt

Date:- 22/10/24

NOTICE

QUOTATION INVITATION FOR RETAINER COMPANY SECRETARY

Applications are invited from practicing Company Secretary Firm for engagement as Retainer Company Secretary for BIADA. The applying Firm must have 3+ years of experience in Corporate Area.

The appointment shall be for Incorporation of Special Purpose Vehicle (SPV) and other related works in BIADA for providing Retainer ship as Company Secretary for the Period of 06 Months, which may be extended further six months as per requirement.

Interested firms may apply in physical mode in sealed envelope with all necessary document of membership & experience with another sealed envelope (separate envelope) containing Quotation for the above mentioned works on retainer ship basis. Quotation must be submitted within 14 days from publication from this Quotation on Notice Board & BIADA website.

Quotations submissions date:-. 23.10.2024, 10:00 am to 06.11.2024 till 5:00pm

Venue:

Bihar Industrial Area Development Authority (BIADA)
1st Floor, Udyog Bhawan, East Gandhi Maidan Road,
Patna, Bihar 80000t

For details visit our BIADA website <https://biada1.bihar.gov.in>


22/10/24
Executive Director [Operations]



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SCOPE OF WORK FOR ENGAGEMENT OF PRACTISING COMPANY SECRETARY (PCS) FIRM: -

1. Documentation for Nominated Subscribers and Directors: -

PCS shall ensure procurement of all relevant self-attested documents for Nominated Subscribers and Directors from Bihar Industrial Area Development Authority (BIADA) viz. identity & address proof such as PAN Card, Aadhaar Card/Passport copy/Driving License copy/ Voter's identity card, Bank Statement/Electricity Bill/Telephone/Mobile Bill, providing for details of Name, Father's Name, Age, Date of Birth, Present & Permanent Residential Address, PAN No., DIN No., Occupation, Educational Qualification, Email Id and Phone No. etc.

Also, the "Consent to act as Director in Form DIR-2" shall be required to be obtained from the proposed directors to be appointed i.e. three directors nominated by BIADA.

Further, Board resolution from BIADA (Promoter Shareholder), NOC for use of premises of BIADA as Proposed SPV's registered office, BIADA's registered office utility bill, PAN Card Copy of BIADA and such other documents as may be required.

2. Procurement of DSC and Association on MCA: -

PCS shall have to ensure that the DSC of all Nominated Subscribers and Directors from BIADA is procured and registered on the website of MCA (Version 3); as the same shall have to be affixed on the e-forms to be filed to MCA.

3. Preparation, finalization & certification of e-forms to be filed to the Ministry of Corporate Affairs (MCA) for incorporation and obtaining the Certificate of Incorporation (COI) viz.: -

- (a) SPICE + Part A and Part B: Reservation of Name for Proposed SPV to be incorporated and filing all particulars of Nominated Subscribers and Directors by NICDIT and BIADA for subscription to Memorandum of Association (MoA) of the Company and for appointment as "First Directors"
- (b) E-MoA and E-AoA: Preparation as per Finalized and Approved Memorandum and Articles of Association
- (c) AGILE PRO+: Filing application for registration of GSTIN, EPFO, the opening of bank account, application for PAN and TAN
- (d) INC-9: Filing declaration from Subscribers and Directors

4. Post-incorporation Compliances: -

The PCS shall also be responsible for undertaking the post-incorporation compliances including convening the First and Subsequent Board meetings, calling subscription capital from NICDIT and BIADA, filing declaration for commencement of business in INC-20A, issuance of share certificates, preparation of statutory registers, assisting in all other routine Secretarial Compliances and filings to the Registrar of Companies (ROC).

The said post-incorporation compliances includes for infusion of additional equity by NICDIT and BIADA as per CCEA approval and provisions of the Shareholder's Agreement (SHA) shall be assigned on time-to-time basis; as applicable.

TENURE OF ENGAGEMENT FOR PCS FIRM: -

The tenure of engagement of the said PCS firm shall be initially for a period of 06 months which may be extended further six months or as per requirement.

HOW TO APPLY

Interested firms may apply in physical mode in sealed envelope with all necessary document of membership & experience with another sealed envelope (separate envelope) containing Quotation for the above mentioned works on retainer ship basis. Quotation must be submitted within 14 days from publication from this Quotation on Notice Board & BIADA website.

NOTE:- Both sealed envelope must be put in single seal envelope and on the front of envelope clearly mentioned in capital letter "QUOTATION INVITATION FOR RETAINER COMPANY SECRETARY" and addressed to 'The Managing Director, BIADA'.