

# Maharashtra Cooperative Development Corporation Ltd



(Government of Maharashtra Owned Company)

Sakhar Sankul, Shivajinagar, Pune, Maharashtra 411005  
Email ID: hopune@mahamcdc.com, mcdepune@gmail.com  
Phone No. : (020)-29809408

CIN: U65191PN2000SGC015260

## E-Tender Notice For

### Hiring of Company Secretarial Services

The Maharashtra Cooperative Development Corporation Limited (MCDC), a Government of Maharashtra owned Company invites applications from reputed and experienced Company Secretary to participate in the competitive bidding process of Hiring of Company Secretarial Services. For more details, please refer to the website; [www.mahamcdc.com](http://www.mahamcdc.com) & [www.mahatenders.gov.in](http://www.mahatenders.gov.in).

Estimated Value of Tender (INR)	Tender Fees (INR)	EMD (INR)
25 (Twenty Five ) Lakh	3,000	50,000

#### Important Dates :-

Tender Notice Published on [www.mahatenders.gov.in](http://www.mahatenders.gov.in) Portal : 12/09/2020 (15.00)

Pre-Bid Meeting on Google Meet : 15/09/2020 (11.30 to 12.00)

(Google Meet Link : <https://meet.google.com/gxa-hnpw-xec>)

Tender Available: 15/09/2020 (10.00) to 22/09/2020 (17.00)

Tender Submission: 15/09/2020 (12.00) to 22/09/2020 (17.00)

Technical Bid Opening: 23/09/2020 (14.30)

All subsequent notifications, changes and amendments shall be posted only on [www.mahamcdc.com](http://www.mahamcdc.com) & [www.mahatenders.gov.in](http://www.mahatenders.gov.in).

Date: 11/09/2019

Managing Director  
Maharashtra Cooperative Development  
Corporation Ltd., Pune

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## **Hiring of Company Secretarial Services**

### **a) Rationale/Purpose of Hiring:**

A Farmer Producer Company (FPC) Formation done through Maharashtra Cooperative Development Corporation (MCDC) with NABARD financial assistance. To completion of registration process of this Farmer Producer Company and other related legal works, MCDC implement the E-Tender Procurement for Hiring of Company Secretarial Services.

### **b) Mandatory Evaluation Criteria :**

1. Head office of the firm must be in Maharashtra State
2. One of Branch Office of the Firm must be in Pune jurisdiction.
3. The firm should not be barred or black listed by any Governmental Organization.

### **b.1) Additional Criteria for Evaluation :**

1. Firms should have minimum 50 FPCs formation experience before the submission of the quotation for this project.
2. Firms should have minimum 7 years of experience in FPCs compliances and legal matters
3. Firms should be fellow company secretary (FCS)
4. Applicant should have 2 to 3 staff for handling incorporation matter at Pune PMC & PCMC
5. Firms should have capacity to incorporate FPCs within 10 to 15 days period.
6. Capable to liaising with statutory authority like RoC, CRS etc.
7. Applicant Should be FCS.
8. Average Turnover of Last 3 Years not less than 10 Lakhs.

**c) Roles & Responsibilities:**

1. CS Firm done all legal activities regarding Farmer Producer Company (FPC) Formation.
2. Obtaining Dsc (Digital Signature) of all 10 Subscribers of FPC
3. Professional Certification on DIN Form and uploading of the same.
4. Filing Name availability application in Form RUN.
5. Professional Certification on Incorporation E-form and Uploading of the same.
6. Any other responsibilities related FPC Formation under MCDC.
7. Chose maximum 4 names for the Producer Company in order of preference.
8. One name is available, a letter is received from RoC indicating it. The documents to be submitted to RoC thereafter are:
9. Articles of Association (AoA)
10. Memorandum of Association (MoA)
11. Form No. INC-22 for Registered office.
12. Form No. DIR – 12 for Director’s Appointment.
13. Apply on –line for Directors Identification Number (DIN) for the proposed Directors.
14. Submit the documents to RoC for Incorporation of Producer Company.
15. Obtain Certificate of Commencement in INC-20A

**d) Other terms & conditions:**

1. The tenure of Hiring shall be 3 years.
2. The Hiring shall be based on the terms & conditions executed between the Company & the firm
3. The mode of payment of Professional fees to the CS firm shall be as follows;
  - Payment shall be based on “Annexure – B”.
  - As per roles and responsibilities & Scope of work, firms submit their bills\* (Two Original Copies) to MCDC with supporting document. Concern department of MCDC will Verify the bill and supporting Documents.
  - TDS Deduction on bills is applicable as per valid slab of Income Tax department as on deduction date.
4. The estimated number of FPC Formation & Compliances in the “Annexure – B” may be increased or decreased. The Corporation is not bound to make available to the tenderer the work of the FPC Formation & Compliances as per the estimated number shown in this “Annexure – B”
5. The tender documents issued to the bidders duly signed and sealed in each page along with all the above documents shall be uploaded on [www.mahatenders.gov.in](http://www.mahatenders.gov.in), Tender Notice no. and Technical Bid (Part – I). Financial Bid (Part – II) Tender of the bidders found eligible in Part – I (Technical Bid) only will be opened.

**e) Tender Fee & EMD :**

1. Every firm participating in the tender shall deposit an amount of Rs. 3000/- (Rupees Three Thousand) (Non Refundable) and EMD of Rs. 50,000/- ( Rs. Fifty Thousand) ( Refundable) for each tender by way of electronic transfer in the below mentioned bank account;

Name of the Company	Registered Office Address of the Company	Bank of the Company	Bank account number of the Company	Branch & IFSC Code
Maharashtra Cooperative Development CORP	Sakhar Sankul, Shivajinagar, N Tanajiwadi, Pune 411005, Maharashtra GST: 27AADCM0636L1ZE	State Bank of India	33562220035	(University Road, Pune Branch) SBIN0007339

i) Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid demand draft will be forfeited to the MCDC, Pune.

ii) The tenders without Earnest Money will be summarily rejected.

(a) Kindly Enclose scanned and signed copy Bank Transaction Slip (Tender Fee & EMD Deposit) with Part-A.

iii) The EMD will be forfeited if:-

(a) The bid documents namely Technical Bid and Financial Bid are not uploaded separately.

(b) No claim shall lie against the MCDC, Pune in respect of erosion in the value or interest on the amount of earnest money deposit.

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**ANNEXURE - A**  
**Technical Bid**

**Application Form for Hiring of Company Secretarial Services (CS firm) with Maharashtra**  
**Co-Operative Development Corporation Limited**

<b>Head office of the firm must be in Maharashtra State</b>	<b>One of Branch Office of the Firm must be in Pune Jurisdiction</b>	<b>not be barred or black listed by any Governmental Organization</b>
<b>Supporting Document Enclosed (Yes / No)</b>	<b>Supporting Document Enclosed (Yes / No)</b>	<b>Supporting Document Enclosed (Yes / No)</b>

<b>Name of the CS Firm</b>	
<b>Constitution of the Applicant (Strike our whichever is not applicable)</b>	Partnership Firm / LLP
<b>Full address of the CS Firm</b>	(* Write brief description and attach supporting documents)
<b>Contact Number (mobile numbers)</b>	
<b>Fax Number (If any)</b>	
<b>Email ID</b>	
<b>Website (If any)</b>	(* Write brief description and attach supporting documents)
<b>Date of Registration Incorporation (In case of partnership firm please mention date of registration. In case of LLP please mention date of incorporation)</b>	(* Write brief description and attach supporting documents)
<b>PAN Number of the Firm</b>	(* Write brief description and attach supporting documents)
<b>GST Tax Registration Number of the firm</b>	(* Write brief description and attach supporting documents)
<b>Educational Qualifications of the Partners</b>	(* Write brief description and attach supporting documents)

<b>Details of experience (If required, a separate sheet may be attached)</b>	(* Write brief description and attach supporting documents)
<b>Firms should have minimum 50 FPCs formation experience before the submission of the quotation for this project.</b>	(* Write brief description and attach supporting documents)
<b>Firms should have minimum 7 years of experience in FPCs compliances and legal matters</b>	(* Write brief description and attach supporting documents)
<b>Firms should be fellow company secretary (FCS)</b>	(* Write brief description and attach supporting documents)

<b>Applicant should have 2 to 3 staff for handling incorporation matter at Pune Jurisdiction</b>	(* Write brief description and attach supporting documents)
<b>Firms should have capacity to incorporate FPCs within 10 to 15 days period.</b>	(* Write brief description and attach supporting documents)
<b>Capable to liaising with statutory authority like RoC, CRS etc.</b>	(* Write brief description and attach supporting documents)
<b>Applicant Should be FCS</b>	(* Write brief description and attach supporting documents)
<b>Average Turnover of Last 3 Years not less than 10 Lakhs</b>	(* Write brief description and attach supporting documents)
<b>Any Other Information (If required, a separate sheet may be attached)</b>	(* Write brief description and attach supporting documents)

<b>Application Fee Submitting Details*</b>	<b>Bank Transaction ID</b>	<b>Date</b>	<b>Amount</b>
<b>EMD Submitting Details*</b>	<b>Bank Transaction ID</b>	<b>Date</b>	<b>Amount</b>

\* Kindly Enclose scanned and signed copy Bank Transaction Slip with Annexure -A

**We hereby declare that all the particulars and information as given above are true, correct and complete to the best of our knowledge and belief. We also understand that in the event of any information being found false, incorrect or incomplete, MCDC shall have the right to terminate our Hiring without assigning any reason thereof.**

**Date:**

**Place:**

**Stamp with Signature**

**Authorize Person Name :**

**Designation :**

**ANNEXURE – B : Financial Bid**  
**Application Form for Hiring of Company Secretarial Services (CS firm) with Maharashtra**  
**Co-Operative Development Corporation Limited**

Name of CS Firm: \_\_\_\_\_

\* All Financial Quotes are excluding GST

**A) Farmers Producer Company Formation :-**

Sr. No.	Particulars	Professional Fees [In Rs.]	Govt. / ROC Fees And Stamp Duty [In Rs.]	Total [3+4]
1	2	3	4	5
01.	Obtaining DSC of all 10 Subscribers/Promoters [Minimum 10 Promoters are required in a Producer Company]	[Cost for 10 DSC] Rs.	-NIL-	
02.	Filing Name availability application in Form SPICE+	[Cost For Per Form] Rs.	[Cost For Per Form] Rs.	
03.	Incorporation of FPC and filing of E-forms with Professional Certification (Authorized capital of Rs. 5 Lakhs)	[Lum-sum] Rs.	[Lum-sum] Rs.	
<b>I] Cost for 1 FPC :-</b>		<b>Rs.</b>	<b>Rs.</b>	<b>Rs.</b>
<b>II] Cost for 100 FPC (A) :-</b>		<b>Rs.</b>	<b>Rs.</b>	<b>Rs.</b>

*Note : 1. GOVT. / ROC filing fees and stamp duty charges included in Part A.*

**B) Compliance For Farmers Producer Company:**

Sr. No.	Particulars	Professional Fees for single case in 1 FPC	Total Professional Fees for single case in 100 FPC (3 x 100 Nos.)
1	2	3	4
<b>A</b>	<b>After incorporation Compliances :</b>	----	----
1	Commencement of Business Certificate with Filing of eForm 20A with Certification		
2	Fist Board Meeting of the company		
3	First Annual General Meeting of the Company		
4	Appointment of CEO		
<b>B</b>	<b>ROC Annual Compliances</b>	---	---
1	Filing of Annual Return		
1.1	Filing of eForm AOC-4		
1.2	Filing of form AOC-2		
1.3	Filing of eForm MGT-7		
1.4	Filing of Form MGT-9		
1.5	Director's Report		
2	Directors KYC / filing of eForm DIR-3 with CS Certification – (Per DIN KYC)		
3	Return of MSME (Half Yearly) April to September		
4	Return of MSME (Half Yearly) October to March		
5	Return of Deposit and filing of eform DPT-3		
<b>C</b>	<b>Event Based Compliances</b>	----	----
1	Increasing of <b>500</b> Shareholders/Members and Filing of Return of Allotment with (CS Certification if any) = up to 500 Shareholders/Members		
2	Appointment & Resignation of Director and CEO (Per Director / CEO )		
3	Appointment of Auditor and Filing of ADT-1		
4	Resignation of Auditor and Filing of ADT-3		
5	Charges Creation / Modification / Satisfaction – (Per eForm)		
6	DIN numbers – (Per DIN)		
7	DSC – (Per DSC)		
<b>Total B :</b>			

*Note: 1. GOVT. / ROC filing fees and stamp duty will be charged at actual as per the govt. challans for Part B.*

*2. Agree to make 1 year handholding support post FPC Formation for all legal compliances.*

Total A+B :

Total A+B In Word : \_\_\_\_\_

Stamp with Signature  
 Authorize Person Name & Designation