FORM – I

EOI Letter Proforma

***(to be submitted in your letter head)***

Place:  
Date:

To

**The Director**Kerala Coffee Limited  
Office of the Chief Executive Officer,   
Kinfra Industrial Park, Menamkulam,   
Kazhakkoottam, Thiruvananthapuram   
Pin: 695586. Phone: 0471 2706005.

Sir

Sub: Engagement of Company Secretary for Kerala Coffee Limited.

The undersigned having read and examined in detail all the EOI documents in respect of appointment of a Company Secretary in Kerala Coffee Limited on retainership basis to perform the duties and responsibilities of Company Secretary as defined in the Companies Act, 2013 as amended from time to time and to manage the Finances of the Corporation, do hereby express the interest to perform the duties and responsibilities as specified in the scope of work.

Details:

|  |  |
| --- | --- |
| 1. Name of the applicant |  |
| 1. Address |  |
| 1. Name, designation & address of the person to whom all references shall be made in case of applicant is a Firm / LLP |  |
| 1. Telephone (with STD code) |  |
| 1. Mobile No. of the contact person |  |
| 1. E-mail of the contact person |  |
| 1. Fax No. (with STD Code) |  |

The Following documents are enclosed forming part of EOI

1. Statement of Applicant in Form –I
2. Details of experience of Company Secretary in Form-II
3. Details of educational qualification and experience in Form - III.
4. Details of Commercial bid in Form-IV
5. Other information sought in the scope of work.

I/ We hereby declare that my/ our EOI is made in good faith and the information contained is true and correct to the best of my/ our knowledge and belief.

Thank you.

Yours faithfully

Signature:

Name:

Designation:

FORM II

DETAILS OF EXPERIENCE

1. Details of major Companies in which the applicant Company Secretary is engaged in providing secretarial services in the year 2023-24:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name of the Company | Nature of assignments | Category of Company  (Listed/ Public/PSU/ Private/Others) |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Date:

Place: (Signature of the Applicant)

FORM III

DETAILS OF EDUCATIONAL QUALIFICATION AND EXPERIENCE DETAILS OF   
PROPRIETOR/PARTNERS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl. No.** | **Name** | **Membership Number and Certificate of Practice** | **Details of Qualifications** | **Years of Experience in Practice** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

Date:

Place: (Signature of Applicant)

Form IV

**Financial Bid**

Format for Quoting Rate against Category of Works.

|  |  |
| --- | --- |
| **Name of Activity** | **Rate on Monthly Basis** |
| Company Related Secretarial Matters as envisaged in the EOI |  |

Note: Charges, if any, for filing Forms/Returns/Applications for Registration, or any other Statutory obligations / charges for representing the Company in any offices, will be charged on actual case to case basis based on discussion with the Management.

(Authorized Signatory)  
(Name & Title of Signatory)  
Name and Address of the Firm