



BHAVANAM FOUNDATION KERALA

(A GOVERNMENT OF KERALA UNDERTAKING)

CIN: U91990KL2014NPL035873

Registered Office: TC 13/287/1, Panachamootil, Mulavana Junction,
Kunnukuzhi, Vanchiyoor P.O, Thiruvananthapuram - 695035

Contact: 0471-2664432

Bhavanam Foundation Kerala is looking for secretarial consultant to assist company law compliances, ROC filing, secretarial compliances, certification of statutory documents and carry out all other such secretarial work.

In the above context, Expression of Interest (EoI) is sought from reputed company secretary firms satisfying the eligibility criteria given below to be received on or before 5.00 PM on 12th December 2018.

Eligibility Criteria:

The firm shall

1. Have its office in Thiruvananthapuram
2. Have a continuous standing of minimum 15 years
3. Have minimum two full time partners exclusively associated with the firm
4. Have experience of handling consultancy assignment in Government / Public Sector
5. Previous experience of handling assignment of similar nature in Government / Public Sector will be given preference

Others

The selection will be done by the department through Eols. The decision of the Bhavanam Foundation Kerala in this regard will be final.

Please note that this is not a request for proposal or quotation, but only an Expression of Interest for the selection of adequately experienced consultants.

Interested firms who meet the prescribed eligibility criteria may submit their Expression of Interest along with their profile, latest firm constitution certificate and specific details of experience in Government / Public Sector.

The above should be submitted to reach before 5 PM Hrs. on 12th December 2018 at the following address.

Dr.G.L.Muraleedharan,

Chief Operating Officer,

Bhavanam Foundation Kerala,

T.C.13/287/1, "Panachamootil",

Mulavana Junction, Kunnukuzhi,

Vanchiyoor P O, Thiruvananthapuum – 695035.