



The West Bengal Pulpwood Development Corporation Limited

(A Joint Sector Company)

CIN:U20211WB1982PLC034704

“ARANYA BIKASH”, 3RD FLOOR,KB-19,SECTOR-III,KOLKATA-700106

E-Mail ID: wbpulpwooddevcorpnltd@gmail.com

No: 228 /WBPDC/1A-11A/1

Date: 08-12-2025

Notice Inviting Quotation No 08/WBPDC/SECRETARIAL CONSULTANT/2025-26

Sealed Quotations are invited in the bonafied experienced Firm/Company/Individual Secretarial Consultant for doing all secretarial compliance work for the office of the Ex-officio Divisional Manager, The West Bengal Pulpwood Development Corporation Limited.

A. Details of work: As mentioned in Annexure-I

B. Date and Time:

Particulars	Date	Time
Date for beginning of distribution of Quotation Paper	09-12-2025	11:00 AM
Quotation Paper Submission Start Date	09-12-2025	11:00 AM
Quotation Paper Submission End Date	18-12-2025	04:00 PM
Date of opening Technical Bid and Financial Bid	18-12-2025	04:30 PM

C. Documents Required

1. Certificate of Practice
2. PAN and GST: Firm or Company and Individual Secretarial Consultant should provide valid PAN and GST Registration Certificate (if applicable). If GST Registration is not applicable, a declaration to be submitted by the bidder specifying the ground of such non-registration.
3. Experience Profile: Minimum 3(three) years of experience in practice along with firm profile.

Time & Date: The interested consultant is requested to quote their rate for the same by 18-12-2025 in sealed envelope by the name to the undersigned.

Rate: The interested Firm or Company of Secretarial Consultant & Individual Secretarial Consultant are requested to quote their rate for each and every item of work (including GST as applicable for the work mentioned in Annexure-I) in sealed envelope by the name to the undersigned.

D. Terms and Conditions

1. Timely filing of all ROC and Secretarial Compliances Matter should be ensured.
2. Quotation inviting authority reserves the right without assigning any reason to accept or reject any/ all quotation(s) in whole or in part.



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3. Payment will only be processed after successfully filing of necessary forms and returns with acknowledgement and other supporting documents.
4. Any penalty or fine occurred due to late filing will be viewed seriously and may terminate the contract apart from realising the same from the consultant, if all inputs are supplied from this end on time.
5. Work Order will be issued after approval of quotation inviting authority and payment will be done after completion of each item of work. Bills to be submitted in duplicate mentioning your PAN No and GST Number (as applicable).
6. Quotation to be submitted with seal & signature addressed to the Office of the Ex- officio Divisional Manager, WBPDC Ltd. at Aranya Bikash, KB-19, Sector-III, Salt Lake City, Kolkata- 700 106. along with relevant supporting documents duly signed by authorized signatory.
7. The total value of quotation should be within 1 Lakh and valid upto one year from issue of Work Order.


Ex-officio Divisional Manager

The West Bengal Pulpwood Development Corporation Limited

Copy forwarded to:-

- The Managing Director, The West Bengal Pulpwood Development Corporation Limited


Ex-officio Divisional Manager

The West Bengal Pulpwood Development Corporation Limited



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Date: 08.12.2025.

Annexure-I

SL No	Item of Work	Rate(including GST)
1	Preparation, Certification and Uploading of E-forms as per Companies Act,2013. (DIR-12)	
2	Preparation, Certification and Uploading of E-forms as per Companies Act,2013. (ADT-1)	
3	Preparation, Certification and Uploading of E-forms as per Companies Act,2013. (DIR-3 KYC)	
4	Preparation, Certification and Uploading of E-forms as per Companies Act,2013. (INC-22A)	
5	Preparation, Certification and Uploading of E-forms as per Companies Act,2013. (INC-22)	
6	Preparation, Certification and Uploading of E-forms-AOC-4(Annual Audited Financial Statement) as per Companies Act,2013	
7	Preparation, Certification and Uploading of E-forms-MGT-7(Annual Return) as per Companies Act,2013	
8	Preparation, Certification and Uploading of E-forms-CHG-1 (Charge creation and Modification) as per Companies Act,2013	
9	Preparation, Certification and Uploading of E-Form CHG-4 (Charge Satisfaction) as per Companies Act,2013	
10	Due-diligence Certificate/ Search Report in rest of Secretarial Compliance as required by Banks and Financial Institutions.	
11	Consultancy for Alternation of Memorandum and Article of Association including Certification and uploading of applicable forms as per Companies Act.2013	
Total Value of Work=Rs		

Note : 1. Return uploading Fees paid to Ministry of Corporate Affairs(MCA) to be re-imbursed at actual.

2. Fees for revised filling of E-forms,if required from our end will be paid at the same rate of quote.

Ex-officio Divisional Manager

The West Bengal Pulpwood Development Corporation Ltd