



GOVERNMENT OF KARNATAKA
KARNATAKA STATE MEDICAL SUPPLIES CORPORATION LIMITED

NO:1,SIDDAIAH PURANIK ROAD,KHB COLONY BASAVESHWARA NAGAR BENGALURU-560079
E.MAIL: MD.KSMSCL@GMAIL.COM WEBSITE:HTTP://WWW.KSMSCL.IN

Notification

Dt:22.07.2026

HIRING SERVICES OF COMPANY SECRETARY_FIRM FOR SERVICES INVITING APPLICATIONS ON CONTRACT BASIS FROM ELIGIBLE FIRMS/CANDIDATES FOR THR POST OF COMPANY SECRETARY IN KSMSCL.

Karnataka State Drugs Logistics and Warehousing Society (KSDLWS) registered under the Society Act-1960 provides professional procurement and supply chain management services for Health & Family Welfare department and other departments like Karnataka Health System Development and Reforms Project, Directorate of Medical Education, BBMP, etc. Karnataka State Drugs Logistics and Warehousing Society works under the Administrative of Department of Health & Family Welfare, Government of Karnataka to facilitate implementation of Health programme throughout the state. As per the Government order HFW/76/FPR/ 2019 Dt: 21.10.2020 Karnataka State Drugs Logistics and Warehousing Society ®(KSDLWS), modified as **Karnataka State Medical Supplies Corporation Ltd (KSMSCL)** as invites **"HIRING SERVICES OF COMPANY SECRETARY_FIRM FOR SERVICES INVITING APPLICATIONS ON CONTRACT BASIS FROM ELIGIBLE FIRMS/CANDIDATES FOR THE POST OF COMPANY SECRETARY IN KSMSCL.**

Detailed:- Detailed Request for Proposal comprising Background, Terms of Reference (ToR) and Guidelines for submitting the proposal document can be collected from official web site:- www.ksmscl.in and also in the O/o Managing Director,NO:1,SIDDAIAH PURANIK ROAD,KHB COLONY BASAVESHWARA NAGAR BENGALURU-560079 KSMSCL, between 10.30 AM and 5.30 PM.

Important Dates:

- 1.Opening date for submission of proposal:22.07.2026
- 2.last date for Submission of proposal:31.07.2026 (By:5.30PM)


Managing Director
KSMSCL Bangalore®



Karnataka State Medical Supplies Corporation Limited, (KSMSCL)

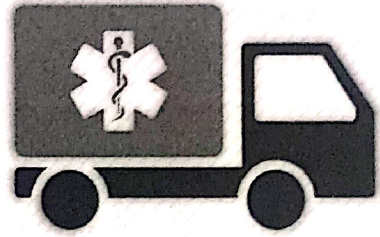
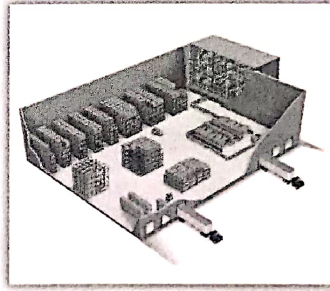
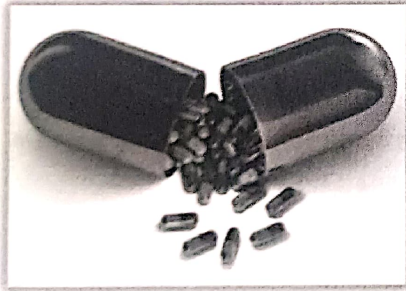
No.1 Siddaiah puranic Road, KHB colony, Basaveshwara Nagara,
Bengaluru- 560079.

GST No: 29AAICK3944Q1ZO

Email: md.ksmscl@gmail.com,

Website: <http://www.ksmscl.in>

(A GOVERNMENT OF KARNATAKA ENTERPRISE)



HIRING SERVICES OF COMPANY SECRETARY_FIRM FOR SERVICES INVITING APPLICATIONS ON CONTRACT BASIS FROM ELIGIBLE FIRMS/CANDIDATES FOR THR POST OF COMPANY SECRETARY IN KSMSCL.

The professional fees to be offered shall be quoted in Annexure –1 for the activities as indicated in the scope.

Terms of Reference (TOR) for Company Secretary Appointment

Preamble:

The existing Karnataka State Drugs Logistics Warehousing Society (KSDLWS) is transformed from Society to Corporation as Karnataka State Medical Supplies Corporation Limited vide Govt. order No. HFW 76 FPR 2019 dated: 25.08.2020 and registered under Companies Act 2013. The Company has been registered with the Ministry of Corporate affairs. Hereby we are inviting applications on Contract Basis from eligible Firms/candidates for the post of Company Secretary in KSMSCL.

a. Essential Qualification:

Company Secretary should be member of and should have an Associate Company Secretary or Fellow Company Secretary Membership certificate from the Institute of Company Secretaries of India (ICSI).

b. Experience:

1) Minimum 5 years of experience in the relevant field with at least 3 years serving for Government Sector Undertakings or Semi Government Institutions.

c. Age: Below 45 years.

Job Responsibilities:

Company Secretary will render the following services:

- **Regulatory Compliance:** Ensuring the company adheres to all statutory laws (such as the Companies Act and securities regulations).
- **Corporate Governance:** Advising the Board of Directors on governance best practices to mitigate risks and maintain ethical standards. Assists in developing a corporate and social sustainability framework.
- **Meeting Administration:** Organizing, preparing agendas for, and minuting all Board and General meetings.
- **Record Keeping:** Maintaining statutory registers, filing annual returns, and managing critical corporate documentation.
- **Liaison & Advisory:** Representing the company before regulatory bodies and acting as the central advisor on legal and financial market frameworks.
- Responsible for filing, registering any document including forms, returns and applications by and on behalf of the company as an authorized representative.
- Coordinate the board/general meetings and follow-up actions thereof.
- Manages all tasks relating to Securities and their transfer and transmission.
- Acts as the custodian of corporate records, statutory books and register.

- Manages the Secretarial/Compliance Audit.
- Signing of Annual Returns necessary and responsible for other declarations, attestations and certifications under the Companies Act, 2013.
- Co-ordination with all internal and external parties when required.
- Liaison with State and Central Government when required.
- Any Other responsibilities as and when KSMSCL directed to do.

➤ **Corporate Laws Advisory and Representation Services:**

- Advises Karnataka State Medical Supplies Corporation Limited on Compliance of legal and procedural aspects under various corporate laws and acts particularly relating to Consumer Protection, Environment, Labour, Mergers and Acquisitions, Foreign Collaborations and Joint ventures, subsidiaries
- Will be responsible to represent KSMSCL and other connected persons before various boards and forums including but not limited to Company Law Board, Registrar of Companies, Tax Tribunals, Consumer Forums and Other quasi-judicial bodies and Tribunals.

Arbitration and Conciliation Services:

- Advises the company on arbitration, negotiation and conciliation in commercial disputes between various parties
- Acts as arbitrator/conciliator in domestic and International commercial disputes
- Drafts Arbitration/Conciliation Agreement/Clause
- Acts as Adviser/consultant in issue of shares, ESOP's and other securities in India.

➤ **Financial Markets Services:**

- Not immediately but possibly involved in Public Issue, Listing and Securities Management depending on Company Strategy
- Responsible for compliance with rules and regulations in the securities market.

e. Remuneration: Not More than Rs. 35,000/- per month (Inclusive of all taxes).

f. Selection of the Company Secretary: The company secretary shall be shortlisted based on the documentation submitted and Financial bid who quotes lowest among the participants.

g. Contract period: 1 Year

A contract will be for a period of 1 year and renewal will be on the basis of performance which will be decided by the Board members of KSMSCL depending upon experience.

h. Termination: KSMSCL have full right to terminate this proposal and contract at any time during the contract period.

List of Documentation to be submitted:

1. Associate Company Secretary or Fellow Company Secretary Membership certificate issued from the Institute of Company Secretaries of India (ICSI).
2. Minimum 5 years of experience in the relevant field with at least 3 years serving for Government Sector Undertakings or Semi Government Institutions – Work Orders to be submitted.
3. If in case of GSTN registered firm – GSTN Registration certificate to be submitted.
4. Aadhar Card of the applying Company secretary.
5. Financial Bid (Inclusive of all taxes per year) in the prescribed format. (Annexure 1)

Annexure-1

FINANCIAL BID

Professional Fees for Company secretary as per the Scope.	Fees	
	Rs in (Figures)	Rs in (Words)

Notes:

- The fee is all-inclusive, encompassing professional fees, taxes, travel, meals, and all other related expenses. (Such as Income Tax, GST Departments, etc.)
- Statutory Deductions like TDS etc. shall be made by the KSMSCCL as per statutory rates and norms wherever applicable.

We undertake that the rates quoted above by us will not change during the Contract period. We also accept the payment schedule/payment terms.

Seal:

Signature:

Date:

Name and Designation: