



MEDIA & ENTERTAINMENT  
SKILLS COUNCIL

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## **Media and Entertainment Skills Council**

### **Request for Proposal (RFP) *Company Secretary (CS) Services***

#### **To Whom It May Concern:**

#### **I. Introduction:**

Media and Entertainment Skills Council, hereinafter referred to as "MESC," invites qualified Company Secretary firms and professionals to submit proposals for comprehensive CS services.

#### **II. Scope of Work:**

The selected CS service provider will be responsible for the following scope of work:

##### **1. Corporate Governance:**

- Ensure compliance with all legal and regulatory requirements related to corporate governance.
- Advise on board meetings, minutes, and resolutions.
- Maintain records of company secretarial activities.

##### **2. Compliance Management:**

- Monitor and ensure compliance with applicable laws, regulations, and statutory requirements.
- File necessary documents and returns with regulatory authorities.
- Keep abreast of changes in corporate laws and provide guidance accordingly.

##### **3. Board Support:**

- Assist in the preparation of board meeting agendas and materials.
- Attend board meetings, record minutes, and facilitate compliance with corporate governance norms.
- Maintain an organized record of board decisions and actions.

##### **4. Annual Filings:**



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- Prepare and file annual financial statements, reports, and other documents as required by regulatory bodies.
- Ensure timely submission of statutory returns and forms.
- Coordinate with external auditors as needed.

#### **5. Legal Advisory:**

- Provide legal guidance on company-related matters, contracts, agreements, and transactions.
- Review legal documents for compliance and potential risks.
- Support in drafting and vetting legal documents.

### **III. Proposal Submission:**

Interested Company Secretary firms and professionals are requested to submit their proposals electronically to [info@mescindia.org](mailto:info@mescindia.org) no later than 25-April-2024. Proposals should include the following:

1. A cover letter expressing your firm's or individual's interest in this engagement.
2. A detailed overview of your firm or individual background, including areas of CS expertise and relevant experience in providing CS services.
3. Examples of successful CS projects, client testimonials, or case studies.
4. A description of your approach to corporate governance, compliance management, and legal advisory services.
5. A proposed fee structure, including retainer fees, project-based costs, and any additional charges.

### **IV. Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- Qualifications and experience of the CS firm or individual.
- Demonstrated understanding of MESC's CS requirements and corporate governance standards.
- Past success stories and case studies related to CS services.
- Proposed CS service approach and responsiveness.
- Fee structure and overall cost-effectiveness.

**V. Confidentiality:**

All information provided in response to this RFP shall be treated as confidential and used solely for the purpose of evaluating proposals.

MESC appreciates your interest in collaborating with us and looks forward to receiving your proposal. If you have any questions or require clarification regarding this RFP, please do not hesitate to contact [info@mescindia.org](mailto:info@mescindia.org).

Sincerely,

Media and Entertainment Skills Council