

THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED

(A Government of India Enterprise)
Registered Office: AG-104, "Sourav Abasan"
Sector-II, Salt Lake City, Kolkata-700 091
Phone: 4016-9200
E-mail: info.birdgroup@nic.in
Website: www.birdgroup.gov.in

Notice No: OMDC/SECY/ 10-2010-1A

Dated: 1st November, 2010

Invitation of offer for engagement of Registrars and Share Transfer Agent

Inviting offers/bids from Registrars and Share Transfer Agents. For further details log on to www.birdgroup.gov.in. Due date and time for submission of offer: on or before 16th November, 2010 by 3.00 P.M.

S. Das
Company Secretary

BIRD GROUP OF COMPANIES

TENDER FOR ENGAGEMENT OF REGISTRAR & SHARE TRANSFER AGENT FOR THE ORISSA MINERALS DEVELOPMENT COMPANY LIMITED(OMDC), THE BISRA STONE LIME COMPANY LIMITED(BSLC) AND EASTERN INVESTMENTS LIMITED(EIL)

A. INTRODUCTION

Bird Group of Companies, comprise of The Orissa Minerals Development Co. Ltd.(OMDC), The Bisra Stone Lime Company Limited (BSLC)and Eastern Investments Limited (EIL). The Bird Group of Companies have been restructured as per the scheme of cabinet and consequently the companies have become Government Companies(CPSU). EIL is the holding company of OMDC and BSLC and these three companies are listed companies. OMDC and BSLC are mining companies with vast expansion plan in the field of mining inside and outside the country. EIL being the NBFC also wishes to enter in the diversification. Number of shareholders of OMDC, BSLC and EIL as on 30.09.2010 are 6986, 150, 1160 respectively.

Now it is required for engagement of Registrar and Share Transfer Agent For OMDC,BSLC and EIL as per the scope of work as determined below.

B PROCESS OF APPOINTMENT

The company is in the process of appointing Registrar and Share Transfer Agent for the FY 2010-11. In this regard the company invites sealed tenders in duplicate from Registrar and Share Transfer Agent to be submitted in two Bids, Cover – 1 (technical bid) and Cover II (Financial Bid) separately sealed and super scribed with the name of the work. Cover the right to accept/reject any/ all tenders without assigning any reason.

I – Technical -Shall contain profile of the firm (in the given format) containing the eligibility criteria documents. The cover II of ineligible bidders will not be considered and returned unopened.

Cover II –Financial - Shall contain the financial offer for each of the companies separately.

Cover I will be opened as per schedule mentioned in para (H) in the presence of the tenderers who desire to attend. After examining the stipulation and fulfillment of the eligibility criteria, Cover II will be opened at a stipulated date to be duly intimated to the bidders. The company has the right to accept/reject any/all tenders without assigning any reason.

C. SCOPE OF WORK

a) GENERAL

1. Updating and maintenance of Index and Register of Members.

2. Registration of Change of Address, Mandate, Nomination, ECS etc.
3. Registration of documents viz. Power of Attorney, Succession Certificate, Death Certificate etc.
4. General correspondences with shareholders/investors involving transmission, (with & without legal grant), loss of Share Certificate(s), intimation to the Stock Exchanges, prohibitory orders, demat related correspondences, etc.
5. Correspondences relating to share matters those routed through SEBI, Stock Exchange, Dept. of Company Affairs, Registrar of Companies, IT Department etc. which are quite frequent due to repetitive nature of the complaints.
6. Attending General Meetings and preparing list of Members and proxies present at the Meeting.
7. Conducting Poll at AGMs/EGMs.
8. Preparation of Annual Return and also other returns as and when necessary under Companies Act, 1956.
9. Compliance of RBI Rules and Regulations, as and when required.
10. Complying with all requirements of the Companies Act, 1956 and Rules made thereunder requirements to the extent they are relevant.
11. All the specific & general activities in accordance with the guidelines of SEBI as mentioned in their approved format of Agreement entered into between the Company and its Registrars & Share Transfer Agents.
12. Quarterly Report to SEBI
13. Generation and safe keeping of the Documents/Registers as per the guidelines of Statutory Authorities.
14. Correspondences with Company Investors, SEBI, Stock Exchanges, IT Department, ROC, RBI and other Regulatory Authorities and different Lawyers on Disputed/Litigated shares and their resolution thereto and other and relevant documents pertaining to Transfer activities.
15. Records pertaining to Investors Complaints/Queries
16. Submission of paper in pursuance to Transfer/Transmission/Issue of fresh Share Certificates consequent upon Subdivision/Consolidation/Renewal/Duplicate Issue/Remat etc.

17. Magnetic Tapes containing details of all shareholders and other related activities.
18. Preparation of monthly report.
19. Preparation and furnishing of monthly shareholding pattern of the Company.

b) DIVIDEND

1. Liaison with the Company/Bank/Printer for preparation of Art Work of the Dividend Warrant.
2. Preparation of list of dividend which are required to be retained for various reason viz. legal cases, stop transfer, disputed ownership, transmission etc.
3. Segregation of shareholders according to payment mode i.e. Foreign Remittance, NECS, RTGS, NEFT, SWIFT, Demand Draft and Regular Dividend Warrants.
4. Preparation and submission of soft copies of the distributable dividend separately segregated as per payment mode.
5. Printing and dispatch of Dividend Warrants.
6. Printing and dispatch of intimation letters to the shareholders for payment of dividend through different electronic modes. (NECS, NEFT, RTGS, SWIFT).
7. Issue of Demand Drafts in lieu of stale/lost Dividend Warrants.
8. To maintain blank MICR Stationery Register.
9. Correspondence relating to dividend matter.
10. Periodical reconciliation of all live dividend accounts after obtaining the Balance Certificates and relevant Paid-Unpaid data from the banks.
11. Issue of notices to the shareholders regarding un-claimed dividend. (generally once a year).
12. Closure of the dividend account (on completion of statutory tenure) and comply with all formalities for transfer of the unclaimed amount to Investor Education and Protection Fund.

c) COMPLIANCES

All required Statutory compliances and audits in terms of relevant Act, Laws, Rules & Regulations, Guidelines etc. of concerned Statutory Authorities viz. SEBI, Stock Exchange, ROC etc.

d) DEPOSITORY RELATED ACTIVITIES

1. Demat Request Processing.

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- 2 Remat Request Processing.
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- 3 Specific requirements to be complied with relating to Corporate Benefits and Book Closure.
- 4 Inter – Depository Transfer.
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- 5 Reconciliation at Back Office.
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- 6 Corporate Actions.
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- 7 Compliance of all Guidelines, Laws, Statutes, Business Laws, & By Laws of SEBI, Depositories and other concerned Statutory Bodies.
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- 8. Provided any other services, as required.

D.Eligibility Criteria for submission of Tender

- 1) Category I registration with SEBI
- 2) The firm shall have minimum 10 years experience in this area.
- 3) Shares of atleast 40 clients must be listed in BSE/NSE.
- 4) Presently must have atleast one Govt./PSU Clients (furnish names of the Clients) having turnover more than Rs. 50 crores of each of the client.
- 5) Connectivity of NSDL/CDSL at Kolkata
- 6) Must have Office at Kolkata and share transfer and processing should be from Kolkata office.
- 7) No penal action taken and/or any penalty ever imposed by any regulatory authority.
- 8) The average annual professional receipt during the last three financial years of the company/firm should be minimum Rs.50 lacs.
- 9) Details of Office Infrastructure.
- 10) Adequate Manpower (furnish details separately for Permanent and Temporary/Casual Employees)
- 11) No history of any strike, closure, employee unrest (if there is any in the past, details to be submitted).

E. INFORMATION REQUIRED TO BE SUBMITTED

List of certified copies of documents to be submitted :

- a) SEBI Regn. certificate
- b) Trade License
- c) Latest IT Return
- d) Latest PF Return
- e) Latest Service Tax Return
- f) Latest Professional Tax Return
- g) Upto date certificates of Shops & Establishment
- h) Internal Audit Reports for last 1(one) year.
- i) Audited Annual Reports for last 3 years.

- j) Rent Agreement of Office premises, Godown etc. (if rented).
- k) AMC documents for hardware for last 3 years.
- l) Insurance particulars, if any with copies of latest policies.
- m) Write up about the Disaster Recovery Contingency Plan.
- n) List of clients (for regular STA function) as on date.
- o) List of clients (for regular STA function) left during last 3 years with reasons.

F. SUBMISSION OF OFFER

Sealed offers by super scribing the Envelope with “Engagement of Registrar and Transfer Agent” are to be addressed and submitted to:

Company Secretary
The Orissa Minerals Development Company Limited
AG-104 Sourav Abasan, Salt Lake City, Sector-II.
Kolkata- 700- 091.

Fees should be quoted separately for each companies.

G.TIME SCHEDULE

- a) Last date & time of receipt of tender: On 16th November,2010 by 3.00 P.M

b) Date & time of Opening of the tender : On 16th November,2010 by 4.00 P.M

H. PLACE OF OPENING OF TENDER

The Orissa Minerals Development Company Limited
AG-104, Sourav Abasan, Salt Lake City, Sector-II
Kolkata- 700- 091

I. EVALUATION

Evaluation will be made on the basis of fulfillment of eligibility criteria .From the eligible candidates the job would be offered to the party quoting the lowest rate.

J. The required information related to the company can be obtained from the website. For any further clarification please contact Smt S.Das or Smt M.Roy (Company Secretary) ph no- 9830162814, 9836291999.

K. The Company has the right to accept/reject any/all tenders without assigning any reason. Consequent upon appointment if it is proved that participant had given false declaration, action will be taken against them by the company.

Sd/-
Company Secretary Company Secretary
OMDC BSLC