

# BHUBANESWAR SMART CITY LIMITED

## NOTICE INVITING BID

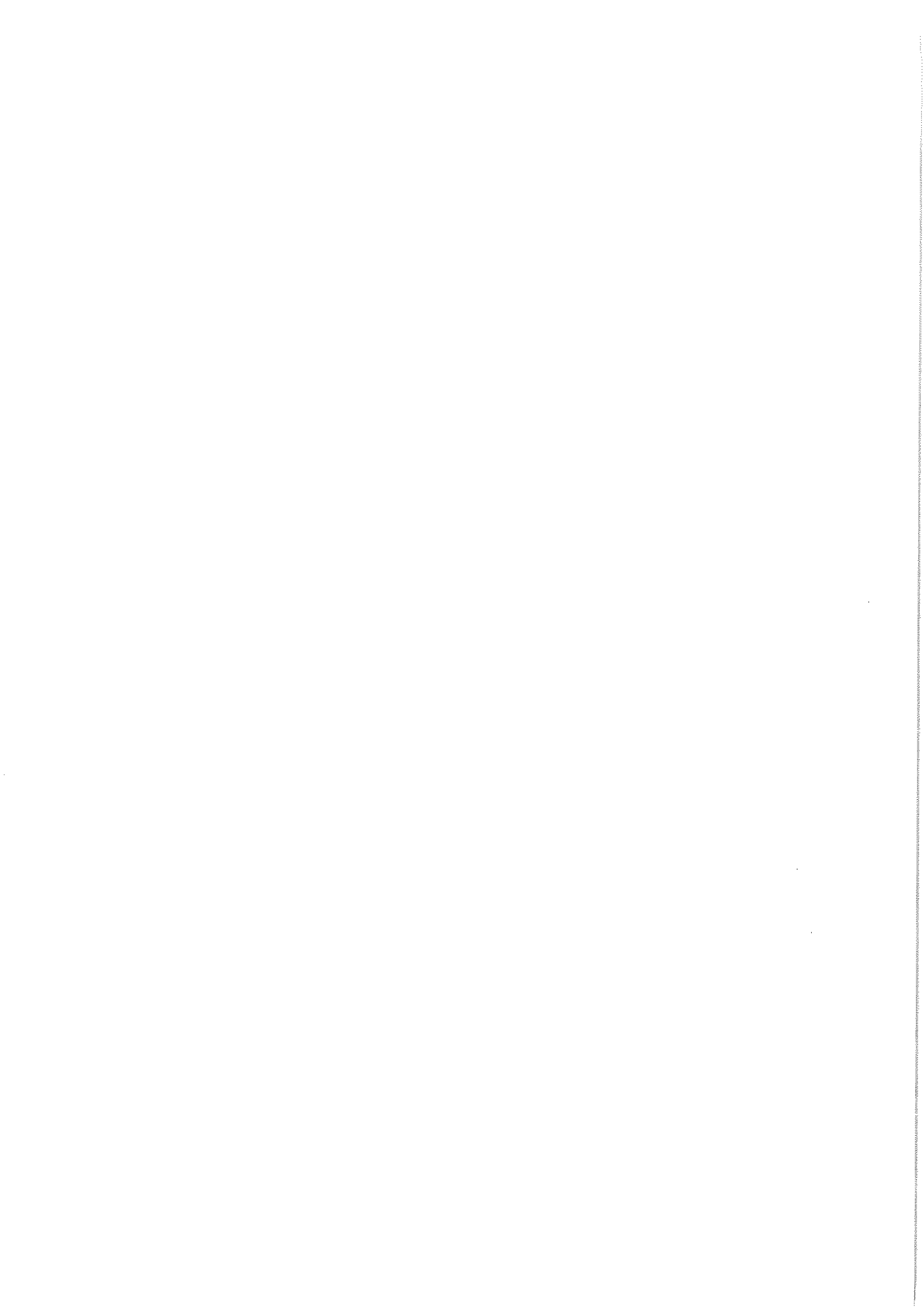
Bid Identification No. 633 Dt.03.06.2025

The General Manager (Administration) Invites **Proposals for Engagement of Company Secretarial Consultant on Retainership Basis of Bhubaneswar Smart City Limited** to be received Offline.

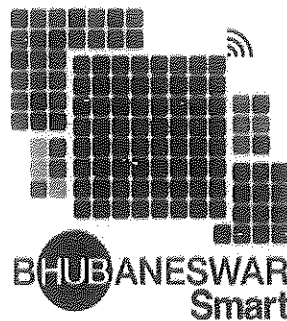
Sl No.	Name of the Work	Concerned Nodal Officer with Head quarters	EMD/ Bid Security (in Rs.) (Offline)	Cost of Bid Document (in Rs.) (Offline)	Period of Service
1	2	3	4	5	6
	<b>Proposals for Engagement of Company Secretarial Consultant on Retainership Basis of Bhubaneswar Smart City Limited</b>	<b>General Manager (Admin)</b>	50,000/-	Rs1180/- (Tender Cost: Rs.1,000/-+ G.S.T Rs.180/-)	12 (Calendar Months)

- The RFP document shall be available in the website [www.smartcitybhubaneswar.gov.in](http://www.smartcitybhubaneswar.gov.in) from 05:00 PM of 04/06/ 2025 to 05.00 P.M of 19.06.2025 for Offline bidding. The Proposal must be submitted offline; and any other mode shall not be entertained.
- The bid shall be received only on "Offline" on or before 05.00 P.M of 19.06.2025.
- The bid document and the financial instruments like cost of RFP and EMD in shape of DD drawn from any Nationalized Bank in favour of Bhubaneswar Smart City Limited, Bhubaneswar should be submitted on or before 19.06.2025 (5:00 PM) at 5th floor, Bhubaneswar Smart City Limited, ICOMC Tower, Bhoi Nagar, Unit- 09, Bhubaneswar -751022.
- The technical bids shall be opened on 20.06.2025 at 11.30 A.M in the Board Room of Bhubaneswar Smart City Limited, Bhubaneswar, Odisha in the presence of the bidders, who wish to attend. Bidders who participate in the bid can witness the opening of bids. If the office happens to be closed for any reason on the important date, then the same shall be held on next working day at the same time and venue.
- The Competent Authority reserves the right to postpone/cancel the RFP and intimation thereof will be sent by e-mail to the Bidders.
- Further details with any addendum, corrigendum and cancellation can be seen from the website [www.smartcitybhubaneswar.gov.in](http://www.smartcitybhubaneswar.gov.in)

  
**General Manager (Admin)**  
**Bhubaneswar Smart City Limited**



**Request for Proposal  
for  
Engagement of Company Secretarial Consultant on Retainership Basis  
of Bhubaneswar Smart City Limited**



**Bhubaneswar Smart City Limited**

5th Floor, ICOMC Tower, Bhoi Nagar,  
Unit-9, Bhubaneswar-751022

Website: <https://www.smartcitybhubaneswar.gov.in/>

e-mail ID. bscl.bbsr@gmail.com

Phone: 0674-2548428

# BHUBANESWAR SMART CITY LIMITED

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Sd/-  
General Manager (Admin)  
Bhubaneswar Smart City Limited

## DATA SHEET

Sl. No.	Particular	Details
1.	Tender Issued by	Bhubaneswar Smart City Limited (BSCL)
2.	Mode of binding	Offline
3.	Name of the Assignment	<b>Proposal for Engagement of Company Secretarial Consultant on Retainership Basis of Bhubaneswar Smart City Limited</b>
4.	Cost of tender document	Rs.1000.00 (One Thousand only) +18% GST (Nonrefundable) to be paid in form of demand draft drawn from any nationalized/scheduled bank in favour of Bhubaneswar Smart City Limited payable at Bhubaneswar.
5.	Earnest Money Deposit (EMD)	Rs.50,000.00(Rupees Fifty Thousand Only) (refundable) to be paid in form of demand draft in favour of BSCL payable at Bhubaneswar
6.	Average Annual Turnover	2500000/- (Twenty-Five Lakhs)
7.	Date of issue of RFP	Date: 04.06.2025(05.00 PM)
8.	RFP document available	Website: <a href="http://www.smartcitybhubaneswar.gov.in/">//www.smartcitybhubaneswar.gov.in/</a> from 05:00 PM of 04/06/ 2025 to 05.00 P.M of 19.06.2025
9.	Last date of Submission of Bid	05.00 P.M of 19.06.2025
10.	Date & time of opening of the bids	20.06.2025 at 11:30 AM
11.	Opening of Financial Bid)	To be Intimated latter on. (Only of those bidders who have qualified in the technical Evaluation stage)
12.	Bid Validity Period	120 days from the date of opening of the bid.
13.	Method of Selection	Two stage evaluation process comprising of: Technical Evaluation, and Financial Evaluation (The selection of the successful bidder shall be based on lowest quoted rates subject to fulfillment of other eligibility criteria)
14.	Address for Correspondence	General Manager (Admin) Bhubaneswar Smart City Ltd. 5th Floor, ICOMC Tower, Bhoi Nagar, Unit-9 Bhubaneswar-751022 Website: <a href="https://www.smartcitybhubaneswar.gov.in/">https://www.smartcitybhubaneswar.gov.in/</a> e-mail ID. <a href="mailto:bscl.bbsr@gmail.com">bscl.bbsr@gmail.com</a> Phone: 0674-2548428

## 1. INSTRUCTION TO BIDDERS

Bhubaneswar Smart City Limited (BSCL) invites bids for Engagement of Company Secretarial Consultant on Retainership Basis in Bhubaneswar Smart City Limited (BSCL) incorporated under the Companies Act, 2013.

- a. The RFP must be read as a whole. If any Bidder finds any ambiguity or lack of clarity in this RFP, the Bidder must inform the Client at the earliest. The Client will then clarify the Bidders regarding the interpretation of the RFP, if any discrepancy, ambiguity or contradiction arises between the terms of the RFP.
- b. In order to enhance the operational efficiency and statutory compliances, BSCL, wishes to Engage Company Secretarial Consultant on Retainership Basis for period of one year which may be renewed based on satisfactory performance and mutually agreed terms and condition for further period of 01 year.
- c. Each page of the bid must be signed and stamped by the person duly authorized by the bidder.
- d. Evaluation of the proposals shall be made as per the evaluation criteria mentioned in the RFP prior to opening of financial proposal.
- e. The two parts of the Proposal (Technical proposal and financial proposal) must be submitted with signature of the bidder in all pages serially, along with an index of submission. In the event, any of the instructions mentioned herein have not been adhered to, the Client may reject the Proposal.
- f. The proposal, complete in all respect as specified in the RFP Document, must be accompanied with Cost of Tender Document amounting to Rs. 1180/- (Rupees One Thousand one hundred eighty) only inclusive of GST only (non-refundable) in form of Demand Draft and EMD (refundable) an amount of Rs.50,000/ (Rupees Fifty Thousand) only as prescribed in the RFP, failing which the bid will be rejected.
- g. The last date and time for submission of proposal, complete in all respect which will be available in [www.smartcitybhubaneswar.gov.in](http://www.smartcitybhubaneswar.gov.in) i.e. 05:00 PM of 19.06.2025.
- h. The date of opening of the technical proposal is as mentioned in the Bidder Data Sheet, which will be done in the presence of the bidder's representative at the specified address as mentioned in the Bidder Data Sheet. Representatives of the bidders may attend the meeting with due authorization letter on behalf of the bidder.
- i. While all information/data given in the RFP are accurate within the consideration of scope of the proposed assignment to the best of the Client's knowledge, the Client holds no responsibility for accuracy of information, and it is the responsibility of the bidder to check the validity of information/data included in this RFP. The Client reserves the right to accept/ reject any / all proposals / cancel the entire selection process at any stage without assigning any reason thereof.
- j. Any conditional bid received shall not be considered and will be summarily rejected in the very first instance without any recourse to the bidder.

## 2. SCOPE OF WORK

The broad scope of Secretarial Audit shall be as per the following, which inter alia includes verification of the compliance under the following enactments, Rules, regulations and Guidelines in a time bound manner, including but not restricted to, as mentioned below:

- i. Guiding the Company Secretary & other Officers in Preparation of Board meeting, other Committee Meeting & Shareholder meeting (AGM/EGM) Agendas & Notices and other associated works incidental to the Board, Committee Meeting & Shareholders meeting (AGM/EGM). Guide in the preparation of minutes of various meetings under the companies Act, 2013 and rules there under.
- ii. So far as a Company Secretary is not appointed or there is vacancy in the post of Company Secretary with the permission of the Management, do all such deeds for the smooth functioning of the Company and compliances of the provisions and rules of Companies Act.
- iii. One qualified Company Secretary to visit BSCL office and ensure compliance of companies Act, 2013 on monthly/quarterly basis.
- iv. Advising the Management regarding the Board Processes and a proper performance evaluation of Directors.
- v. Guide in the maintenance of various statutory registers and records.
- vi. All Compliance & Certification services arising out of the Companies Act, 2013 and the Rules made there under.
- vii. Pre-certification of documents required to be filed with ROC
- viii. Prepare & file KYC of the directors & other officers if any,
- ix. To Certify the Annual Return & Filing of Financial Statements in XBRL Mode with the ROC in time.
- x. To carry out the Secretarial Audit of the Company, and certification
- xi. Provide corporate governance services
- xii. To prepare draft of all Agreements and Contracts to be entered into by the Company & its Officers from time to time pertaining to the business of the Company.
- xiii. Prepare Director Identification Number (DIN)
- xiv. Prepare Digital Signature Certificate.
- xv. Advising the Management of the Company about the best practice followed for compliance of various critical aspects of Companies Act, 2013 and other allied Laws.
- xvi. Appearance Services before concerned authorities as required by law.
- xvii. Any other services to be required by management of the company under the companies Act, 2013 and any other relevant Acts & Rules there under.

## 3. Pre-Qualification Criteria

The CS Firm(s) shall have to comply with and furnish declarations and certificates as required under Statutory/Company rules, upon appointment as under:

- a. Bidders shall have to submit the document as per (Section-1, Annexure-01 to Annexure- 06)
- b. No partner of the CS Firm should be related to either BSCL or any of the employee of the Company within the meaning of the Companies Act, 2013.
- c. Neither the CS Firm nor its partner(s) or associates should have any interest in the business of the Company.
- d. The Secretarial consultant(s) will be required to issue & submit certificate of Independence and arm's length relationship.

- e. The CS Firm shall be peer reviewed as per the guidelines of ICSI.
- f. CS Firm shall have prime responsibility to ensure that the maximum number of audit limits specified under Companies Act, 2013 are not violated.
- g. The CS Firm shall be free from any disqualification under the Companies Act, 2013.
- h. Have average annual turnover of Rs. 25(Twenty-Five) Lakhs or above in the last 3 financial years 2021-22, 2022-23, 2023-24 (Audited financial statements & ITR to be submitted)
- i. Have Head Office at Bhubaneswar City. Proof as approved by the Institute of Company Secretaries of India must be produced.

#### **4. Evaluation of the Bids:**

- i. The bids will be evaluated first for the technical eligibility of the agency in terms of this tender. Only those bidders which qualify as per the eligibility criteria stipulated in the tender shall be considered for the next step i.e. financial evaluation of the bids. The bids which are found to have not complied with the stipulated eligibility criteria of the tender will not be considered for further evaluation.
- ii. The technical information should be prepared very carefully and as indicated in the tender document since it will form the basis of technical evaluation of bidders. Only relevant and to- the-point information/documents should be uploaded. Failure to provide any required information may lead to the rejection of the offer. Bidders must read the tender document very carefully before signing it.
- iii. All Annexures (including all the pages of the tender document) must be signed by the authorized representative of the bidding firm.

#### **5. Selection Criteria of L-1:**

- i) The bidders need to quote their rates (professional fees) in the given columns of the financial bid format given in the tender document. The bidders must quote in both figures and words.
- ii) GST rates as applicable must be mentioned separately.
- iii) The financial bids of the bidders who have qualified the technical criteria shall be considered for L-1 selection.
- iv) Out of the technically qualified bidders, the bidder who has offered the lowest professional fees.
- v) Submission of more than one bid is not allowed and shall result in the disqualification of the bidder.
- vi) In case of two or more firms quote same lowest rate of the firm which scored more in technical bid will be considered for selection.

#### **6. Validity of bids:** One Hundred and twenty (120) days from the date of opening of Bids.



## 7. Submission of Proposal

### A. Address of correspondence

- I. Only the eligible firms are requested to submit their proposal with the profile, which should reach on or before 19.06.2025 latest by a 05:00 PM in the address given below. The proposal must be submitted through couriers or registered post/speed post only To:

General Manager (Admin)  
Bhubaneswar Smart City Limited  
5th Floor, ICOMC Tower, Bhoi Nagar,  
Unit-09, Bhubaneswar- 751022  
E-mail Id: bbsr.bscl@gmail.com,  
Telephone-0674- 2548428

- II. Any submission in the tender shall be deemed to have been made after careful study and examination of the tender documents and with a full understanding of the implications thereof.
- III. The language of the Application as well as the supporting documents shall be in English.
- IV. Both Technical Proposal and Financial Proposal must be completed in all respects, properly indexed, signed and sealed. Each page should be numbered and signed by the authorized representative. While the Technical Proposal shall have submitted both offline and through hard copy, the Financial Proposal shall be submitted offline only.
- V. The Bidder/Agency has to furnish the following documents duly signed in, along with separate Technical Proposal and Financial Proposal, to be submitted offline only:
- VI. Proposals must be received before the deadline specified in the Data Sheet.
- VII. Proposals must be submitted to the address specified on the Data Sheet and delivered on or before the time specified in the Data Sheet.
- VIII. RFP can be downloaded from: Website: [www.smartcitybhubaneswar.gov.in/](http://www.smartcitybhubaneswar.gov.in/)

### B. Packing, Sealing and Marking

- i) An applicant is required to submit only **one** bid only.
- ii) The Tender must be inserted in sealed envelope, along with applicant's name and address in the left- hand corner of the envelope and super scribed on the envelope-

**"Proposal for Engagement of Company Secretarial Consultant on Retainership Basis of Bhubaneswar Smart City Limited**

### C. Last Date of Submission Date – 19.06.2025, 05:00 PM

- D. **Late Submission:** RFP received after the deadline for submission prescribed by BSCL will be summarily rejected.

### E. Modification and Withdrawal

No modifications to the RFP shall be allowed once it received by BSCL, Bhubaneswar.

### F. Final decision-making authority:

The BSCL reserves the right to accept or reject any application; and /or to annul the process and reject all applications at any time without assigning any reason whatsoever and without thereby incurring any liability to the affected applicant and/or without informing the applicants of the grounds for the BSCL's action

**8. Contract Period**

In order to enhance the operational efficiency and statutory compliances BSCL, wishes to engage Company Secretarial Consultant on Retainership Basis for period of one year which may be renewed based on satisfactory performance and mutually agreed terms and condition for further period of 01 year.

**9. Penalty**

Any delay on the part of the selected bidder in the completion of the work, or part thereof will attract the imposition of a penalty as under:

- a. BSCL would be entitled to terminate the contract.
- b. Deduction of a percentage of fee, as may be determined by the management, from amount due to bidder.

The implementation of the assignment would be monitored closely

**10. Termination of Contract**

If in the review of BSCL the performance of a Firm is not satisfactory, or if in its view the Firm has failed to safeguard the interest of BSCL, the Managing Director, BSCL may at this sole discretion, terminate the engagement of the Firm with BSCL by giving one month notice period. The Managing Director, in doing so, shall intimate the Firm in written termination letter. The decision of BSCL in this matter shall be final and binding.

**11. Jurisdiction**

All dispute arising out of this appointment shall be subject to the jurisdiction of the appropriate court at Bhubaneswar, Odisha and will be governed by the laws of Odisha and India as the case may be

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# SECTION – 1



## LETTER OF PROPOSAL

(To be submitted on Bidders Letterhead)

To

General Manager (Admin),  
Bhubaneswar Smart City Limited  
5th Floor, ICOMC Tower, Bhoi Nagar, Unit-09, Bhubaneswar- 751022  
E-mail Id: [bbsr.bscl@gmail.com](mailto:bbsr.bscl@gmail.com),  
Telephone-0674- 2548428

Sub: Proposal for Engagement of Company Secretarial Consultant on Retainership Basis of  
Bhubaneswar Smart City Limited

Dear Sir,

Having examined the RFP document dated .....and application forms including guidelines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for our selection in the "Request for proposal for **Engagement of Company Secretarial Consultant on Retainership Basis of Bhubaneswar Smart City Limited**

We understand that BSCL reserves the right to reject any application without assigning any reason thereof.

Date;

Seal of the Firm

(Signature of Authorized Person)

## Bidders Profile

Sl. No	Particulars	Description (Fill the required information in the format)
1	Registration details: - Name of the Bidding Firm	
2	i) Date of Registration with ICSI. ii) Indicate type i.e. Sole proprietorship/Partnership firm or Limited Liability Partnership (LLP)/Company iii) Firm Registration Number (Attach documentary evidence)	
3	Locational details- Complete Postal Address and date since when functioning: a. Indicate the name of Other City as additional location b. Indicate the date since operational for each office	
4.	Contact Details – Contact Person (s), Telephone Numbers, E-Mail Address	
5.	i) Bank Details including Account Name, Account Number, Bank & Branch Details, IFSC Code ii) PAN No. of Firm iii) GST Tax Registration No. of Firm (Attach documentary proof of PAN no and GSTIN)	

## Eligibility Criteria

S. No	Eligibility Criteria	Mandatory Requirements	Documentary evidence to be attached with the Bid	Compliance Status (Yes/No)
1.	Practicing Company Secretary Firm should have been in existence since last 10 financial years ending on 31 <sup>st</sup> March 2024 having office in Odisha as per the current records of Institute of Company Secretaries of India (ICSI).	10 yrs. (Ten Years)	1. Firm Registration Certificate (FRC) issued by the institute of Company Secretaries of India (ICSI). 2. Attach documentary evidence (Rental agreement, Utilities bills, etc.) for functioning office at Bhubaneswar, Odisha	
2.	Practicing Company Secretary Firm should have successfully conducted Secretarial Audit and should have issued the secretarial audit report under Section 204 of the Companies Act, 2013 for at least 3 different CPSE or PSUs companies during the last 5 financial years i.e. FY 2019-20 to 2023-24.	At least 3(three) different CPSE /PSUs companies during the last 5 financial years i.e. FY2019-20 to 2023-24.	Attach Self-certified list indicating CPSE/PSU names, years of Secretarial Audit. Also attach copies of the Award letters of the Companies & proof of completion of Audit.	
3.	The Proprietor/Partner under whose supervision the Secretarial Audit will be carried out should be in continuous practice during the last five financial years. The cut-off date for ascertaining experience in this regard will be 31 <sup>st</sup> March 2024.	5 yrs. (Five Years)		
4.	Practicing Company Secretary Firm's Peer Review status as displayed in List of Peer Reviewed units appearing in the website of ICSI as on 31 <sup>st</sup> March 2024. The certificate issued by the ICSI in this regard shall be valid during the currency of proposed Audits of the company, including issuance of secretarial audit reports.	Peer Review Certificate (PRC)	Self- Certified copy of PRC & Undertaking duly signed by the authorized proprietor/partner.	

5.	Practicing Company Secretary Firm should not have been debarred/disqualified/blacklisted by any regulator/statutory body or Government entity or any International/National Agency/institution for corrupt or fraudulent practices or for any other reason.	No debarring	Undertaking duly signed by the Proprietor/ Partner as per details required.	
6.	Bidder to submit the required Undertaking with the Bid	NDA, No Conflict of Interest, Audit limits, No disqualification, etc.	Self-certified declaration Undertaking in this respect be given under Proprietor / two partners signatures on the firm's letter head covering all the requirements	
7.	Bidder has confirmed through an Undertaking for Unconditional compliance to all the terms and conditions of this tender and abide by these in the event of being awarded the contract		Undertaking in this respect be given under Proprietor / two partners signatures on the firm's letterhead	
8.	Bidder has confirmed through an Undertaking for complying with the provisions of the Companies Act, 2013 read with rules made thereunder, Company Secretaries Act 1980 read with Company Secretaries Regulations, 1982 and / or guidelines issued by the Institute of Company Secretaries of India (ICSI) from time to time (including any statutory modification(s) or amendment(s) thereof from time to time).		Undertaking in this respect be given under Proprietor / two partners signatures on the firm's letterhead	

## FORMAT FOR POWER OF ATTORNEY

(On Bidder's Letter Head)

I \_\_\_\_\_, the (Designation) of (Name of the Organization) in witness whereof certify that  
<Name of person> is authorized to execute the attorney on behalf of <Name of Organization>,  
<Designation of the person> of the company acting for and on behalf of the company under the authority  
conferred by the <Notification / Authority order no.> Dated <date of reference> has signed this Power of  
attorney at <place> on this day of <day><month>, <year>.

The signatures of <Name of person> in whose favour authority is being made under the attorney given below  
are hereby certified.

Name of the Authorized Representative:

(Signature of the Authorized Representative with Date)

CERTIFIED:

Signature, Name & Designation of person executing attorney:

Address of the Bidder:



**DECLARATION BY THE BIDDERS ON BLACKLISTING AND TERMINATION**

(On stamp paper)

We hereby certify that we, M/s \_\_\_\_\_ (Name of the bidder), having registered office at \_\_\_\_\_ address of the registered office) have not been debarred or blacklisted by the Central Government, any State Government, a statutory authority or a public sector undertaking.

The certificate below is to be provided by the Bidder.

Yours Sincerely,

SIGNATURE -Authorized Signatory &Date:  
Full name and designation and, contact details with  
address (Seal of organization)

## FINANCIAL PROPOSAL

S. No.	Description	Rate Quoted by Bidder Annually (excluding GST)
1	2	3
1.	Rate quoted by bidder for Professional Fee (in figures and words) for various secretarial & allied services as specified in Scope of Work.	

### Notes:

1. GST to be quoted extra and shall be paid as per applicable rates. The applicable rate must be mentioned in the bid.
2. Indicate prices both in figures and words. In case there is any discrepancy between figures and words, the price in words shall prevail.
3. There should not be any cutting / overwriting. In case of cutting/overwriting, the bidder has to initial the same, otherwise such bid shall be rejected.
4. Bid with lowest evaluated rates and GST above, would be declared as successful bidder and award for the work shall be awarded to such bidder. In case two or more firms quote the same lowest rate, then the firm which scored more in technical bid will be considered for selection.

### Undertaking by the bidder

We have read and understood the terms and conditions of the tender and undertake to comply with all of them. We have also understood the bid evaluation criteria that the bids shall be evaluated first for technical compliance in toto and only those bidders which qualify the eligibility cum technical criteria as per in this document shall be considered for further evaluation of financial bids.

Name & Designation of the Authorized Signatory

Membership No:

Signature & Stamp of the Firm

Place

Date:



Average Annual turnover (Financial Details)

Financial Information in INR				
Details	FY21-22	FY22-23	FY23-24	Average
Average Annual Turnover (in lakhs)				
<p><b>Supporting Documents:</b></p> <p>Audited certified financial statements for the last three FYs (<b>preceding the Financial year in which the proposal is due</b>) (Submission of copies of Income &amp; Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form).</p> <p><b><i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical proposal failing which the proposal will be out rightly rejected. No scanned copy will be entertained.</i></b></p>				

**Signature and Seal of the Company Auditor with Date in original**

**Signatory [In full initials with Date and Seal]: \_\_\_\_\_**

Communication Address of the Bidder:

**[NB: No Scanned Signature will be entertained]**

Financial details may contain more details

Activity wise turnover

- i. Gross profit
- ii. Net profit
- iii. Total Capacity Capital/Assets, Net worth etc.