

Annexure 1
Technical Bid

(On letter head of Practising Company Secretary/Firm of Company Secretaries)

a. Name of the Practising Company Secretary(PCS)/Firm of Company Secretaries :

(i) Whether Partnership/ Proprietorship/ Individual:

(ii) Name of the Lead Partner/ Proprietor/ Individual/ In-charge:

(iii) (a) Number of Partners (in Full-time Practice):

(b) Number of Full-time Employees:

b. Membership Number:

c. Certificate of Practice Number:

d. Details of Head quarter/Branch Office-

Address:

Telephone & Mobile No:

Fax No:

E-mail:

Website:

e. Date of Birth:

f. Date of Commencement of Practice as PCS/Firm:

g. (i) Total Experience as on **31st December 2019**:

(ii) Total no. of years of experience (in Full-time Practice) as on **31st December 2019**:

h. Number of years of experience as Secretarial Auditor as on **31st March 2019**:

i. Experience details (of the client):

Sl. No.	Name of the Company	Share Capital (Rs.)	Net Worth (Rs.)	Conducted Secretarial Audit (Yes or No)

j. * Turnover of PCS/Firm for the last three financial Years:

k. *Income Tax PAN No:

*Aadhaar No:

*GST No.:

- l. *MSME Registration No. (if registered under Micro or Small Enterprises):
- m. He/ she has not been convicted of any offence or debarred or imposed punishment by any Court/Statutory Authority (**declaration to be given**):
- n. He/she has not been associated with the Company or any of its directors/key managerial personnel/senior management in any manner during a period of two years immediately preceding the date of application (**declaration to be given**):
- o. He/she has not been engaged by the Company in any manner including certification of any document/forms during a period of two years immediately preceding the date of application (**declaration to be given**):

Note: * Stands for attachment of self attested mandatory documents.

Declaration:

1. All the information provided by me/us here above is correct to the best of my/our knowledge and belief.
2. I/We have never been prohibited/debarred/blacklisted by any Government Department/CPSU/SPSU/Banks/Autonomous Bodies/Statutory Bodies.
3. I/We have never been penalized by the ICSI/MCA/ROC and other Government Authorities in any Disciplinary Proceedings and also undertake to maintain absolute secrecy about the cases of the National Insurance Company Limited.
4. I/We have read all the terms & conditions and the instructions and these are acceptable to me/us.

Signature:.....

Name & Designation of the
Authorized Signatory:

Stamp of the PCS/ Firm:

Date:

Place:

Note: Signature with stamp of the Practicing Company Secretary / Firm of Company Secretaries at the bottom of each page.

Annexure 2

(On letter head of Practising Company Secretary/Firm of Company Secretaries)

Financial Bid

1. Name of the Practising Company Secretary(PCS)/Firm of Company Secretaries :
2. Address of the PCS/Firm:
3. Contact details:
4. Fees being charged as Secretarial Audit Fees:

Signature:.....

Name & Designation of the
Authorized Signatory:

Stamp of the PCS/ Firm:

Date:

Place: