

**ANNEXURE-II**

**SPECIMEN PERFORMA FOR TECHNICAL BID**

<b>1</b>	<b>PARTICULARS OF THE PCS/LEAD PARTNER AND ACTIVE PARTNERS/EMPLOYEES</b>			
	<b>NAME (s)</b>	<b>Membership No.</b>	<b>PAN</b>	<b>Status (PCS/Lead Partner partners/employees)</b>
<b>2</b>	<b>ADDRESS of PCS/FIRM</b>			
<b>3</b>	<b>Telephone Nos/Mobile Nos.</b>	<b>Email(s)</b>		
<b>4</b>	<b>WHETHER CERTIFICATE(s) OF PRACTICE ISSUED BY THE INSTITUTE OF COMPANY SECRETARIES OF INDIA ARE ENCLOSED</b>			
	[Please enclose the copies of certificate(s) in compliance of point no. 2 of the term & conditions (Eligibility Criteria)]			
<b>5</b>	<b>DURATION OF EXPERIENCE</b>			
	PCS/Lead partner of PCS Firm must have atleast 7 years continuous practice (without any break).			

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<b>6</b>	<p><b>ANNUAL TURNOVER</b>  PCS/Company Secretary Firm has atleast Annual Turnover of Rs. 10 Lakh, in preceding financial year.</p>
<b>7</b>	<p><b>DECLARATION OF VESTED INTEREST</b>  [Within the meaning of Section 2(76) of the Companies Act, 2013. If so, give details thereof, to ensure compliance under Section 188 and other applicable provisions of the Companies Act, 2013 and rules made thereunder]</p>

**Note(s):**

1. Prospective bidders are advised to submit their Technical Bids and Financial Bids separately in sealed cover and both these bids in one envelope.
2. A Separate sheet may be used, if require, with respect to above bid.
3. All the enclosures/copy of certificate(s) should be self-attested and bring Original certificates for verification.

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