

Annexure -I**Technical offer**

Sub: Engaging Practicing Company Secretary / Firm of Practicing Company Secretaries

Ref: Hartron/_____Dated _____.2024

Sl.No	Particulars	Particulars to be filled in by the applicant clearly (use additional sheet if required).
1	Name of Practicing Company Secretary / Firm of Practicing Company Secretaries	
2	Registered Office Address with Pin Code and Office Address at Chandigarh/Panchkula with Pin Code	
3	Contact details (Telephone no., mobile no, email id etc.)	
4	Firm Registration No. & Date of Registration with the Institute of CS as a Practicing Firm (Attach copy of Registration)	
5	Details of Partners / Proprietor of the Firm as on date of application (Name, Membership No., Date of joining the Firm etc.)	
6	PAN No. (Attach Photo Copy of PAN Card.)	
7	GST Registration No. & Date (Attach Photo Copy)	
8	Please furnish relevant details such as Name of the Bank & address, Account No. & type, RTGS Code etc. for payment purpose.	

Note: Applicant has to submit the details with documentary evidences. The documents attached to the offer must be serially numbered and duly signed with Official seal.

Date:

Seal & Signature

Annexure -II

Price offer

Sub: Engaging Practicing Company Secretary /Firm of Practicing Company Secretaries

Ref: Hartron/CS/_____ Dated _____ 2024

Item No.	Name of work	Rate Quoted (Rs)
1.	Preparation, Verification and Filing of forms DIR-3, DIR-3 KYC, DIR-12, MR-1, ADT-1, MGT-7, MGT-8, MGT-14, GNL-1, INC-22, AOC-4 and any other Forms applicable as per the Companies Act,2013 & rules thereof.	Rs._____ per Form
2.	Conversion of Annual Accounts into XBRL mode, preparation, verification and filing of Annual Accounts.	Rs._____
3	Any other advice related to Companies Act, 2013 and laws related thereto.	Rs.
4	Total Amount (Slno (1+2+3))	
5	Applicable GST	

Signature & Seal

Note:

1. Price quoted at SL. No. 1 to 2 above shall be inclusive of all applicable taxes and duties excluding GST, GST will be paid along with each payment/invoice.
2. The price shall be firm and binding without any escalation whatsoever during the entire duration of the contract.
3. Any variation in taxes, levies, & duties imposed after the due date of submission of offer will be paid /recovered by Hartron and HIL, only during the tenure of the contract.
4. **Income tax as per prevailing rate shall be deducted from each invoice and the TDS certificate will be issued by Hartron and HIL.**

Prices shall be filled in the Price Schedule with ink. Price Schedule shall not be typed again. Please ensure that all columns where prices need to be mentioned are filled up without any overwriting and corrections. In case of a difference between the quote in words and in numbers, the quote in words shall prevail.

Price offer shall be signed and sealed on each page and shall not contain any alterations/ conditions / notes whatsoever.

Letter of undertaking

(To be given on the official letter head of the applicant)

To

The Managing Director

Haryana State Electronics Development Corporation Limited

Bays 73-76, Sector 2,

Panchkula - 134109

Dear Sir,

Having examined and perused the Advt. EOI No.. Hartron/_____ dated _____
for Engaging Practicing Company Secretary / Firm of Practicing Company
Secretaries

I/We agree to perform such services and execute such works upon the terms
and conditions hereinafter contained as may be amended during the contract
period of **Two year**.

I/we hereby distinctly and expressly declare and acknowledge that before
submission of my EOI, I have carefully followed the EOI enquiry instructions and
clearly understood all the terms and conditions of EOI.

Thanking you, Sir,

Yours faithfully,

Signature of Authorized
person with office seal

Date: