

## Part-I

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

## PROFORMA FOR TECHNICAL BID

To

**Shreya**  
**Company Secretary**  
**Jharkhand Central Railway Limited**  
**CCL, Darbhanga House,**  
**Ranchi- 834029**

**Reg: Technical Bid** for appointment of Practicing Company Secretary/Firm of Company Secretaries as Secretarial Auditor of JHARKHAND CENTRAL RAILWAY LIMITED (JCRL) for conducting Secretarial Audit of JCRL for three(3) consecutive Financial Years starting from 2022-23 to 2024-25.

Sl.No.	Particulars	
1.	a. Name of the Practicing Company Secretary(PCS)/ Firm of Company Secretaries/; b. Membership Number of the Bidder/PCS: <ul style="list-style-type: none"> <li>• Whether Partnership/ Proprietorship/ Individual</li> <li>• Name of the Lead Partner/ Proprietor/ Individual</li> </ul> c. Name(s) of the Contact person(s) and the Contact details <b>(Please Attach Documentary evidence)</b>	
2.	a. Date of Commencement of Practice as PCS b. Date of registration of name of the Firm with ICSI c. Certificate of Practice (COP) Number / Registration Number. <b>(Please Attach Documentary evidence)</b>	
3.	a. Details of Office(s) Address: - b. Telephone Nos. : - c. Fax No. :- d. Email:- e. Website:-	
4.	Experience Certificate/ Proof of Experience: <ul style="list-style-type: none"> <li>• Total Experience in Practice</li> <li>• Experience in Govt. Company/PSUs.</li> </ul> <b>(Please Attach Documentary evidence )</b>	
5.	PAN No. <b>(Please Attach Documentary evidence)</b>	
6.	GSTIN. No. (If any) <b>(Please Attach Documentary evidence)</b>	
7.	<b>Any other relevant information (Please Attach separate sheet, if required).</b>	

**Declaration –**

1. The Firm/PCS is not disqualified for being appointed as the Secretarial Auditor under the provisions of Companies Act, 2013 and rules made thereunder or by the ICSI
2. All the information provided by me/us herein above is correct to the best of my/our knowledge.
3. I/We have no objection if enquiries are made about the work listed by me/us in the accompanying sheets/annexure.
4. I/We have read all the terms & conditions of bid and the instructions and these are acceptable to me/us.
5. I/We undertake to maintain absolute confidentiality about the cases of the JCRL
6. I/We do not have any conflict of interest with JCRL.
7. I/We will not sublet the work/ contract.

Signature of Authorized  
Person of the firm/ proprietor  
etc. with Seal & Stamp.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Membership No. \_\_\_\_\_

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

**Part-II**

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

**PROFORMA FOR FINANCIAL BID****(For conducting Secretarial Audit of Jharkhand Central Railway Limited)****To**

**Shreya  
Company Secretary  
Jharkhand Central Railway Limited  
CCL, Darbhanga House,  
Ranchi- 834029**

**Reg: Financial Bid** for appointment of Practicing Company Secretary/Firm of Company Secretaries as Secretarial Auditor of JHARKHAND CENTRAL RAILWAY LIMITED (JCRL) for conducting Secretarial Audit of JCRL for three (3) consecutive Financial Years starting from 2022-23 to 2024-25.

Sl. No.	Year	Rate (Rs.)	Applicable GST and other taxes (if any) (Rs.)	Total Amount* (incl. taxes) (Rs.)
1.	<b>FY 2022-23</b>			
2.	<b>FY 2023-24</b>			
3.	<b>FY 2024-25</b>			
	<b>TOTAL</b>			

\*The total amount including taxes (if any) for three years will be considered for final evaluation of Bids.

Signature of Authorized  
Person of the firm/ proprietor  
etc. with Seal & Stamp.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Membership No. \_\_\_\_\_

Place: \_\_\_\_\_

Dated: \_\_\_\_\_