

**ENLISTMENT OF ENGINEERING CONSULTANCY
FIRMS 2025
EXPRESSION OF INTEREST (EOI)**



**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
DIRECTORATE OF CIVIL WORKS AND ESTATES,
DRDO
DEFENCE RESEARCH AND DEVELOPMENT
ORGANIZATION
NEW DELHI**

1.0 DEFINITIONS

In these rules, unless the context otherwise requires:

1.1 “Directorate of Civil Works & Estates (DCW&E)” means Directorate of Works & Estates at HQ DRDO headed by Director(Civil Works & Estates).

1.2 “Engineering Consultancy Services” covers a range of professional services or of Advisory nature by Engineering Consultants such as Infrastructure project works or otherwise, Architectural Services. Peer Reviews, Proof Checks, Research & Developments, Training ,etc.

1.3 “CATEGORIES” means following Categories of Enlistment under these rules –

(1) COMPOSITE INFRASTRUCTURE WORKS : This shall cover all Buildings Works ,Civil Structures such as Security Infra,Retaining walls,General infra,Other R&D Infra,all E&M services(Power Supply systems,Water Supply Systems, Sewage Disposal and treatment Systems, HVAC Systems,etc) ELVS(Access control,security,Audio Visuals systems,Communication systems,etc),Material Handling Systems(Cranes,Conveyors,etc),Solar Energy systems and all MEP Systems as per requirements,Interior Designing i/c Furniture,Internal Roads,Pavements&Hardstands,etc

(2) TUNNELS,UNDERGROUND,HARDENED AND SPECIALIZED R&D INFRASTRUCTURES; This shall cover all related Civil, MEP Services mentioned mentioned in 1.3 (1) above.

(3) ROADS(including cross country)& AIRFIELDS : This shall include all related infra and MEP Services.

(4) GEO TECHNICAL/ROCK INVESTIGATION & TOPOGRAPHY/HYDROLOGY SURVEYING.

(5) LANDSCAPING,ARBORICULTURE AND HORTICULTURE.

(6) PMC & QUALITY ASSURANCE

(7) ENERGY AUDITS

1.4 “**Project Cost Class**” means Class of Enlistment on the basis of Project/Work cost for which Consultancy is provided, in each Catagory under these rules, having corresponding Tendering limits.

- 1.5 **“Consultant”** means an individual or the person, Company, a co-operative society, a Hindu Undivided Family (HUF) and an association of body of person(s), whether incorporated or not, with whom the Contract is entered into and shall be deemed to include the Consultant's successors, agents, Sub-consultants, representatives, heirs, executors and administrators (approved by the Accepting Officer) as the case may be, unless excluded by the terms of Contract.
- 1.6 **“Consultancy Cost Class”** means Class of Enlistment on the basis of Estimated Consultancy Cost for a particular Project/Work in each category under these rule having corresponding tendering limit.

2.0 **OBJECTIVE**

2.1 Directorate of Civil Works & Estates, DRDO is presently planing and executing projects/works of Infrastructure related to R&D worth approximately Rs 35000 Cr . These includes both Critical & Non Critical Project/Works. R&D Infrastructure Projects/Works are going to increase many fold in coming years.

2.2 In order to meet emerging challenges, streamline the process to meet stringent time frame, Security Clearances, etc DCW&E, DRDO intends to enlist Capable, high performing, reputed Domestic Consultancy Firms with following objectives.

(a) To tap availability of wide range of capable, reputed and highly performing Engineering Consultancy firms prequalified against relevant criteria and based on transparency and accountability.

(b) To have ready list of suitable and competent Engineering Consultancy firms under various CATEGORIES & , CLASS for DRDO Infrastructure Works so as to minimize the requirement of verifications of their credentials at the time of individual Tenders .

2.3 Enlistment : Enlistment is intended for different CATEGORIES of Works & CLASS and shall remain valid for 5 Years.

3.0 **GENERAL**

3.1 A great opportunity for consultancy firms to be part of National Building and be partner in prestigious Defence R&D Infrastructure Works.

3.2 The enlistment of consultants shall provide equal opportunity and ensure fare competition in transparent way.

3.3 The enlistment of a Consultants in DCW&E, DRDO shall only entitle him to participate in the Tenders, subject to the conditions of each Notice Inviting Tender (NIT)and Tender Enquiry. It does not confer any right or claim on him to qualify him or to award work to him.

3.4 Only Enlisted consultancy firms shall be eligible to participate in Consultancy tenders as individual tender conditions.

3.5 Depending upon nature/type of Project/Works selection method shall be based on Least Cost System (LCS), Quality & Cost based selection (QCBS) and Single Source Selection (SSS).

3.6 There would be opportunity to Enlisted Consultancy firms to migrate from Non- Critical type of work to prestigious Critical Works.

3.7 Generally qualification criteria of consultancy tenders shall be based on "Competition amongst equal.

4.0 ENLISTMENT CATEGORIES & CLASSES

EoI for following Categories & Classes are intended.

4.1 CATEGORIES: Following Categories are made.

(1) COMPOSITE INFRASTRUCTURE WORKS : This shall cover all Buildings Works ,Civil Structures such as Security Infra,Retaining walls,General infra, Other R&D Infra, all E&M services(Power Supply systems, Water Supply Systems, Sewage Disposal and treatment Systems, HVAC Systems, etc) ELVS(Access control, security, Audio Visuals systems, Communication systems,etc),Material Handling Systems(Cranes, Conveyors, etc), Solar Energy systems and all MEP Systems as per requirements, Interior Designing i/c Furniture, Internal Roads, Pavements & Hardstands, etc

(2) TUNNELS, UNDERGROUND, HARDENED AND SPECIALIZED R&D INFRASTRUCTURES; This shall cover all related Civil, MEP Services mentioned mentioned in 4.1 (1) above.

(3) ROADS(including cross country)& AIRFIELDS : This shall include all related infra and MEP Services.

(4) GEO TECHNICAL/ROCK INVESTIGATION & TOPOGRAPHY/HYDROLOGY SURVEYING.

(5) LANDSCAPING, ARBORICULTURE AND HORTICULTURE.

(6) PMC & QUALITY ASSURANCE.

(7) ENERGY AUDITS.

4.2 PROJECT COST CLASS: Followings are made.

(a) I SUPER(UNLIMITED):Project/Work Cost UNLIMITED

(b) I(AAA) : Project/Works Cost up to 200 Cr

(c) I(AA) Project /Work Cost up to 100 Cr

(d) I(A): Project/Works Cost up to 50 Cr

5.0 ELIGIBILITY FOR ENLISTMENT

5.1 The status of an applicant for Enlistment as a Consultant in DCW&E DRDO, may be one of the following.

- (a) An individual, who is a citizen of India.
- (b) Sole proprietorship
- (c) Partnership firm*
- (d) Limited liability partnership*
- (e) Private limited company**

(* To be registered with Competent Authority)

(** To be registered as per Company Act 1956)

5.2 No individual or firm, limited liability partnership, private or public limited company having such individual as one of its partners or directors, who is a dismissed government servant; or demoted to a lower class of enlistment; or removed from the enlistment; or having business banned by any government department or public sector undertaking or local body or autonomous body in the past; or convicted by a court of law or have any interest in de-registered /de-bared banned firms shall be eligible for enlistment. However, enlistment may be considered where disciplinary action was taken against the Consultant for a specified period and such period is already over. (Period of debarment by any department shall be considered as two years, if no period is mentioned or the period is more than two years.

5.3 No Engineer or any other official employed in engineering or administrative duties in any engineering department of the Government of India / State Government / Central and State PSUs is allowed to work in DCW&E DRDO either as a Consultant or as an employee of a Consultant firm for a period of one year after his retirement from service unless he has obtained prior permission of his employer Government to do so.

5.4 A partner of a firm or a director of a company enlisted as a Consultant cannot be a partner or director in any other firm / company enlisted in DCW&E DRDO.

5.5 A Consultant is permitted to have enlistment in more than one CATEGORY but not in more than one PROJECT COST CLASS in the same CATEGORY. Separate application must be submitted for consideration in multiple CATEGORIES along with a particular PROJECT COST CLASS.

5.6 A Consultant is not permitted to have enlistment in more than one name in a CATEGORY & CLASS.

5.7 An individual, sole proprietor, all partners of partnership firm / limited liability partnership and all directors of private limited company / public limited company / limited company must be Indian National validated by their individual Aadhar card and PAN card..

5.8 Financial Soundness

5.8.1 For all classes, irrespective of CATEGORY, following two documents are required:- Average Annual Turnover Certificate on works during the last five financial years from a Chartered Accountant.

5.8.2 Following are required to be submitted for evaluation of Financial soundness

- (a) Working capital
- (b) Balance sheet
- (c) Bank statement for last six month

5.8.3 The Applicant has to submit tax registration details, tax returns (at least last 03 financial year).

5.8.4 Average Annual Turnover Certificate shall be in the format prescribed in Annexure V. This certificate shall be duly signed and issued by the Certified Chartered Accountants on their letterhead. The relevant year shall be the financial year ending on 31st March of the year preceding the calendar year of application or 31st March of last financial year if audited balance sheet is submitted. This certificate shall be verified by DRDO officers (member secretary etc.) using UDIN website.

5.9 Engineering Establishment

5.9.1 The Applicant shall submit Organizational details of key Technical Personnel including Engineers & Technical Staff with their qualification, nature and length of experience. **(Refer Annexure -IV)**

5.9.2 The Applicant has to submit list of latest Engineering Software under their possession(valid and legitimate), Office equipments etc with Numbers.

5.10 The Applicant's firm shall not have its affairs administered by a Court or Judicial officers including a Court case leading to debarment or any legal proceeding.

5.11 The Applicant's have not its business activities suspended.

5.12 The proprietor or Director and Officers of the applicant should not have been convicted of any criminal offence related to their Professional misconduct or otherwise have been disqualified pursuant to debarment proceedings.

5.13 Documentary evidences for Annual Turnover, Works Experience, Income Tax Returns, EPF, ESI, GST Registration, MSME / NSIC / any Professional body registration certificate and other statutory requirements etc., all as indicated & required should be furnished without which the application cannot be considered. In case of pending registrations, proof of submission of the same to be produced.

5.14 All Consultancy firms are required to possess valid GST registration on the date of application for enlistment.

5.15 No Foreign National shall be permitted either as Employee/Director or Partners or Share holder.

6.0 EOI for ENLISTMENT PROCEDURE

6.1 For Enlistment of all CATEGORY and CLASS, offline application is to be submitted. Sign it and send it to below given address by Speed post only, along with all supporting documents as required.

**Directorate Civil Works and Estates
Defence Research and Development Organisation
DRDO Bhawan, Rajaji Marg
New Delhi 110011
Tel: 011-23007005, Fax: 011-23011547
E-mail id: dcwe-works4@gov.in**

6.2 For any clarifications/ queries on the EOI for Enlistment Procedure, the following Nodal Officer in the Office of DCW&E, DRDO Bhawan New Delhi may be contacted during office hours between 1000 Hrs.to 1700 Hrs.

**Nodal Officer : Rohit Singal, Assistant Director (Works)
Contact No. : 011-23007005**

6.3 Incomplete applications and applications not accompanied with necessary documents are liable to be rejected. The applicants will be provided one opportunity to clarify and attend to shortcomings which shall be intimated through portal only. In the event of no response or incomplete response within 15 days of the issue of the letter by the Member Secretary seeking any clarification and/or document, the application will be rejected.

6.4 The Enlisting Authority shall have the right to independently verify the details furnished by the applicant, and to obtain such reports as may be considered necessary like verification/confirmation of the financial soundness, performance reports of completed works, details of registration or incorporation, Form 16A (Tax Deducted at Source by Client) and/or Form 26 AS (Annual Tax Statement), PAN, etc.

6.5 All verifications, related to financial soundness, performance reports of works etc. are to be pursued by the applicant. Any delay on account of such verification and reports will not make the applicant entitled for any type of relief. If applicant fails to get the, verification of the financial soundness, mandatory and regulatory registrations and works experience certificates by the concerned authorities etc., his application is liable to be rejected.

6.6 While applying for enlistment, the applicant should mention the address of his registered office as well as head and branch office, if different from registered office. All documents including Bankers' Certificate should bear one of the above-mentioned addresses; otherwise, these documents shall not be accepted.

6.7 VALIDITY OF ENLISTMENT

The enlistment shall be valid for a period of FIVE years from the date of issue of order or as mentioned in the enlistment order or till the time of next enlistment. The enlistment shall be open to review by the Enlisting Authority and liable to suspension, cancellation, or any other such action at any time, if considered necessary by the Enlisting Authority, after issue of show causes notice.

6.8 CONSULTANTS NEAR RELATIVES WORKING IN DRDO

The Consultants whose near relatives are employed in any capacity in the DRDO will not be allowed to tender for works if the DCW&E Establishment DRDO responsible for award and execution of contract is the one where the near relative is working. For this purpose of this Rule, a near relative shall mean wife, husband, parents, grandparents, children, grandchildren, brothers, sisters, uncles, aunts, cousins and their corresponding in-laws.

INSTRUCTIONS FOR APPLICANTS

A. Procedure for submission of forms

1. The application shall be submitted offline along with self-attested copies of required documents as per Annexure -I along with Annexure II to V. As per these guidelines available on <https://www.drdo.gov.in>

2. (a) There shall be one time submission of documents at the time of application. Decision shall be taken on the basis of documents submitted at the time of application. No subsequent additional records shall be allowed during scrutiny for applicants seeking enlistment.

(b) No changes / additional documents are allowed once the application is submitted.

(c) Applicants are required to ensure that self-attested (at each page) documents as per Annexure-II are uploaded before finally submitting the application to avoid the rejection.

D. Rejection of application for enlistment

1. Applications with **Annexure-I** not signed by owner or filled up with incomplete information, **Annexure V** is not in prescribed format, **Annexure V** are not updated on date of submission of application, shall be rejected. One notice shall be given in such cases to allow changes and upload the corrected documents.

2. The applicants will be provided one opportunity to clarify and attend to shortcomings which shall be intimated by email. In the event either no response or incomplete response is submitted within 15 days of observation by the Member Secretary seeking any clarification and/ or document, the application will be rejected, without further opportunity or notice.

4. Enlistment fee shall not be reimbursed/adjusted in case applicant withdraws his application, as enlistment fee is non-refundable. All such applications shall be put up before advisory committee and enlisting authority before issue of closure order by CCE(R&D) Delhi.

E. DCW&E Helpline number for 011-23007005 portal

In case of any difficulty the applicants may call helpline number 011-23007005 during office hours from 1000 hours to 1700 hours on all working days (except Saturdays, Sundays, and holidays)

Application for Expression of Interest(EOI) in all CATEGORIES and PROJECT COST CLASSES (Supporting documents annexed with the application form shall be uploaded as per Annexure-II

(Separate Application for each CATEGORY & PROJECT COST CLASS)

| | | |
|--|---|-------|
| CATEGORY Interested in | : | _____ |
| PROJECT COST CLASS Interested in | : | _____ |
| 1. (i) Name of the Applicant (Individual/Firm/Company) (Foreign Entity Not permitted) | : | _____ |
| (ii) Status of entity (Individual / Sole Proprietorship / Partnership Firm / Limited Liability Partnership / Company) (Foreign Entity Not permitted) | : | _____ |
| (iii) Registration Number for Firm (LLPIN for LLP and CIN for Company) | : | _____ |
| 2. Nationality | : | _____ |
| 3. Address | : | _____ |
| (iv) Registered office | : | _____ |
| (v) Head Office (if different from Registered office) | : | _____ |
| (vi) Address for Correspondence | : | _____ |
| 4. Contact Details with Name of Authorized Entity/Person | : | _____ |
| (i) Telephone No. (with STD Code) | : | _____ |
| | : | _____ |
| (ii) Mobile Number(s) | : | _____ |
| (iii) Email ID | : | _____ |
| (iv) Website URL (if any) | : | _____ |
| 5. Registrations | : | _____ |

| | | | |
|-------|---------------------------------------|---|-------|
| (i) | PAN (Individual/Firm/LLP/Company) | : | _____ |
| (ii) | GST Number | : | _____ |
| (iii) | EPF Number | : | _____ |
| (iv) | ESI Number | : | _____ |
| (v) | Any other nos | : | _____ |
| | | Ad diti on al Re gis trat ion s | _____ |

6. Is the individual/sole proprietor / any partner / director of company:

- | | | |
|--------|---|------------|
| (i) | Dismissed Government Servant | : Yes / No |
| (ii) | Removed from approved list of Contractors/Consultants in any dept. | : Yes / No |
| (iii) | Demoted to a lower class of Contractors/Consultants in any dept. | : Yes / No |
| (iv) | Having business banned / suspended by any Govt. body in the past | : Yes / No |
| (v) | Convicted by Court of Law | : Yes / No |
| (vi) | Retired Engineer / official from Engineering department of Government of India within last one year | : Yes / No |
| (vii) | Director or Partner of any other company/ firm enlisted with DCW&E, DRDO or any other department | : Yes / No |
| (viii) | Member of Parliament or any State Legislative assembly | : Yes / No |
| (ix) | Director of the firm is a shareholder in any other firm enlisted in DCW&E, DRDO | : Yes / No |

Note: If answer to any of the above is 'Yes' furnish details on a separate sheet. Enclose separate affidavit from each Individual / Director / Partner of the firm for Sl. No. 6 (i) to (ix) duly attested by Notary Public.

7 (i) Whether enlisted with any other : Yes / No
department / unit of DCWE, DRDO?

(ii) **If Yes**, give the details in the Table below :
and attach copy of the existing enlistment
order

| S. No. | Class / Category | Department Name | Enlistment Authority and address | Enlistment Number and date | Validity Date | Tendering Limit (in Rs. Lakhs) |
|--------|------------------|-----------------|----------------------------------|----------------------------|---------------|--------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |

8. (i) Is any person working with the applicant : Yes / No
a near relative of the official of DRDO?

(ii) If Yes, give details (Name, Designation, :
ID)

9. Details of completed works secured during the last 7 years in the applied CATEGORY and PROJECT COST, eligible for work experience (to be filled in the proforma given in Annexure-III .

10. Number of Documents Attached, details as per :
Annexure-II

11. Certificates (Strike out whichever is not :
applicable)

a) I/We certify that the information given above is true to the best of my/our knowledge. I/We understand that if any information is found incorrect, our enlistment is liable to be cancelled.

b) I/We certify that,

(i) The constituents of the Firm/LLP/Company reflected in Sl. No. 1(ii) and 5 above areas applicable on the date of this application which tallies with the record of the registering authority. I/none of the partners/directors retired from Government service during the last one year.

(ii) I/We have neither employed nor shall we employ any person within one year of his retirement from the Government except with the prior permission of the Government.

- c) I/We have attached Annexure-II duly completed.
- d) I/We undertake that the works have not been got executed through another Consultant on back-to- back basis.
- e) I undertake that I am unemployed Engineer/ Architect/ Horticulturist.
- f) I undertake that I am neither emplaned nor working as arbitrator nor consultant in any Central/ State Government Department or Public Sector Undertaking or Central/State Government Institution or Autonomous Body.

| Name of the applicant / Firm | Signature | Address & Seal |
|------------------------------|-----------|----------------|
| 1. | | |
| 2. | | |
| 3. | | |

Notes:

1. Clarifications required, if any shall be got obtained from the enlisting authorities before submitting applications. Conditional/ incomplete Applications will be rejected.
2. Applications not accompanied by required documents shall also be rejected.
3. All pages of applications including supporting documents shall be signed by the applicant without fail.
4. Directors or the Chief Managing Director, if authorized specifically by a Board Resolution.

Date:
Signature
Station:

Signature / Digital

(Authorized Signatory)

Annexure- II**List of Documents to be uploaded & submitted for Enlistment along with Application**

Name of the Agency : _____
Category Applied for : _____
Class Applied for : _____

| S. No. | Details of Document/Instrument | Enclosed (Yes/No) | Page No. | No. of Pages | Applicable for |
|--------|--|-------------------|----------|--------------|-------------------------------|
| 1. | Application as per Annexure-I duly filled, downloaded printout Stamped & Signed in all pages | | | | All Applicants |
| 2. | Details of Works completed during last seven years (Annexure-III & IV) | | | | All Applicants |
| 3. | Self-attested copies of award letters for completed works of the required magnitude included in Annexure-III & IV | | | | All Applicants |
| 4. | Self-attested copies of final bill for completed works included in Annexure-III & IV. Not required for works executed for central / state Govt. departments or undertakings. | | | | Private Works |
| 5. | Average Annual Turnover Certificate (Annexure V-) for five years ending year 31 Mar 2024 (from Registered Chartered Accountant) | | | | All Applicants |
| 6. | Income Tax Returns for the last three financial years; 2021-22, 2022-23 & 2023-24 | | | | All Applicants |
| 7. | Self-attested copy of Form 16/16A & 26AS for private works or for works executed on back-to-back basis | | | | Private or back-to-back works |
| 8. | Power of attorney, if any, or Board Resolution, if any | | | | All Applicants |
| 9. | Documentary Evidence of Constitution of Company | | | | All Applicants |
| | a) In case of sole proprietorship: an affidavit executed before the Magistrate not below | | | | Sole Proprietor |

| | | | | | |
|----|--|--|--|--|--------------------------------|
| | the rank of Executive Magistrate/ First class Magistrate that the applicant is the sole proprietor of the firm. | | | | ship |
| | b) In case of partnership firm: Certification of Registration, Partnership Deed, and prescribed documents indicating change in address or constitution of Partnership Firm. | | | | Partnership Firm |
| | c) In case of Limited Liability Partnership: Certificate of Incorporation, Partnership Deed and prescribed documents indicating change in address or constitution of LLP. | | | | Limited Liability Partnership |
| | d) In case of Private/Public Limited Company: Certificate of Incorporation, Articles of Association and prescribed documents indicating change in address or constitution of Board of Directors. | | | | Private/Public Limited Company |
| 10 | Self-attested copy of Aadhaar Card (of all partners / directors as applicable) | | | | All Applicants |
| 11 | Self-attested copy of Income Tax PAN Card | | | | All Applicants |
| 12 | Self-attested copy of EPF Registration | | | | All Applicants |
| 13 | Self-attested copy of ESI Registration | | | | All Applicants |
| 14 | Self-attested copy of GST Registration | | | | All Applicants |
| 15 | List of all near relatives working in DRDO or Affidavit of no near relative working in DRDO | | | | All Applicants |
| 16 | Check List (Annexure-II) | | | | All Applicants |
| 17 | Self-attested copies of supporting documents, if any | | | | All Applicants |
| 18 | Self Attested copy MSME/NSIC registration certificate | | | | Eligible Applicant |
| 19 | Arrangement of safety and security in the establishment | | | | All Applicants |
| 20 | List of Key Technical Personal and staff, (Refer 5.9) software office equipments etc. | | | | All Applicants |

Signature of the Applicant/Firm

ANNEXURE-III**LIST & SUMMARY OF CONSULTANCY WORKS COMPLETED DURING
THE LAST SEVEN YEARS**

| Sl No. | Name of PROJECT/ WORK &Contract Reference No. with date | Project/ Work Cost (in Rs. Lac) for which consultancy provided | Date of Start | Date of completion | | Reasons for delay, if any | Anticipated final gross amount (in Rs.lac) | Gross Amount of the completed (in Rs.lac) | Name, designation & complete address of the authority for whom the work was done | Page No. |
|-----------|---|---|---------------------|-----------------------|-----------|------------------------------------|---|--|--|-------------|
| | | | | In progress | Completed | | | | | |
| 1. | | | | | | | | | | |
| 2. | | | | | | | | | | |
| 3. | | | | | | | | | | |
| 4. | | | | | | | | | | |
| 5. | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Notes:

- The above list should include the works completed in the similar CATEGORY and PROJECT COST CLASS and whose amount of CONTRACT/Work done is more than the required magnitude for the CATEGORY and PROJECT COST CLASS in which the Interest of expression for enlistment is sought.
- The Copies of the Contract & Completion indicating Cost of Completion of the similar works completed during last 7 years between the period 01 April 2018 to 31st March 2025 should be enclosed.
- The final completion cost of the above contracts will be considered as the value of the works done. **In case of composite contracts the breakup details of each services mentioned in para 4.1(1) shall be separately shown .**

- iv. I confirm and certify that no other eligible work of magnitude higher than the works shown above has been secured and executed by me during the period of 01 April 2018 to 31 March 2025

Signature of the Applicant / Firm
(Authorized Signatory)

1 Name (s) of the individual/partners/directors of the entity

| S. No | Name | Share | Academic Qualifications | Professional (Council of Architecture or otherwise) Registration No | PAN | Aadhar No |
|-------|------|-------|-------------------------|---|-----|-----------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

2 Organizational Details :
of Key Personnel &
Technical Staff and
their Qualifications

3 List of latest :
Software, Office
Equipments, etc with
nos.

: _____

: _____

4 List, name & details
of consultants
outsourced during past
five years with there
nature of consultancy

Signature of the Applicant / Firm
(Authorized Signatory)

(Refer to Para 5.8)

Form of Certificate of Annual Turnover on works from Chartered Accountant

Certified that following is the annual turnover on works of the individual / firm / company as per returns filed with Income Tax Department for the past 5(five) financial years.

Name and registered address of individual/firm/company:.....

.....

.....

| S. No. | Financial Year | Annual Turnover on consultancy(except CATEGORY 6(d), (e),(f) & (g) activities (in Rs. lac) | Firm's Total Turnover in Rs. lac | Profit-loss in Rs. lac |
|--------|----------------|--|----------------------------------|------------------------|
| | | | | |
| | | | | |
| | | | | |

Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date

Place