

ADVERTISEMENT FOR EMPANELMENT OF COMPANY SECRETARY (CS) FIRM

Inclusive Technology Business Incubator (i-TBI)

Indira Gandhi National Tribal University (IGNTU), Amarkantak, Madhya Pradesh

Applications are invited from eligible **Company Secretaries / Company Secretary Firms** for empanelment to provide Company Secretarial, statutory, regulatory and compliance-related services for the Inclusive Technology Business Incubator (i-TBI) at Indira Gandhi National Tribal University (IGNTU), Amarkantak.

Scope of Work for Empanelment of Company Secretary/CS Firm for i-TBI

- **Section 8 Company Incorporation and Professional Consultancy** – including Name Application, Digital Signature Certificate (DSC), PAN, TAN, Memorandum of Association (MoA), Articles of Association (AoA), and related incorporation formalities.
- **Registration/Certification for Tax Benefits under Sections 12A and 80G of the Income Tax Act** – including preparation, filing and related professional consultancy.
- **Registration with NITI Aayog** – and providing necessary documentation, filing and related compliance/support.
- **Registration under Startup India/DPIIT** – including application, documentation, filing and related consultancy/support.
- **MSME/Udyam Registration Certificate** – including registration, documentation and related assistance.
- **Annual Statutory Compliance / Company Secretarial Compliance, if required**
- **Drafting of Board/General Meeting Notices, Agenda, Resolutions and Minutes, as required**
- **Statutory Filings and ROC-related compliance, as required**
- **Professional Consultancy / Compliance Advisory on need basis**

Eligibility and Terms & Conditions

1. **Location of Office:** The registered/principal office of the Company Secretary/CS Firm should be located within a radius of 150 km from IGNTU, Amarkantak, Madhya Pradesh.
2. **Professional Experience:** The applicant/CS Firm should have relevant experience in providing Company Secretarial, statutory, regulatory and compliance services to at least three (03) i-TBI, with experience covering both Government and Private Sector organisations.
3. **Relevant Field Experience:** Preference may be given to CS professionals/firms having experience related to Section 8 Companies, Start-up/Incubation organisations, educational institutions, government-funded projects, statutory compliance, corporate governance and related regulatory matters.
4. **Availability at i-TBI:** The Company Secretary or an authorised representative/professional of the empanelled CS Firm shall be required to visit and remain available at the i-TBI, IGNTU, Amarkantak,

whenever required for meetings, statutory compliance, documentation, filings, consultations and other related activities.

5. No TA/DA or Additional Allowance: No TA/DA, travelling expenses, boarding/lodging expenses or any other allowance shall be payable by i-TBI/IGNTU to the CS Firm or its representative for visits to the i-TBI. All such expenses shall be borne by the empanelled CS Firm.

6. Nature of Engagement: The empanelment shall be for providing professional Company Secretarial and compliance-related services to the i-TBI as and when required. The engagement shall not be construed as regular employment with IGNTU.

7. Compliance Responsibility: The empanelled CS Firm shall be responsible for providing timely professional advice and assistance regarding applicable statutory filings, maintenance of statutory records, corporate governance, resolutions, minutes, annual compliances and other Company Secretarial matters relevant to the i-TBI/Section 8 Company.

In case of deficiency of services 50 thousands penalty will be charged to the CS firm

8. Professional Registration: The applicant should possess a valid professional registration/membership with the Institute of Company Secretaries of India (ICSI) and should be eligible to provide the proposed professional services.

9. Penalty for Deficiency in Services: In case of deficiency, negligence, delay or failure in providing the agreed professional services, including failure to complete statutory/regulatory compliances within the prescribed timelines attributable to the CS Firm, a penalty of ₹50,000/- (Rupees Fifty Thousand only) per instance may be imposed by i-TBI/IGNTU, after giving the CS Firm an opportunity to provide an explanation. The decision of the competent authority regarding such deficiency and imposition of penalty shall be final, subject to applicable rules and terms of engagement.

10. Minimum Manpower: The CS Firm should have a minimum of **three (03) employees/professional staff** to ensure timely and effective delivery of the required professional services.

11. Documents to be Submitted:

- Profile of the CS/CS Firm.
- Valid ICSI membership/registration details.
- Proof of office address.
- Certificate of practice
- Details of minimum three i-TBI organisations served, including Government and Private Sector organisations.
- Work orders/engagement letters/certificates or other documentary evidence of relevant experience.
- PAN and GST details, wherever applicable.
- Contact details of the CS and authorised representative.
- Certificate of Practice
- Financial/professional quotation as prescribed by i-TBI.

10. Selection: Selection/empanelment shall be made by the competent authority of IGNTU/i-TBI based on eligibility, relevant experience, technical suitability and financial quotation, and the decision of the competent authority shall be final.

11. Right to Accept/Reject: The competent authority reserves the right to accept or reject any or all applications without assigning any reason and may cancel or modify the empanelment process as deemed appropriate.

Submission of Application

Interested eligible Company Secretaries/CS Firms may submit their application along with supporting documents and professional quotation to the office of the **Inclusive Technology Business Incubator (i-TBI), Indira Gandhi National Tribal University, Amarkantak, Madhya Pradesh**, within the prescribed date and time.

Last Date for Submission: 27/08/2026 (5:00 pm)

Date: 21/08/2026

Contact Person: Dr. Akhilesh Tiwari (PI)

Email: registrar@igntu.ac.in

Phone: 9893995100

PI, i-TBI
Indira Gandhi National Tribal University (IGNTU)
Amarkantak, Madhya Pradesh

PROFESSIONAL / FINANCIAL QUOTATION

For Empanelment of Company Secretary (CS) / CS Firm

Inclusive Technology Business Incubator (i-TBI)

Indira Gandhi National Tribal University (IGNTU), Amarkantak, Madhya Pradesh

1. Particulars of the Applicant

S. No.	Particulars	Details to be filled by Applicant
1.	Name of CS / CS Firm	
2.	Name of Proprietor / Partner / Authorized Signatory	
3.	ICSI Membership / COP No.	
4.	Registered / Principal Office Address	
5.	Office Distance from IGNTU, Amarkantak	
6.	PAN	
7.	GSTIN, if applicable	
8.	Mobile No.	
9.	Email ID	
10.	Bank Account Details	
11.	Total Experience & Experience in i-TBI	

2. Professional / Financial Quotation

The applicant shall quote **professional fees for the services listed below**. The quoted amount should be inclusive of all professional charges, consultation, documentation, drafting, filing assistance and other incidental professional services, unless specifically mentioned otherwise.

S. No.	Scope of Professional Service	Professional Fee (₹)	GST (₹)	Total Amount (₹)
One Time Fees				
1	Section 8 Company Incorporation – Name Application, DSC, PAN, TAN, MoA, AoA and related incorporation formalities			
2	Registration/Certification under Sections 12A and 80G of the Income Tax Act			
3	NITI Aayog Registration and related documentation/support			
4	Startup India / DPIIT Registration and related consultancy/support			
5	MSME / Udyam Registration Certificate and related assistance			
Fee Annual basis				
6	Annual Statutory Compliance / Company Secretarial Compliance, if required			
7	Drafting of Board/General Meeting Notices, Agenda, Resolutions and Minutes, as required			
8	Statutory Filings and ROC-related compliance, as required			
9	Professional Consultancy / Compliance Advisory on need basis			
10	Other related professional services			
	TOTAL PROFESSIONAL FEES	₹	₹	₹

Note: Any statutory/government fee payable separately shall be supported by appropriate documentary evidence/receipt.

3. Declaration by Applicant

I/We hereby certify that the information furnished in this quotation and the accompanying documents is true and correct to the best of my/our knowledge and belief.

I/We have carefully read and understood all the eligibility criteria, scope of work, terms and conditions specified in the advertisement for empanelment of Company Secretary/CS Firm for i-TBI, IGNTU, Amarkantak.

I/We agree to provide the required professional services at the rates quoted above and undertake to comply with all applicable statutory, regulatory and professional requirements.

I/We further confirm that **no TA/DA, travelling, boarding, lodging or other allowance shall be claimed from i-TBI/IGNTU** for visits to the i-TBI.

I/We declare that **no criminal case, professional misconduct/disciplinary proceeding, or other serious legal proceeding is pending against the CS Firm or its proprietor/partners/authorised professionals** before any court, tribunal, statutory authority or ICSI as on the date of submission of this quotation.

Signature of Authorized Applicant

Name of CS / Authorized Signatory: _____

Designation: _____

Name of CS Firm: _____

ICSI Membership / COP No.: _____

Mobile No.: _____

Email: _____

Place: _____ **Date:** _____

Documents to be Submitted:

- Profile of the CS/CS Firm.
- Valid ICSI membership/registration details.
- Proof of office address.
- Certificate of practice.
- Details of minimum three i-TBI organisations served, including Government and Private Sector organisations.
- Work orders/engagement letters/certificates or other documentary evidence of relevant experience.
- PAN and GST details, wherever applicable.
- Contact details of the CS and authorised representative.
- Certificate of Practice
- Financial/professional quotation as prescribed by i-TBI.

Firm Seal & Signature

Important Note

All supporting documents must be properly signed and submitted in the prescribed format. Any discrepancy, deficiency, incomplete information, or deviation in the required documents/quotation will not be entertained.