**CENTRE FOR NANO AND SOFT MATTER SCIENCES**

Prof. U.R. Rao Road, Jalahalli, Bengaluru – 560 013

**No.CeNS/2018-19/Advt. 11 Date: 5 March 2019**

**CONSULTANCY SERVICES FOR REGISTERING SECTION-8 COMPANY**

The Centre for Nano and Soft Matter Sciences (CeNS) proposes to start a Technology Business Incubator under Section 8 of the Companies Act, 2013, with the objective of promoting scientific research and technological activities on a non-profit basis. In this connection, the Centre invites proposals from professional agencies which provide expert consultancy services and executing all necessary legal formalities for registration and incorporation of the said company and also to provide legal advice during the formative phase, after its incorporation.

The Centre expects the selected agency to carry out the following procedures for incorporation of the proposed Section 8 Company-

* **Preparing DSC and DIN**

Obtain Digital Signature Certificate (DSC) and Directors Identification Number (DIN) for all the Directors and promoters of the company.

* **Name Approval**

Filing the SPICe Form / RUN form for the name approval on the portal with the Registrar of Companies (Central Registration Centre – CRC of Ministry of Corporate Affairs).

* **Drafting Memorandum of Association (MoA) and Articles of Association (AoA)**

Drafting the Memorandum of Association and Articles of Association of the proposed company and filing in Form INC – 13.

* **Filing forms with Registrar of Companies (RoC)**

Filing Form No. INC – 7, Form No.INC – 22, Form No. DIR – 12 along with the appropriate documents with RoC.

* **Income tax**

Obtaining 12A of 80 G registration from the Income Tax department

* **Goods and Services Tax** (**GST) Registration**

Registration of the company under the GST Act, 2017, if applicable

and ANY OTHER LEGAL FORMALITY AS MAY BE NECESSARY FOR COMPLETING THE REGISTRATION AND INCORPORATION PROCESS OF THE PROPOSED SECTION-8 COMPANY.

* **Consultancy on setting up of Technology Business Incubator**

Consultancy on retainership basis covering

- Basic advisory on setting up

- Capital structures

- Taxation

- Compliance

Interested agencies/firms may submit the Company Profile in the enclosed format along with copies of documents in support of the declarations made therein. The commercial offer for the above mentioned services may be enclosed in a separate sealed envelope and submitted along with the profile.

**Eligibility Criteria**

1. The applicant should be a registered establishment with 5 or more years of experience in the field, with an office located in Bengaluru.
2. The firm should have experience in handling legal processes of moderate to large R&D facilities preferably in relation to scientific institutions, in recent years.
3. The firm should be capable of providing a comprehensive master plan for setting up and for designing the functional aspects of the new entity.
4. The firm must have the experience of advising on Incubator’s private equity transactions.
5. The firm should have executed similar processes in at least five cases relating to Government institutions.
6. The firm or any of its constituents should not have been disqualified by any organization under the Central Government and/or any of the State Governments in India.

**General Instructions**

1. Award of Consultancy shall be on the basis of the selection process framed by CeNS.
2. CeNS reserves the right to reject any proposal, if a material misrepresentation is discovered, or the applicant firm does not provide the responses sought by CeNS within the stipulated period. The Centre’s decision regarding the selection will be final and binding.
3. Based on the qualifications, the applicant firms will be shortlisted and invited for a discussion.
4. Incomplete applications shall be liable for rejection.
5. The applications should be addressed to “**The Director, Centre for Nano and Soft Matter Sciences, Prof. U.R. Rao Road, Near SBI Jalahalli Branch, Jalahalli, Bengaluru – 560 013**” and submitted through Speed Post/Registered Post or Hand delivered, on or before **25 March 2019 by 3.00 pm**.

**Centre for Nano and Soft Matter Sciences**

Jalahalli, Bengaluru – 560013

**Application for Consultancy Services**

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| 1. **General** |  |
| Name of the firm & Year of establishment |  |
| Address of the registered office along with  Contact person  Phone (Land)  Phone (Mobile)  Fax  Email |  |
| Address of the registered office at Bengaluru along with  Contact Person  Phone (Land)  Phone (Mobile)  Fax No.  Email |  |
| 1. **Company Profile**   (a) Recognitions, if any (ISO Accreditation/ Certification etc.)  (b) Details of Proprietor/Partners/Directors  (c) Details of projects handled : (i) Government projects handled in the past five years (ii) Ongoing projects  (c) Annual turnover for the past three years (*attach copies of the audited statement of accounts for the years 2015-16 to 2017-18*).  (d) Number of employees in the firm  (e) Any other details  [Provide details in separate sheets under the headings (a) – (e)] | |

Date: Signature with Seal