

## Documents to be submitted by the consultant -**Firm**

- Complete Bio data with supporting documents
- The Consultancy firm shall furnish following self certified documents in support of their credential:-
  - a) Photocopies of completion certificates or proof documents in support of nature of work i.e. environmental related fields.
  - b) Copies of Balance sheet for last preceding three years.
  - c) Copies of Articles of association/registration of the Firm/Company.
  - d) Copies of valid and up-to-date Income Tax and Sales Tax Clearance Certificates.
- A brief description of the Consultant's organization and details of recent experience in assignments of similar nature. Information on each assignment must include:
  - Description of the assignment including name of Client and year of execution of the assignment
  - Area of involvement for your firm
  - Duration (in man-months) and contract amount
  - Current status of the project
- Details of the qualification and relevant experience of the proposed key personnel to be engaged in consultancy projects.
- Details of empanelment of your firm with other organizations/institutions.
- Specify area of specializations

## Documents to be submitted by the consultant -**Individual**

- Complete Bio data with supporting documents
- The consultant shall furnish following self certified documents in support of their credential:-
  - Photocopies of completion certificates or proof documents in support of nature of work i.e. environmental related fields.
- A brief description of the Consultant's organization and details of recent experience in assignments of similar nature. Information on each assignment must include:
  - Description of the assignment including name of Client and year of execution of the assignment
  - Area of involvement
  - Duration (in man-months) and contract amount
  - Current status of the project
- Details of your empanelment with other organizations/institutions.
- Specify area of specializations