



GOVERNMENT ENGINEERING COLLEGE PALAMU

P.O. + P.S – Lesliganj, Distt- Palamu, Jharkhand – 822118
Department of Higher & Technical Education, Govt. of Jharkhand
Approved by AICTE, New Delhi, Affiliated to JUT, Ranchi
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Letter No.: 232

Date: 06/08/2026

SHORT TENDER NOTICE

Quotations are invited from eligible **Practicing Company Secretaries (PCS) / Company Secretary Firms** for providing professional services for the **incorporation of GEC Palamu Innovation and Incubation Centre Foundation as a Section 8 Company** under the Companies Act, 2013.

Scope of Work

The successful bidder shall provide complete professional services including:

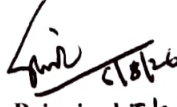
- Director Identification Number (DIN) for Directors.
- Digital Signature Certificates (DSC).
- Drafting and filing of Memorandum of Association (MOA).
- Drafting and filing of Articles of Association (AOA).
- Obtaining approval from the Central Government/Registrar of Companies, wherever applicable.
- Certificate of Incorporation.
- PAN allotment.
- TAN allotment.
- PF registration.
- ESIC registration.
- Any other statutory filings and compliances required for successful incorporation of the Section 8 Company.

Terms & Conditions

1. The quoted price shall be **inclusive of all taxes, duties, professional charges, filing fees (if applicable), and GST**, and shall be valid until the successful completion of the incorporation process.
2. The work shall be completed within **45 days** from the date of issuance of the work order.
3. **100% payment** shall be released within **45 days** after successful completion of all incorporation formalities and submission of the GST invoice and other required documents.
4. The bidder must be a registered Practicing Company Secretary/Firm having valid PAN and GST registration.

Submission of Quotation

Interested bidders may submit their quotations along with their profile, PAN, GST registration, and relevant experience documents either in a **sealed envelope** or through **e-mail** (gecp.academic@gmail.com) to the office of the undersigned **within three (03) days** from the date of publication of this notice, up to **5:00 PM**.


Principal &c

Government Engineering College Palamu

Copy to .

1. DC office .
2. Institute Notice Board
3. Institute website .
4. Treasury office Palamu .