

**Expression of Interest (EOI)**  
**For hiring the External Consultant (Chartered Accountant) for formation  
of the Section 8 Company**

This is to inform that CSIR-NEERI proposes to hire the External Consultant (Chartered Accountant) for formation of the Section 8 Company.

You are requested to kindly arrange to submit your quotes as per the attached EOI in a sealed envelope by January 30, 2017 addressed to the Scientist & Head, BDG, CSIR-NEERI, Nagpur-440020.

**Proposal for hiring the External Consultant (Chartered Accountant) for  
formation of the Section 8 Company**

Providing safe and sustainable environment for the populace is a major challenge across the globe. The deterioration in the air and water quality either due to natural or anthropogenic pressures has resulted in an opportunity for the industry to innovate and roll out a process / product / technology which is to be implemented either at household or community levels. The innovative process / product / technology aims to treat the air or water to adhere to the prescribed quality standards and provide an interim solution to improve quality of life. Apart from the use of these products by the consumer directly, many governmental agencies also provide a platform through national policies and health programs for technological interventions. Concurrently, manufacturers/entrepreneurs are continuing to develop/procure and distribute the treatment products throughout the world.

The advancements and innovation have taken place in the age old process. Every passing year several companies develop products with various configurations with a sole aim to address problems in the field of water, air, solid and hazardous waste and others. Many of these products have been in the market without proper evaluation and certification. Often huge claims are made regarding these products which may not be true. Many government and private agencies approach CSIR-NEERI to undertake the evaluation of these products. In the backdrop of this CSIR-NEERI has proposed setting up of an independent entity (Section 8 Company) for evaluation and certification of environmental processes/products/technologies.

The CSIR's products/units/systems evaluation and certification scheme is established based on guidelines of various certification agencies like Bureau of Indian Standards (BIS), National Science Foundation (NSF), Water Quality Association (WQA) and World Health Organisation (WHO) and others. The scheme will guide all the consumers including private and government agencies in the selection of suitable products and help directly or indirectly the national government in number of technical and evaluation related functions.

The CSIR's certification scheme will be open to all manufacturers which adhere to the stated principles, guidelines and standards. The certification would provide the recognition to all the treatment units which adhere to these standards and the technologies upon successful evaluation would be included in the certified list of products maintained by CSIR. The rating shall be based on the ability and efficiency of the products/units/systems to provide treated water/air, etc meeting the standards. The rating will be provided depending upon the product performance for decontamination of water/air, etc for a particular contaminant, quantity of sludge/reject generated and proposed sludge/reject management scheme.

CSIR-NEERI desires to create a section 8 company (Not for Profit) for conducting the above stated activities. In this regard, CSIR-NEERI invites Expression of Interest for hiring consultant (Chartered Accountant) for formation of Section 8 Company. Interested parties may submit the application with additional information as mentioned in the ToR as per Annexure I.

**Terms of Reference for Consultant**

**1. Introduction**

CSIR-National Environmental Engineering Research Institute (CSIR-NEERI), Nagpur is dedicated to research and innovations in environmental science and engineering, besides providing solutions to a range of problems posed by industry, government and society. Over the years, the Institute has developed excellence and expertise with a global recognition in core and emerging areas of environmental science and engineering.

It is proposed to engage external experts / consultants in order to ensure effective and improved quality of services rendered by the Institute.

**2. Objective**

The objective is to form a section 8 company whose objective or scope of work shall be as follows:

The Scope of work of the section 8 company shall be

- To provide independent third party technology evaluation of measurement/monitoring /treatment products/units/ systems in the area of water, air, solid and hazardous waste and others and to certify/assess their performance
- To create a platform to promote and coordinate independent and reliable evaluation of pollution control/treatment products / units / systems based on the uniform protocol and standards.
- To provide common platform for technology providers and manufacturers to assess the performance and efficacy of their technology
- To assist the government agencies which are involved in procurement of pollution control/treatment products / units / systems for the public at large

### **3. Eligibility Criteria**

- The CA firm should be a Registered Partnership firm with at least 2 qualified CAs as members and must be registered with the ICAI with a minimum of 5 years work experience in company formation, company secretarial matters (with/without CS), preparation of accounts, audit & taxation especially for Section 8 companies.
- A proven successful track record and in-depth knowledge on Section 8 companies & related accounting, taxation, audit, other financial matters
- Having unblemished track record and should not have been blacklisted by any organization. The firm should provide this as a self-affidavit on a stamp paper in this regard
- Should have an established office and sufficient infrastructure in Nagpur for atleast 3 out of minimum 5 years of work experience
- The firm / partner etc should not be in the defaulters / barred /caution list
- The firm should be compliant with the prevailing taxation or any other regulatory requirements currently in force

The following documents should be submitted along with the Application:

- a. Application
- b. Self-Certified copies of the CA certificates of the Partners
- c. Self-certified Copy of the registration certificate of the Firm.
- d. Self-affidavit of unblemished record on stamp paper
- e. Supporting documents / related papers proving expertise in Section 8
- f. Self-certified list of authorized signatories

### **4. Scope of Work**

- Formation of section 8 company: All the procedures, filling up of relevant forms, Obtaining Digital Signature Certificate (DSC) and Director Identification Number (DIN) for all the proposed Directors of the Company, drafting of MOA and AOA, including everything required for the company formation such as related accounts, audit, taxation and other financial matters

- Assistance in preparing inputs and documents required from CSIR-NEERI and Board Members
- Company secretarial matters related to the section 8 company
- Preparation of documents, forms, registration, etc related to the task
- Any other, as may be required for completion of the assignment for formation of Section 8 Company.
- Advisory assistance initially for 1 year to NEERI's Section-8 company post its formation. Subsequently, the engagement may be renewed yearly on case to case basis.