



The Singareni Collieries Company Limited

(A Government Company)
CIN : U10102TG1920SGC000571

Ref No: CRP / CS / 271 / 577

Dt. 18.10.2025

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR

Hiring of Consultancy Services for Incorporation of Companies and implementation support in Corporate, Secretarial, Regulatory, Legal, Advisory or any other professional matters i.e. End to End Services for Incorporation of Companies.

The Singareni Collieries Company Limited (SCCL) is a Government Company jointly owned by the Government of Telangana and Government of India on a 51:49 equity basis. The Company is mainly engaged in mining of coal. As a part of diversification, the Company has entered into power generation and presently operating 2X600 MW Singareni Thermal Power Plant (STPP) and 245.5 MW Solar Power Plants. The SCCL herewith invites Expression of Interest (EOI) from qualified Consultant/ Consultant/ Firms/ LLP/ Company for Hiring of Consultancy Services for Incorporation of Companies and implementation support in Corporate, Secretarial, Regulatory, Legal, Advisory or any other professional matters i.e. End to End Services for Incorporation of Companies.

Last Date for submission of EOI : 25th October, 2025.

Registered Office:

The Singareni Collieries Company Limited
Kothagudem Collieries – 507 101,
Bhadradi Kothagudem Dist., Telangana State
INDIA.

Website: www.scclmines.com

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FOR**

Hiring of Consultancy Services for Incorporation of Companies and implementation support in Corporate, Secretarial, Regulatory, Legal, Advisory or any other professional matters i.e. End to End Services for Incorporation of Companies.

1. The Singareni Collieries Company Limited (SCCL), a Government Company, having its registered office at Kothagudem Collieries – 507 101, Bhadradri Kothagudem Dist., Telangana State, India, invites Expression of interest (EOI) from qualified Consultant/ Consultant/ Firms/ Companies, hereinafter referred to as 'Applicants' for Hiring of Consultancy Services for Incorporation of Companies and implementation support in Corporate, Secretarial, Regulatory, Legal, Advisory or any other professional matters i.e. End to End Services for Incorporation of Companies. The details of Scope of Work, Eligibility Criteria, Selection Criteria, Consultancy Charges, Other Terms & Conditions, together with Format for Submission of EOI are available at the website of the SCCL i.e., <https://www.scclmines.com>.
2. Before the last date for the receipt of EOI, the SCCL may amend any of the EOI conditions as may be desired if such an amendment is necessary and the same shall be uploaded as a corrigendum to the EOI and will be made available only on the website of the Company i.e., <https://www.scclmines.com>. Hence, the prospective applicants are advised to keep visiting the said website for any updates in this regard. The responsibility of downloading the corrigendum to the EOI, if any, will be of the prospective applicant. No separate intimation will be sent to the applicants who have downloaded the EOI from website. SCCL reserves the right to extend the due date for submission of EOI as deemed fit by issue of corrigendum through website. SCCL reserves the right to accept or reject any or all of the responses to the EOI.
3. SCCL reserves the right to withdraw the Notice inviting EOI fully or partially as the case may be without assigning any reason thereof.
4. The prospective applicants may obtain further information from the office of Company Secretary as per address given below. Eligible Applicants may send their applications in the prescribed format along with relevant supporting documents under sealed cover so as to reach this office on or before 25.10.2025 by 3:00 PM to the following address –

Company Secretary,
Registered Office (Head Office),
The Singareni Collieries Company Limited,
Kothagudem Collieries- 507 101
Bhadradri Kothagudem District, Telangana State, India.
Phone No: 08744-242873, Email address: cosecy@scclmines.com

**For and on behalf of
The Singareni Collieries Company Limited**


Company Secretary

The Singareni Collieries Company Limited
(A Government Company)

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TABLE OF CONTENTS

Sl.No	Description
1	Introduction and disclaimer
2	Background
3	Scope of Work
4	Eligibility and Qualification Criteria
5	Submission Requirement
6	EOI Evaluation and Shortlisting
7	General terms and conditions
8	Submission Deadline and Contact Information
9	Format for Submission of EOI

1. Introduction and disclaimer

1.1 Introduction: Singareni Collieries Company Limited is an Unlisted Government Company and the Company is in the process of formation of two Separate Companies as Wholly Owned Subsidiary Companies of SCCL and invites Expressions of Interest (EOI)) from qualified Consultant/ Consultant/ Firms/ LLP/ Companies, hereinafter referred to as 'Applicants' for Hiring of Consultancy Services for Incorporation of Companies and implementation support in Corporate, Secretarial, Regulatory, Legal, Advisory or any other professional matters i.e. End to End Services for Incorporation of Companies. The selected Applicant will be responsible for managing the entire process, from initial documentation and name reservation to final incorporation and post-incorporation compliance in accordance with applicable laws and regulations of India.

1.2 Purpose of EOI: SCCL is proposing to establish two new companies in India, as its wholly-owned subsidiaries. The purpose of this EOI is to identify competent professional Applicants having the expertise, experience, and capability to support SCCL in structuring, registering, and operationalizing a new company, and thereafter, provide advisory services. For Setting up of the two subsidiaries companies in India, including post-incorporation support, in a professional, timely, and compliant manner. The purpose of this

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EOI is to identify and shortlist experienced and capable Applicants that can provide comprehensive services, ensuring a smooth and legally compliant process.

1.3 Disclaimer:

- i. This EOI is not a formal offer and does not create any contractual obligations for the issuing organization. The shortlisted candidates may be invited to participate in a more detailed bidding process, such as a Request for Proposal (RFP).
- ii. Singareni Collieries Company Ltd. reserves the right to cancel this request for EOI and / or invite afresh with or without amendments to this request for EOI, without liability or any obligation for such request for EOI and without assigning any reason.
- iii. Information provided at this stage is indicative and Singareni Collieries Company Ltd. reserves the right to amend / add further details in the EOI document.

2. Background

- The SCCL is not a listed Company and therefore, listing agreement, SEBI Act and related listing regulations are not applicable to the Company.
- The Singareni Collieries Company Limited (SCCL) is a premium Coal producing Government company jointly owned by the Government of Telangana and Government of India on a 51:49 equity basis.
- As a part of diversification, SCCL, historically known as a premier coal mining company has expanded into thermal power generation and commissioned 2X600 MW Singareni Thermal Power Plant (STPP) in 2016 and in order to ensure sustainability, SCCL by its strategic move has diversified into Renewable Energy Sector by establishing 245.5 MW Solar Power Plants so far. Another 249 MW Solar Power Plants are under execution and 10 MW Floating Solar Power Plants are in tendering stage. Also, EPC Contract for 1X800 MW Thermal Power Plant was awarded and the Project is under execution.

SCCL is in the process of Formation of two New Companies for carrying out the following objects

For supporting national interests in energy and critical mineral security, to expand SCCL's mining portfolio beyond coal by utilizing SCCL's experience in mineral extraction by incorporation of a separate company as wholly owned subsidiary company of SCCL to identify, acquire, explore, develop, and operate mineral resources, including coal, lignite, metals, rare earth elements, and other strategic and critical minerals, in India and abroad for the global business initiatives of SCCL.



For the green business initiatives of SCCL for undertaking power projects through organic and inorganic routes and aims to be the flag-bearer of SCCLs green energy journey to achieve the ambitious target of 5 GW by FY 2029-30, by incorporation of a separate company as wholly owned subsidiary company of SCCL to plan, promote and organize an integrated development of power generation through non-conventional/ renewable energy sources in all its aspects whether wind, hydro, solar, tidal, geothermal, biomass, steam, wave, waste, hybrid or any other form, kind or description in India and abroad.

To ensure a smooth and legally compliant setup, SCCL is seeking a professional partner with proven expertise in handling all aspects of company incorporation The Companies Act, 2013 and all other relevant Laws to the extent applicable.

3. Scope of Work

The qualified Consultant/ Consultant/ Firms/ LLP/ Company hereinafter referred to as "The Applicants", is required to provide Consultancy Services for Incorporation of Companies and implementation support in Corporate, Secretarial, Regulatory, Legal, Advisory or any other professional matters i.e. End to End Services for Incorporation of Companies after in-depth examination of all laws, Rules and Government Orders applicable to the Company have been duly complied. The selected service provider is expected to deliver comprehensive services covering, but not limited to, the following and will be responsible for the following key activities:

3.1) Pre-incorporation Advisory Services: Providing expert advice on the most suitable business structure e.g., Private Limited Company or Public Limited Company based on our business model and objectives. Advise on the requirement of Government Orders and permissions, if applicable.

Review of Government Orders (G.O.s), administrative approvals, and Board resolutions authorizing the formation of the subsidiary.

Advising on the structure, shareholding pattern, authorized and paid-up capital, and category of company (Private/Public/Government).

Guidance on applicable provisions under the Companies Act, 2013, and related Government company guidelines.

3.2) Name Reservation: Application for name approval with the relevant regulatory authority (e.g., Ministry of Corporate Affairs, India).

This shall further comprise of the following activities:

- Advise SCCL on the process and documents required for name reservation with the Registrar of Companies (RoC)
- Advise SCCL on resolutions to be passed by SCCL's Board regarding:
 - Approval for the proposed name for the subsidiary;



- Grant of No Objection Certificate ('NOC') from the parent entity for use of its "Brand name" / Trademark" etc., if any, in the proposed subsidiary's name;
 - Authorization of a representative to execute and submit the incorporation documents on SCCL's behalf;
 - Preparation of draft applications and filing relevant Forms with RoC for name availability and approval.
- 3.3) Documentation:** Drafting and finalizing all incorporation documents, including the Memorandum of Association (MoA) and Articles of Association (AoA).
- Reviewing of draft charter documents and preliminary company registration forms (to be filed with the RoC) in line with SCCL's operational and governance requirements and the provisions of the Companies Act, 2013:
 - Memorandum of Association ('MOA')
 - Articles of Association ('AOA');
 - Preparation of required incorporation documents and e-forms with RoC for the purpose of registration of the proposed subsidiary and commencement of business.
 - Drafting the Memorandum of Association (MoA) and Articles of Association (AoA) consistent with the Parent Company's objectives and the Government's purpose for the subsidiary.
 - Incorporating relevant control, management, and Government oversight provisions.
 - Drafting of Board Notes, Agendas, and Resolutions for approval of incorporation, subscription to shares, nomination of directors, and authorization of signatories.
 - Assistance in obtaining necessary administrative approvals or concurrence from the concerned Ministry/Department, if required.
- 3.4) Digital signatures:** Assistance with obtaining Digital Signature Certificates (DSCs) for the proposed Directors and Subscribers.
- 3.5) Director identification Numbers:** Filing of Application for Director Identification Numbers (DINs) for new directors, if required.
- 3.6) Filing & Incorporation:** Completing and filing all necessary forms and documents for incorporation with the relevant authority such as the Ministry of Corporate Affairs (MCA).
 Preparation and filing of SPICe+ (INC-32), eMoA (INC-33), eAoA (INC-34), AGILE-PRO-S, and allied forms with all required attachments.
 Coordination with the MCA for approval and addressing resubmissions, if any.
- 3.7) Assistance in obtaining registration certificate:** Draft any responses that may need to be filed with RoC to address any queries that they may have to assist in obtaining the Certificate of Incorporation ('COI')
- 3.8) Post-Incorporation Compliance:** Providing guidance and assistance with mandatory post-incorporation compliances and filings.

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3.9) Bank Account Opening: Facilitating the process of opening a corporate bank account with the incorporation documents.

Support in reviewing of the necessary documentation for opening the bank account in subsidiary's name;

Provide guidance to SCCL's authorized signatories on KYC and internal authorization requirements as per banking regulations.

3.10) Other Registrations: Assisting with other mandatory registrations, such as GST, PAN, and TAN applications. i.e. Initial Tax Registrations:

Preparation and filing of the application for obtaining the following registrations post incorporation of the company:

- Permanent Account Number (PAN);
- Tax Deduction Account Number (TAN);
- Goods and Service Tax (GST) registration;
- Import export code;
- State Shops and Establishment registration;
- Professional tax registration.

3.11) Registration certificates: Obtaining the Certificate of Incorporation, PAN, and TAN.

3.12) Post-incorporation compliances: Filing the declaration for the commencement of business (e.g., Form INC-20A in India). Advising on compliance with post-incorporation statutory requirements.

3.13) Additional services: Guidance on bank account opening and other mandatory post-incorporation formalities.

3.14) Legal and advisory support: Providing expert advise on legal and secretarial matters throughout the incorporation process.

3.15) Company Secretarial compliances:

- Assistance in preparation of draft of minutes of first Board meeting;
- Review of share certificates and guidance on stamp duty implications from tax and regulatory perspective and facilitate for allotment of the shares.
- Assistance in filing one-time mandatory statutory forms, including
 - Statutory form to be filed for declaration of commencement of business and
 - Statutory form to be filed intimating the appointment of the first statutory auditor with the Registrar of Companies.

3.16) Ongoing Compliance: Offering retainer services for ongoing secretarial and legal compliance following incorporation (optional).

3.17) Deliverables

Certificate of Incorporation (CIN),
Approved MoA and AoA,
PAN/TAN/GST registration documents,
First Board meeting minutes and statutory registers,
MCA filing acknowledgements and approval letters,
Final compliance completion report etc.



4 Eligibility and Qualification Criteria

Interested applicants must meet the following minimum criteria to be considered for evaluation:

- 4.1) **Legal Entity:** The applicant must be a registered legal, chartered accountancy, or company secretarial firm/ LLP/ Company to provide corporate advisory services with proven expertise in company law and incorporation procedures.
- 4.2) **Experience:** The firm must have a minimum of five years of experience in providing corporate legal and secretarial services, with specific experience in company incorporation.
- 4.3) **Track Record:** The firm must provide a list of similar assignments successfully completed in the past three years.
- 4.4) **Relevant Projects** – Demonstrated experience in providing similar services to other corporate entities.
- 4.5) **Manpower and infrastructure** The firm must have an adequate number of qualified professionals, such as Company Secretaries, lawyers, or Chartered Accountants with proven experience to handle the engagement.
- 4.6) **Non-blacklisting declaration:** The applicant shall submit a declaration that the individual or the firm or its partners/employees/directors has not been blacklisted or debarred by any government department or authority.
- 4.7) **Turnover:** Must have a minimum average annual turnover of [20 Lakhs] over the last three financial years (attach proof).
- 4.8) **Certifications:** Proof of relevant registrations, such as PAN and GST.

Note: Supporting documentation evidencing eligibility should be submitted with the EOI.

5. Submission Requirements

Applicants interested in this engagement must submit the following documents on their letterhead:

- 5.1) **Cover Letter:** A brief letter on Applicant's letter head expressing your interest and confirming that the applicant meets the eligibility criteria and capable to provide the service and shall be signed by an authorized representative.
- 5.2) **Company Profile:** A detailed profile of your firm, Including name, address, legal status, ownership details, registration certificates, its history, mission, key personnel, certifications and areas of expertise.
- 5.3) **Experience:** A list of similar company incorporation assignments successfully completed in the last three years, including client names and a brief description of the services provided.
- 5.4) **Financials:** Copies of audited financial statements for the last three financial years.

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- 5.5) **Technical Capabilities:** A short write-up on your firm's technical and managerial capabilities to undertake the assignment, including your proposed methodology.
- 5.6) **Team Composition** – Details of key professionals proposed, their qualifications, and experience.
- 5.7) **Approach & Methodology** – Brief note outlining proposed approach to incorporation, advisory, and implementation.
- 5.8) **References** – Contact details of at least two clients for whom similar work has been undertaken.
- 5.9) **Declaration:** A signed declaration confirming the accuracy of the information provided and that the firm is not blacklisted by any government agency.
- 5.10) **Format:** EOI shall be submitted in the enclosed format.
- 5.11) **List of Documents:** A list of documents to be submitted, including a covering letter, company profile, details of past experience, and financial information.

6. EOI Evaluation and Shortlisting

- 6.1) **Evaluation & Shortlisting:** Submissions will be screened / evaluated by the Selection Committee based on the Applicants eligibility criteria, experience, financial strength, and overall capability and eligible Applicants will be shortlisted.
- 6.2) **Presentation:** Shortlisted Applicants may be invited to make a presentation to a selection committee to discuss their approach, methodology, and proposed timeline and submit a detailed technical and financial proposal.
- 6.3) **Request for Proposal:** A detailed Request for Proposal (RFP) or a formal engagement agreement will be issued to the selected Applicants.
- 6.4) **Right to Cancel:** SCCL reserves the right to accept or reject any or all submissions without assigning any reason.

7. General terms and conditions

- 7.1) **EOI is only an Invitation:**
- This EOI is only an invitation for firms to express their interest and does not constitute a commitment to enter into a contract.
 - This EOI is not a Request for Proposal, nor does it represent a commitment or obligation by the Client to engage any party.
 - Submission of an EOI does not constitute or guarantee selection.
- 7.2) **Confidentiality:** Confidentiality must be maintained by all Applicants during and after the process. All information exchanged during the process must be kept strictly confidential.
- 7.3) **Rights of the Company:** SCCL reserves the right to withdraw the EOI, modify its terms, or accept or reject any or all submissions without assigning any reason. The Company reserves the right to seek additional information or clarifications at any stage.

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- 7.4) **Cost of submission:** All costs associated in preparing and submitting the EOI by the firm shall be borne by responding applicants. No reimbursement shall be made for any expenses related to the preparation or submission of the EOI.
- 7.5) **Disclosure on Conflict of Interest:** Applicants shall disclose any existing or potential conflict of interest relating to SCCL's operations.
- 7.6) **Disqualification:** Submission of false or misleading information will result in disqualification. Any attempt to influence the evaluation process will result in disqualification.
- 7.7) **Jurisdiction of Courts:** Any dispute arising out of or in respect of the EOI / contract will be subject to the jurisdiction of Telangana High Court only.

8. Submission Deadline and Contact Information

Interested eligible Applicants are requested to submit their EOI in a sealed envelope to the address below by 25.10.2025 by 3.00 PM

1. Company Secretary,
Registered Office (Head Office),
The Singareni Collieries Company Limited,
Kothagudem Collieries- 507 101
Bhadradi Kothagudem District
Telangana State, India.
Phone No: 08744-242873

Or

2. General Manager (Coordination),
The Singareni Collieries Company Limited,
Singareni Bhawan,
Post Box-18, Red Hills,
Khairatabad,
Hyderabad – 500 004,
Telangana State, India.
Phone No: 040-23391761

Or

3. May be sent to the following Email address: cosecy@scclmines.com

1. Submission Deadline: 25th October 2025 by 3:00 PM
2. Mode of Submission: [Email / Hard copy / Both]
3. Subject Line / Envelope Marking: "EOI for Hiring of Consultancy End to End Services for Incorporation of Companies and Implementation Support"
4. Prospective Applicants may seek clarifications, if any, by writing to:

Contact Person: Company Secretary

Phone No: 08744-242873

Email: cosecy@scclmines.com

Deadline for Queries: 24th October, 2025.

ANNEXURE

Format for submission of EOI

To

The Singareni Collieries Company Limited,
Kothagudem Collieries – 507 101,
Bhadradi Kothagudem Dist.,
Telangana State, INDIA.

Dear Sir / Madam,

Sub: Expression of interest (EOI) for Hiring of Consultancy Services for Incorporation of Companies and implementation support in Corporate, Secretarial, Regulatory, Legal, Advisory or any other professional matters i.e. End to End Services for Incorporation of Companies.

1. Name of the Applicant/ :
2. Whether individual Proprietorship / Partnership / LLP/ Company :
3. Date of starting practice, if Individual / Date of registration, if Firm/LLP/Company :
(Enclose a Self-attested copy of certificate issued by the Institute/ Registering Authority)
4. If Individual / Proprietorship
Name, Membership No. of Professional bodies No, Certificate of Practice No. and
Contact details :
(Enclose a Self-attested copy of Membership Certificate and CoP issued by the Institute)
5. If the applicant is a Partnership Firm / LLP/Company
Name, and Qualification and Contact details of the Lead Partner/team lead under whose
supervision Consultancy services will be provided to SCCL:
(Enclose a Self-attested copy of Qualification issued by the Institute)
(Enclose a Self-attested copy of Registration Certificate of Firm / LLP /company issued
by The ICSI / Partnership deed of Firm / LLP /RoC)
6. Address:
 - i. Permanent Address :
 - ii. Correspondence Address :
 - iii. Telephone Number :
 - iv. Mobile Number :
 - v. Email Address :
 - vi. PAN :
 - vii. GSTN :
 - viii. Website :

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7. Experience in (No. of years) as Proprietor / Partner / Firm / LLP Company. The cut-off date for ascertaining experience will be 31.03.2025. (attach documentary evidence)
8. Details of providing similar consultancy service in Government organizations like State / Central Govt. Company / Public Sector Undertakings.

(Enclose a copy of Self attested copy of work orders of similar assignments issued by Government Companies,

Sl.No.	Name of Central / State Govt. PSU with CIN	Description of similar assignment handled	Paid up Share Capital	Net Worth	Name & Designation of Contact person of the Company
1					
2					
3					
4					
5					

9. Name of Active Partners / full time employees, who are qualified in handling the present assignment. (as per the certificate of the Institute):

(Enclose a copy of Self declaration including information of partners / full time employees, Self attested copy of membership certificate issued by the Professional bodies.

Sl.No.	Name of the Partner / employee	Professional Qualification
1		
2		
3		
4		

10. Average Annual Turnover of Applicant as per Income Tax Return of previous 3 Financial years i.e., up to 31st March, 2025:

(Enclose a copy of Self attested copy of Income Tax Return of respective financial years and Self attested copy of PAN Card).

Sl. No.	Financial Year	Turnover (in Rs.)
1	2022-23	
2	2023-24	
3	2024-25	
Average		

11. Whether the Applicant has registered office / branch office at Hyderabad:

(Yes / No)

(If Yes, enclose a copy of Self declaration and address proof, Self attested copy of GST Registration Certificate, if applicable)

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12. Major clients during last 3 financial years ending 31.03.2025 ((Self-certification alongwith list of major clients and assignments handled, name and telephone number of contact person of clients)

Sl.No.	Name of the Major Client with CIN	Description of similar assignment handled	Paid up Share Capital	Net Worth	Name & Designation of Contact person of the Company
1					
2					
3					
4					

Note:

Documentary evidence of all the information as stated above is to be furnished along with the EOI indicating SL. No for which they relate in the format.

All the pages of the EOI and documents submitted are to be signed with the seal of the firm.

Declaration:

1. I / We have read all the terms & conditions of Notice inviting EOI including Addenda / Corrigenda if any, and hereby confirm the acceptance of all provisions and the terms & conditions of the invitation without any deviation.
2. All the details /information provided by us herein above are correct to the best of our knowledge & belief. We also understood that if any of the information or document submitted is found to be false / incorrect / forged or tampered if any way we are liable to be debarred.
3. I / We have not been penalized by the ICSI / ICAI/ MCA / ROC or any other Government Authority in any Disciplinary Proceedings during last 5 years.
4. There are no order(s) proceeding(s) which are pending against our firm or any of our partner(s) relating to professional matters of conduct before the ICSI/ ICAI or any competent authority or any court.
5. I / We have not been banned/ black-listed / de-barred from business by any PSU/ Govt. Department during last 5 years.
6. I / We have not been barred from practice by the ICSI/ ICAI or professional body during the last 5 years.
7. I/We shall not sub-contract the work.
8. I / Our team will work in strict confidence and will ensure that the data, statement and any other information in respect of the operation of the location / work centre/ Company is dealt with strict confidentiality and secrecy.
9. Neither I/We, nor any of my/our partner/employee of the Firm is related to either Managing Director or any Whole Time Directors or Part Time Directors, Key Managerial Personnel of the Company within the meaning of the Companies Act, 2013 and I/we have Independence and arms length relationship with them.
10. I / Our Firm / partner(s) or associates or employees does not have any interest in the business of the Company.

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11. We agree to abide by this offer for a period of 120 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
12. I / We have no objection if enquiries are made from the clients about the work experience as furnished by me / us.

Signature

Stamp of PCS / Firm / LLP

Name of the Authorized signatory: _____

Designation of the Authorised signatory: _____

Date: _____

Place: _____

List of documents attached:

1. _____
2. _____
3. _____
4. _____
5. _____

Note:

This letter should be on the letterhead of the Applicant and should be signed by a person competent and having the authority to bind the Applicant. The said document conferring authority upon the person should be submitted by the Applicant along with the EOI.

