

Request for Proposal (RFP)

Engagement of Company Secretary (CS) Firm for Conversion of “Society” into “Section 8” Company for Life Sciences Sector Skill Development Council

Issued by:

Competent Authority at



Life Sciences Sector Skill Development Council

14, Palam Marg, 2nd Floor Rear, Vasant Vihar, New Delhi 110057

LIFE SCIENCES SECTOR SKILL DEVELOPMENT COUNCIL (LSSSDC)

Life Sciences Sector Skill Development Council (LSSSDC), is a Sector Skill Council, set up by National Skill Development Corporation (NSDC) along with Industry Representatives. LSSSDC is an approved & recognized Vocational Education Awarding Body by National Council of Vocational Education and Training (NCVET), and working under aegis of Ministry of Skill Development & Entrepreneurship (MSDE) for the Skill development initiatives in Life Sciences Sector which includes Pharmaceutical (including AYUSH, Cosmetics, Vet-Drugs, Nutraceutical and CRAMS), Biotechnology (including Biologics and Allied Biotech), Medical Device (inclusive of Implants, Diagnostic Imaging & In-Vitro Diagnostics) and Research & Development Services Industry across the country. The key objective of the LSSSDC is to create a robust and vibrant eco-system for quality vocational education and skill development in Life Sciences space in the country.

LSSSDC is registered under the Societies Registration Act, 1860 in 2014. LSSSDC intends to convert the formation structure from “Society” to “Section 8” Company as per the directives issued by MSDE.

REQUEST FOR PROPOSAL

- LSSSDC invites proposal from competent CS firms with relevant experience in conversion from a ‘Society’ to ‘Section 8’ company.
- Detailed information of aforesaid work has been given in the document which may be downloaded from notices section in the official website of Life Sciences Sector Skill Development Council (LSSSDC) <https://www.LSSSDC.IN>

NEXT STEPS

The following table provides Next Steps relating to this request.

Steps	Target Date
RFP issued/ Published on the website	19 February 2026
Last date of submission of Proposal in physical copy	02 March 2026 5:00 PM

SCOPE OF WORK

The selected CS Firm shall undertake the complete legal and regulatory process, including but not limited to:

1. Legal feasibility assessment and advisory on conversion process from “Society” to “Section 8” Company
2. Drafting of MOA & AOA of Section 8 Company
3. Preparation of all resolutions, declarations and legal documents
4. Name approval and Section 8 license application
5. Filing of all statutory forms with MCA/ROC
6. Incorporation of Section 8 Company
7. Assistance in transfer of assets, liabilities and records (if applicable)
8. Post-incorporation compliances including PAN, TAN, initial board compliances
9. Closure/transition of Society registration as per applicable laws
10. Any & all other activities as required for such conversion of Society to Section 8 Company, and are not mentioned above.

ELIGIBILITY CRITERIA

An interested CS Firm shall be eligible to apply for the assignment, subject to meeting the following eligibility criteria.

1. Firm must be registered with **Institute of Company Secretaries of India (ICSI)**
2. Minimum **10 years’ experience** in corporate law services
3. The firm must have work experience of carrying out of the work given in scope of work for Society as well as Section 8 companies.
4. Preference will be given to firms/ individuals with past experience, engagement with SSC

INSTRUCTIONS FOR PROPOSAL SUBMISSION

- (i) Proposal should to be submitted physically at LSSSDC, 14, Palam Marg, 2nd Floor Rear, Vasant Vihar, New Delhi - 110057,
 - (ii) Documents to be submitted along with Proposal:
 - a. Brief Profile of the CS Firm
 - b. Proof of similar conversion/Section 8 assignments; past experience & competency
 - c. ICSI registration certificate
- Any Proposal received by the LSSSDC after the above deadline shall be rejected and returned unopened to the Bidder

GENERAL INSTRUCTIONS

- Firms submitting the Proposal must be a legal entity duly incorporated under the law
- Must have a Permanent Account Number (PAN) & GST registration from Income Tax authorities.
- All the communication to LSSSDC including the Proposal and the bid documents shall be signed on each page by the authorized representative of the bidder and authority letter should be attached with the bid
- The Bid should be submitted in two separate envelopes;
 - **Technical Proposal**
 - **Financial Bid**
- All pages of the Proposal must be sequentially numbered and shall be initialled by the Authorized Representative of the bidder
- The technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the Financial Bid
- Information which the Bidder considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such accordingly
- All prices shall be quoted in Indian Rupees (INR)
- Proposals shall remain valid for One Hundred and Twenty (120) days after the date of Proposal submission prescribed by the LSSSDC. A Bidder granting the request will not be required nor permitted to modify its Proposal
- The Bidder shall seal the Proposal in one outer and two inner envelopes, as detailed below

Annexure -1

1. Name of Firm / Company:	
2. Year of Establishment:	
3. Registered Address:	
4. Office Address of Head Office:	
5. Address of Communication:	
6. Name of Head of the Firm/ Company:	
7. Mobile Number of Head of Firm/ Company:	
8. E-mail ID of Head of Firm/ Company:	

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9. Website of Firm/ Company:	
10. Name of SPOC for Firm/ Company:	
11. Designation of SPOC for Firm/ Company:	
12. Mobile Number of SPOC of Firm/ Company:	
13. E-mail ID of SPOC of Firm/ Company:	
14. Total number of practicing Company Secretaries (Partners/Employees)	
15. Total years of professional experience of the firm	
16. Experience in incorporation of Section 8 Companies (attach details & evidence)	
17. Total experience of carrying out of the work given in scope of work for any Society/ Section 8 Companies (share engagement details and evidences)	
18. Total experience of carrying out of the work given in scope of work for any Section 8 company (share engagement details and evidences)	
19. Number of Sector Skill Councils approved by NSDC with whom the firm has past or current engagement as CS (share engagement details and evidences)	
20. Total experience of carrying out of the work given in scope of work for any Govt body/ PSU (share engagement details and evidences)	

Signature and Seal of Head/ Authorised Signatory of Firm/ Company

Name:

Designation:

Place: _____

Date: ---/-----/-----

Annexure- 2

Financial Proposal/Bid

Please enlist the Services

Services	Fee for Services (Indian Rs)
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Signature and Seal of Head/ Authorised Signatory of Firm/ Company

Name:

Designation:

Place: _____

Date: ---/-----/-----