
Request for Proposal

Consulting Services for Provincial Level Policy Diagnostic Study on Circular Economy:
Opportunities, Issues and Challenges.



RFP No-WCN/ROC/2025/4.4

Project: Roots of Circularity (ROC)-Introducing and Integrating Circular Economy in Nepal

Purchaser: Wildlife Conservation Nepal (WCN)

Country: Nepal

Issued Date: 25 June, 2025

Submission Deadline: 25 July, 2025, 5:00 PM.

Terms of References

1. Background:

A Circular Economy (CE) differs fundamentally from a linear Economy in how resources are utilized and managed. The conventional "take-make-dispose" approach, which is used in linear economies, depletes natural resources, produces waste, and worsens the environment. On the other hand, the Circular Economy uses a closed-loop system that aims to reduce waste production and resource exploitation. To prolong every products' lives and lessen their impact on the environment, Circular Economy places a strong emphasis on recycling, repairing, reusing, and renovating materials. Circular Economy regards goods as valuable assets rather than throwaway ones, promoting design and production innovation to keep materials in use- as much as possible. The Circular Economy differs from the linear model's unsustainable behaviors in that it emphasizes resource efficiency and waste reduction, which encourages sustainability, lessens reliance on finite resources, and builds resilience against environmental issues.

Thus, the core values of a Circular Economy are: 1. Designing Out Waste and Pollution – preventing waste at the source through eco-design and Circular processes; 2. 3. Keeping Products and Materials in Use – extending product lifecycles through reuse, repair, and remanufacturing; and 4. Regeneration of Natural Systems – restoring ecosystems by returning biological materials safely to nature. Additionally, the Circular Economy framework is underpinned by a transition to renewable energy and materials, which are essential for building a truly sustainable system.

Circular Economy's core principles closely align with the Sustainable Development Goals and focus on reducing waste, reusing materials, and regenerating natural systems, especially SDG 12, which promotes responsible consumption and production patterns to minimize environmental impact.

Further, moving towards low-carbon and sustainable economic practices are key components of Nepal's third Nationally Determined Contribution (NDC 3.0) and the Paris Agreement. It outlines methods for incorporating the ideas of the Circular Economy into the fields of waste management, agriculture, and energy. To lower emissions and pollution, Nepal aims to increase resource efficiency, encourage recycling, and put waste-to-energy projects into action. Additionally, the NDC 3.0 also establishes goals to improve solid waste management, such as encouraging recycling and composting and separating 50% of household garbage at the source by 2030. By

lessening reliance on virgin resources and preventing environmental deterioration, these programs promote a Circular Economy and are in line with SDG 12.

By integrating Circular Economy principles into the formulation of the sectoral as well as intersectoral policies and strategies at the provincial level, ROC contributes to Nepal's commitment towards global efforts to address climate change and fosters sustainable growth, ensuring a balance between environmental, economic, and social objectives. Similarly, the project plans to support different stakeholders and ministries for efficient resource management, environmental conservation, national heritage protection, and mitigation of negative impacts. It focuses on low carbon technology, transportation, infrastructure, tourism, and cultural preservation, integrating environmental concerns with development plans.

2. Description, Objectives, Expected Outcomes:

Roots of Circularity (ROC)- Introducing and Integrating Circular Economy in Nepal, funded by the EU Union is a four-year project to be implemented in two target provinces: Bagmati and Lumbini. The project implementation is led by the Impact Hub Association (IHA) through a joint venture of Impact Hub Kathmandu (IHK) and Wildlife Conservation Nepal (WCN). ROC aims to promote a systematic shift of Nepal linear Economy models towards Circular Economy.

ROC project is aimed at raising awareness among the relevant stakeholders and contributing towards policy development through multiple dialogue/exchange session among CSOs, private sectors, academic institution and policy makers across different levels to enhance capacity building and consolidating the robust understanding of the Circular Economy principles, exchanging experiences for common approach to Circularity in Nepal. This project will also focus on engaging members of vulnerable and marginalized communities—such as Dalits, indigenous peoples, persons with disabilities, LGBTQIA+ individuals, women, and youth—to identify and explore opportunities for advancing the Circular Economy. It aims to encourage and support their entrepreneurial activities in circular practices, in collaboration with civil society. Provincial-level policy development is also a part of the ROC project, which requires high-level exchange sessions to learn more about the status of the Circularity in the targeted provinces.

This diagnostic study aims to generate evidence-based recommendations to support the transition to a Circular Economy (CE) in Lumbini Province, with a strong emphasis on the priority sectors outlined in Nepal's Third Nationally Determined Contributions (NDC 3.0). The selected organization will assess sectoral readiness, analyze policy and regulatory gaps, and identify strategic entry points for CE practices aligned with NDC 3.0 targets. By engaging key stakeholders, the study will develop a practical roadmap for provincial implementation, with findings to be presented to policymakers to guide sustainable climate action.

The expected three outcomes of this report are-

- **Outcome 1: Informed Sectoral Investment and Policy Focus**
Provincial and national policymakers are equipped with clear, evidence-based insights from a Sectoral Readiness Report, enabling them to prioritize investments and Circular Economy interventions in the most viable sectors. This ensures efficient resource use and stronger alignment with NDC 3.0 targets.
- **Outcome 2: Strengthened Policy and Regulatory Coherence**
A comprehensive Policy and Regulatory Analysis Report will enhance coherence and legal alignment at the provincial level, enabling the development or revision of policies that directly support the Circular Economy transition and are aligned with national climate commitments (e.g., NDC 3.0, Net Zero Strategy, NAP, REDD+).
- **Outcome 3: Accelerated Circular Economy Transition Pathways**
Stakeholders will receive evidence-based, sector-specific Policy Briefs that serve as practical roadmaps for implementing Circular Economy practices in viable priority sectors. This will foster private sector participation, enable targeted actions, and help unlock green financing opportunities aligned with Lumbini Province's readiness and NDC 3.0 goals.

3. Scope of Work

The study will prioritize key sectors identified in Nepal's Nationally Determined Contributions (NDC 3.0) and contribute to both national and international sustainability goals. It will engage stakeholders across government, industry, civil society, and academia to ensure context-specific and locally grounded insights. Through a comprehensive diagnostic of sectoral readiness, policy gaps, regulatory frameworks, and financing opportunities, the study will generate evidence-based recommendations to support the transition to a Circular Economy in Lumbini Province.

The findings must be translated into a roadmap and policy guidance tailored to provincial-level implementation. The findings of the study must be prepared for presentation to policymakers in the relevant ministries of Lumbini Province, emphasizing the development of essential guidelines to facilitate the transition to Circularity frameworks or, at the very least, a relevant policy guideline for a specific sector.

4. Key Deliverables:

The findings from this study will serve as a foundation for evidence-based policymaking, ensuring Lumbini Province's sustainable transition to a Circular Economy while contributing to Nepal's broader climate and economic resilience goals.

Deliverable	Indicative Action	Performed Activities
Inception Report	i. Policy and Regulatory Analysis outlining gaps and opportunities for Circular Economy implementation reviewing different existing policies and legal framework.	☐ Do a thorough Policy and Regulatory Analysis with review existing policy frameworks, strategies, and legal mechanisms supporting Circular Economy transition in reference (but not limited to) Environment Protection Act 2076, Climate Change Policy 2076, National Adaptation Plan (NAP), REDD+ strategy, Long-term Net Zero Strategy, Nationally Determined Contributions (2025). Gather secondary data from technical and evaluation reports from INGOs and CSOs, project documents, relevant tools and guidelines, advocacy strategies and accomplishments, as well as other pertinent research materials, journal articles, and media coverage.

		<p>❓ Conduct an in-depth assessment of key industrial acts and regulations and analyze gaps, challenges and opportunities within national and provincial policies, including:</p> <ul style="list-style-type: none"> o Industrial Enterprise Act, 2076 o Safeguards, Anti-dumping, and Countervailing Act, 2076 o Export and Import Control Act, 2013 o If there are any acts or policies of Lumbini Province related to the SDGs & circular economy, it would be beneficial to incorporate them into the study as well. <p>❓ Sharing the findings on the policy gaps/opportunities/challenges and determining the most feasible industry/sector for Circular Economy transition.</p>
	<p>ii. Research Framework with detailed methodologies and conceptual approach, research questions, and a comprehensive research and field study plan.</p>	<p>❓ A research framework that outlines the methodology, conceptual approach, research questions, and a comprehensive work plan. This will include a list of relevant documents, policies, and research reports for review, as well as data collection tools and the roles and responsibilities of stakeholders.</p>

		<p>☐ Additionally, it will identify different sectors for in-depth policy analysis and summarizes key gaps from previous studies that should be addressed in this analysis.</p>
Field work	<p>i. Data Collection, and Analysis (including Stakeholder Consultation/discussions, surveys, and interviews in the field)</p>	<p>☐ The consultant shall facilitate stakeholder dialogues with local authorities, industry representatives, business associations, entrepreneurs, and private sector actors—including women, youth, and members of marginalized communities such as Dalits, indigenous peoples, persons with disabilities, and LGBTQIA+ individuals—to identify and explore opportunities for advancing an inclusive Circular Economy.</p> <p>☐ Different research and analyses shall be conducted to identify the opportunities for Circular Economy in the Lumbini province. Furthermore, the scoping study should be able to identify possible industrial sectors that require intervention to merge Circularity in their existing systems.</p> <p>☐ Determine the sector in Lumbini Province best positioned for Circular Economy transition to facilitate effective interventions and investments.</p> <p>☐ Propose alignment efforts with NDC 3.0 commitments to strengthen the</p>

		province's economic, environmental, and social resilience.
Report and Dissemination	i. Main Report	<p>A main report building on the inception report which will mainly entail the Research Framework and Methodology, Data Collection and Analysis, and Stakeholder Consultation. It outlines the study's conceptual approach, research design, and detailed methods used to gather and analyze quantitative and qualitative data. It will have-</p> <ul style="list-style-type: none"> ❑ Findings about the engaged stakeholders' perception and motivation on Circular Economy transition. ❑ Stakeholders' consultation report with the transcripts of Key Informant Interview (KII) and other group discussions conducted in the course of study. <p>By consolidating these elements, the report should provide a robust evidence base to inform strategic recommendations and actionable pathways for Circular Economy transition aligned with Nepal's NDC 3.0 priorities.</p>
	ii. Sectoral Readiness Report. This must outline the "state of affairs" of sectors identified in NDC 3.0 in Lumbini Province and determine the most	<ul style="list-style-type: none"> ❑ Identify potential challenges and propose mitigation strategies to ensure the successful integration of Circular Economy financial interventions on different sectors through feasibility study.

	feasible sector for Circular Economy transition in Lumbini Province/Central level.	❓ Sectoral readiness report stating the state of affairs in the sectors predefined by the NDC 3.0.
	iii. Policy and Regulatory Analysis Report	<p>Building on the Inception Report's part 1 (Policy and Regulatory Analysis outlining gaps and opportunities for Circular Economy implementation reviewing different existing policies and legal framework)-</p> <p>➤ Perform detailed policy and regulatory analysis for enhanced policy coherence and legal alignment at the provincial level, enabling the design or amendment of policies that directly supports Circular Economy transition in line with national climate commitments (NDC 3.0, Net Zero, NAP, etc.).</p>

	<p>iii. Sector-specific Policy Briefs presenting strategic framework and clear implementation roadmaps with actionable recommendations for Circular Economy transition.</p>	<p>☐ Offer strategic recommendations for a cohesive, inclusive, and actionable policy framework that supports Nepal's transition to a Circular Economy, aligned with NDC 3.0 and global sustainability commitments—focusing on high-potential sectors within Lumbini Province.</p> <p>☐ Provide a sector-specific, inclusive roadmap outlining policy measures, financial mechanisms, implementation pathways, key challenges, and practical solutions to enable a just, equitable, and effective Circular Economy transition.</p>
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5. Duration and Delivery Details of the Study:

The assignment can span up to 120 days, from the contract signing. Project delivery details are outlined as;

Deliverable	Format	Length	Due
Inception Report (Workplan and Report Outline)	Flexible	10-15 Pages	Within 1 month of Contract Signing
Field work and Data Analysis	N/A		Within 2 months of the contract signing or as agreed upon inception report

Zero Draft report along with submission of all data collected for the three major reports. (see key deliverables)	In the provided template (template to be provided later)	Flexible	At least 3 weeks before the contract expiration date.
Final Report	In the provided template (template to be provided later)	Flexible	At least 1- 2 weeks before the contract expiration date.

6. Eligibility

a. This Request for Proposal (RFP) outlines the requirements for an open and competitive bidding process. All eligible registered firms with relevant mandates and experience are invited to apply.

b. Joint ventures and associations are allowed, but subcontracting is not. Applicants or the associated members in the case of joint ventures, or associations, must have prior experience in policy research in similar sectors. Proposals from applicants without prior relevant experience will not be considered for selection. The contract however will be signed with the lead organisation.

The team's qualification is also one of the pre-qualification criteria; evaluation will verify submitted documents in the required format. Any document lacking valid proof will be deemed ineligible. WCN reserves the right to accept or reject credential proof at its discretion without providing explanations. Only bidders meeting the eligibility criteria through properly submitted documents will proceed to further evaluation stages.

S.N.	Eligibility Criteria Requirements	Supporting Documents Required
1.	The applicant or the lead applicant in the case of joint ventures or associations should have been in operation for at	Incorporation of the relevant documents. Pan/Vat Registration/Latest Clearance.

	least five years as on the date of the RFP.	
2.	The applicant or the associated members in the case of joint ventures or associations jointly should have completed at least one similar project/ assignment and one survey-based research or landscaping project.	Copies of the satisfactory work completion certificate by the client should be enclosed. In cases where a completion certificate is not available, an award letter and project agreement.
3.	The applicant or any associated members in the case of joint ventures or associations should not have been blacklisted or debarred by any national or subnational government or multilateral or bilateral or public institution as on the date of the RFP.	Self-Declaration certificate (in provided template)
4.	The applicant or any associated members in the case of joint ventures or associations should have had a permanent or representative office in Nepal for a minimum of two years.	Self-declaration certified by authorized signatory of the applicant, along with supporting documents like lease agreement, electricity bills, etc.

7. Submission Requirements

Please ensure that the project proposal and all attachments are legible and provided in pdf format.

The proposal should give Wildlife Conservation Nepal (WCN) all the information that is needed to assess your bid, detailed information is provided as summarized below:

- i. Organization's details: Including relevant information about the service provider and contact details (as per the provided format-please check Appendix 1).
- ii. Technical Proposal: The approach should present a clear strategy for achieving outcomes efficiently, ensuring structured implementation with built-in flexibility for adaptive management. The technical proposal must align with the stated objectives, scope, and deliverables, and should outline the proposed methodologies in detail, key stages, milestones, and review periods within the specified timeframe. While the format of the technical proposal can be flexible, it

- must not exceed 15 pages. All text should be in Arial font, size 11 with single line spacing (see Proposal Evaluation Criteria for more detail).
- iii. Financial Proposal: The financial proposal must be presented in NPR-denominated financial bids under dedicated headings as per the key deliverables. The proposal must demonstrate both financial feasibility—ensuring that the budget is realistic, sufficient, and aligned with the scope of work—and cost-effectiveness, reflecting efficient use of resources and value for money across all budget lines. It should be a reasonable lump sum, covering all expenses and taxes, exhibiting reasonableness in all allocations (see Proposal Evaluation Criteria for more detail).
 - iv. Area of Experience (about Organization): An overview of expertise and experience on policy research and analysis in different socio-economic sectors including references to previous work carried out in Nepal (as per the provided format-please see Appendix 2).
 - v. Declaration of not being blacklisted and Conflict of interest (COI): Official declaration (in official letter head in case of organization) that submitting parties have not been blacklisted, debarred, or suspended by any government agency, financial institution, regulatory authority, or any other entity at the national or international level. Submitting parties must also declare conflict of interest in compliance with ethical guidelines, policies, and procedures to ensure transparency and fairness (as per the provided format -please see Appendix 3).
 - vi. CVs of the dedicated Team: Including the details of the proposed project team - please include relevant experience and expertise and limit CVs to three pages per person; indicate the project lead, the role of each team member, and time commitment (as per the provided format-please see Appendix 4).

The core project team—including the team leader—must have expertise in at least three of the following areas: environment, economics, and policy development.

Position	Qualification	Experience
Team Lead (Compulsory)	At least Master's Degree in relevant field	10+ years
Environmental/Environmental Economist or similar	At least Master's Degree	5+ years

Policy Research Expert	Master's Degree in relevant field	5+ years
Socio-economic Research Expert	Master's Degree in relevant field	5+ years
Others (Optional)	Team members must meet the reasonable eligibility requirements.	

8. Proposal Evaluation Criteria

The proposal evaluation aims to assess bids and select the most suitable landscaping consultant at a competitive price. WCN will conduct the evaluation, and its decision will be final.

The competitive bids shall be evaluated in the following stages:

- a. Technical proposal
- b. Financial proposal

A. Technical Proposal Evaluation:

- The technical section must include background and context of the study with highlighted objectives that study aims to achieve.
- This section must highlight all detailed approaches and methodologies to be carried out during the scoping study and policy research.
- The proposal must list all the key deliverables and provide the anticipated impact of the study.
- Qualification of the key personnel to be involved in this assignment (with CVs of team members in the prescribed format attached to this section).

Score Methodology for Technical Proposal:

S.N.	Description	Maximum Obtainable
1.	Methodology of the Assignment	20
2.	Experience of the Proposed Team	20
3.	Previous Experience in Similar types of Assignment	20
4.	Presentation of the Proposal Ideas	10
5.	Detail Timeline of the Study	10
	Total	80

*Minimum of 50 Points to be scored to proceed to financial proposal evaluation.

The technical proposals will be evaluated on the quality, coherence, and relevance with key deliverables: Sectoral Readiness Assessment Report, Policy and Regulatory Analysis Report, and Strategic Framework and Roadmap Report. A well-structured research framework/methodology will be essential, as it underpins the overall objectivity, clarity, and reliability of the study. Proposals will be evaluated on the consultant's ability to design and apply a robust research framework, implement effective data collection and analytical methods, and facilitate meaningful stakeholder engagement. Priority will be given to proposals that demonstrate a clear understanding of Nepal policies (NDC, Net Zero Strategy, NAP, REDD+ and such) and translate findings into actionable, policy-relevant recommendations relevant to Circular Economy. The selection process will heavily weigh on the consultant's ability to generate context-sensitive, evidence-based outputs that directly influence sectoral transition planning, regulatory alignment, and investment objectives.

B. Financial Evaluation and Scoring Method

The financial evaluation will be based on the NPR-denominated financial bids submitted by each applicant. The bid should be a lump sum, covering all expenses and taxes. Financial proposals will be assessed based on legitimacy/reasonableness of the allocations to different activities as proposed by the applicant. The financial proposal carries a total score of 20 points.

Score Methodology for Financial Proposal:

S.N.	Description	Maximum Obtainable
1.	Financial feasibility	10
2.	Cost effectiveness	10
	Total	20

9. Overall Evaluation:

Bids will be assessed using the Combined Quality-Cost Based System (QCBS), with technical proposals carrying a weight of 80 points and financial proposals 20 points. The total score will be calculated as:

$$\text{Total Score} = \text{Technical Proposal Score} + \text{Financial Proposal Score}$$

The applicant with the highest combined score will be recommended for the contract.

10. Tentative Budget:

The proposal must carry financial bids up to NPR 1,450,000 (one million and four hundred fifty thousand only) including all applicable taxes.

11. Contract and Payment Terms:

Upon completion of the evaluation, shortlisted applicants will be contacted, and a presentation may be required and subsequent procedural steps will follow.

A formal contract will then be executed, following which the award will be officially granted.

After the contract is awarded following payment terms will be followed:

Milestone	Amount to be Paid (%)
1. Contract Sign	-
2. Inception Report	20%
3. For Field Study and Data Analysis	40%
4. Zero Draft	25%
5. Final Report Submission	15%
TOTAL	100%

12. Submission Deadline

Proposals will be accepted until 5 PM on 25th July 2025. Any proposals received after this deadline will not be accepted.

13. Proposal Submission and Queries:

Interested parties can submit a proposal in response to this RFP, please prepare your proposal following the requirements and procedure as set out in this RFP at the below physical address or submit in 3 pdf documents (Technical Proposal, Financial Proposal and Appendices) to mail@wcn.org.np with the subject RFP No-WCN/ROC/2025/4.4

*Wildlife Conservation Nepal (WCN)
Head Office, House No. 135
Naya Basti Marg, Baluwatar-04
Kathmandu, Nepal*



For further information, or regarding any queries you can reach us by our official email address at mail@wcn.org.np. Furthermore, any complaints regarding the process can be sent to us through the same mail address.

Appendix1: Format for the details of bidder

S.N.	Particulars	Details to be furnished by the Bidder
1.	Name of the Bidder	
2.	Location of Registered Office/Corporate office and Address	
3.	Mailing Address & Official Company Website of the Bidder	
4.	Name of the Authorized Personnel	
5.	Designation of the Authorized Personnel in the Company	
6.	Telephone Number or Contact No. of the Authorized Personnel	
7.	Email Address of the Authorized Personnel	
8.	Brief Description of the company and business background Service Profile. (100 words max.) In case of the alliance and joint ventures description of the partners (50 words max of co-partners)	
9.	We declare we have submitted the following documents along with technical and financial proposals. Checklist of Documents: <ul style="list-style-type: none"> • Details of Organizations • Organizational Experience • Declaration for conflict of interest • CVs. of team members. 	

Appendix 2: Experience of the Organization:

Please provide a brief description/profile of your organization for this assignment.
(Max. 350 words)

Please submit, in the format provided, the documentation of your consulting firms, agencies, or company's prior experiences as legally engaged to conduct research services identical to those asked under this assignment.

Name of the Assignment or Project:	
Country of Assignment: Location within country: (Preferably the name of the state and city)	
Name of the Client:	
Address:	
Project Tenure: From [dd/mm/yyyy] To [dd/mm/yyyy]	
Project Duration (Months)	
Narrative Description of the Assignment Carried Out:	
Summary of the project activities performed by your organization within the assignment (300 word or less):	

*Note: Tables can be made for three similar prior projects.

Appendix 3: Declaration for not being blacklisted and conflict of interest

[To be submitted with letterhead of the proposer]

To,

Wildlife Conservation Nepal (WCN)

House No.: 135, Nayabasti Marg

Baluwatar-04, Kathmandu

Nepal

Declaration for not being blacklisted and conflict of interest

Dear Sir/Madam,

With reference to the RFP No..... We, [Name of Organization], located at [Address], hereby confirm that our firm, including any of our affiliates and subsidiaries, has not been blacklisted, debarred, or suspended by any government, international organization, or funding agency for fraudulent, corrupt, or unethical practices. We also declare that we have not been involved in any legal or regulatory violations that could affect our eligibility to participate in this RFP process.

Furthermore, we declare that there are no circumstances, relationships, or interests-personal or organizational-that could improperly influence our impartial involvement in this RFP. We are committed to upholding the highest standards of integrity and transparency throughout the process.

In case of any false declaration, we understand that Wildlife Conservation Nepal (WCN) reserves the right to disqualify our proposal or take any necessary legal action.

Sincerely,

[Signature of the Authorized Personnel with Stamp]

Authorized Signatory's Name:

Designation:

Name of Organization:

Date:

Appendix 4: CV Format for the Proposed Team

1	Proposed Position under this Assignment:	
2	Name of Company [Insert name of company proposing the staff]:	
3	Name of Staff [Insert full name]:	
4	<p>Highest Degree of Education [Name of the degree obtained indicating college/university and date of the degree received]:</p> <p>(Please mention in case of any other relevant degree obtained)</p>	
5.	Other Training [Indicate trainings relevant to the designated tasks under this assignment]:	
7	Areas of Expertise:	
8	<p>Language</p> <p>[For each language, indicate proficiency: good, fair, or poor in speaking, reading, and writing]:</p>	
9	<p>Work Experience [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below):</p> <p>From [Year]:_To [Year]:</p> <p>Employer:</p> <p>Positions held:</p>	

10	<p>Specific Tasks Assigned</p> <p>[Provide a detailed list of all responsibilities to be undertaken for this assignment]</p>
11	<p>Relevant Experience Demonstrating Ability to Perform Assigned Tasks</p> <p>[From the assignments the staff has participated in, provide the following details for those that best showcase their expertise and capability.]</p> <p>Name of assignment or Project:</p> <p>Year:</p> <p>Location:</p> <p>Client:</p> <p>Main project features:</p> <p>Positions held:</p> <p>Activities Performed:</p> <p>Name of assignment or Project:</p> <p>Year:</p> <p>Location:</p> <p>Client:</p> <p>Main project features:</p> <p>Positions held:</p> <p>Activities Performed:</p>

Appendix 5: Attach registration document for the organizations/firms

Appendix 6: Attach PAN/VAT registration Documents as applicable

Appendix 7: Attach latest tax clearance of the organizations/firms