



# Guwahati Biotech Park

Technology Complex, IIT Guwahati  
Guwahati- 781 039

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GBP/7.16/2016-17/3433

Date: 30.09.2016

## **SHORT NOTICE INVITING APPLICATIONS**

### **For Engagement of Internal Auditor**

Applications in prescribed format are invited from reputed Chartered Accountant Firms for carrying out Internal Audit of Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre. The last date of submission of filled in application is 18/10/2016 up to 3 PM to be addressed to the Chief Executive Officer, Guwahati Biotech Park Office, Technology Complex, IIT Guwahati. The applications will be opened on the same day at 3.30 p.m. Any corrigendum in this regard, if any, will be uploaded only on GBP website.

### **Essential Eligibility Criteria (Supporting documents must be attached)**

1. The firm must be empanelled with Comptroller & Auditor General of India (CAG)
2. The firm should have at least 5 years work experience. The list of clientele of last 5yrs may be attached.
3. The firm should be based at Assam.
4. The firm should have adequate experience of internal auditing of Government Institute/PSU/Semi Govt. organizations etc.
5. The applicant firm must be registered with the chartered Accountant of India.

### **Terms & Conditions:**

1. The firm must undertake to deploy competent staff to carry out assigned work at their own cost.
2. The firm should indicate the amount of fee to be charged in writing (both in figures & words)
3. The term of contract will be for the internal auditing of the F.Y. 2016-17 initially. Further it may be extended for a maximum of 2 years on mutually agreed terms and conditions.
4. Incomplete application or application received after last date will be summarily rejected.
5. Guwahati Biotech Park reserves the right to terminate the contract at any time without prior notice if the services provided by the firm are found to be not satisfactory.

**Evaluation Criteria:**

The selection of the Chartered Accountant firm would be based on fulfilment of the essential eligibility criteria and on L1 basis.

**General information and Scope of Work:**

- 1) Guwahati Biotech Park is registered under the Societies Act. XXI of 1860 and has two separate funds, one from Department of Biotechnology, Government of India and other from Department of Science and Technology, Government of Assam.
- 2) The Chartered firm appointed for audit will have to give an Audit Certificate, utilization certificate and any other certificate required from time to time for GBP and GBPIC separately.
- 3) The firm will ensure that all necessary supporting documents, records and accounts have been maintained and kept properly in respect of all Fund inflows and Fund Outflows. Clear linkages should exist between the books of accounts and reports presented to the Government of India and the State Government.
- 4) The C.A. firm has to submit, I/E, Receipts & Payment, Statement of Expenditure, Fund Status, Cash Flows and Balance Sheet along with the auditor's report Quarterly, Half yearly and on Annual basis as the case may be and any other document if required.
- 5) The C.A. firm has to submit other financial observation and has advice separately to improve the internal control. Whenever situation demands the C.A firm shall Reconcile the necessary details regarding fund status and Statement of Expenditure with other stake holders.

**Sd/-**

**Shri Vinod Seshan, IAS  
Chief Executive Officer**

**Application for carrying out Internal Audit in Guwahati Biotech Park (GBP) & Guwahati Biotech Park Incubation Centre(GBPIC) for Financial Year 2016-2017.**

*(Please use separate sheet if required)*

1. Name of the Firm	
2. Address of the Firm	
3. Particulars of Branch Office :	
4. Status of the Firm :	
5. Name of the Proprietor :	
6. Membership No. of the Proprietor/Director:	
7. Other Qualification of the Proprietor/Director :	
8. Registration Number of the Firm :	
9. Date of Establishment of the Firm :	
10. Telephone Number :	
11. Service Tax Regd. Number :	

12. Experience of the Proprietor/Director :	
13. C & AG Empanelment No. of the Firm :	
14. Experience of the Firm :	
15. Client Name:	
16. Staff Strength :	
17. Professional Fees for carrying out the Internal Audit of GBP for the FY 2016-17 :	
18. Professional Fees for carrying out the Internal Audit of GBPIC for the FY 2016-17 :	

*Name of the firm with seal*