



**Notice Inviting Tender**

**For Appointment of Chartered Accountant Firms for conducting  
Statutory Audit of  
Guwahati Biotech Park  
and Guwahati Biotech Park Incubation Centre  
for the Financial Year 2017-18**

**NIT No. GBP/5.7/2018-19/3557 dated 27.04.2018**

**Guwahati Biotech Park  
Technology Complex  
IIT Guwahati  
Guwahati-781039  
Tel: 0361-2690228**

**Email: [ceogbp@guwahatibiotechpark.com](mailto:ceogbp@guwahatibiotechpark.com)**

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# Guwahati Biotech Park

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## SECTION-I NIT INFORMATION

Name of Assignment: **Open Tender for Appointment of Chartered Accountant Firms for conducting Statutory Audit of GBP and GBPIC for the Financial Year 2017-18.**

Sealed tender under “TWO BID SYSTEM” are invited for Chartered Accountant Firms for conducting Statutory Audit of GBP and GBPIC for the Financial Year 2017-18.

### Important Information

Sl. No.	Event	Information to the Consultants
1	Date of Release	29-04-2018
2	Last Date of submission	19-05-2018 up to 2:00 PM
3	Date of Opening of Technical Bid	19-05-2018 at 03:30 PM
4	Date of opening of Financial bid of technically qualified bidders	21-05-2018 at 3.30 PM
5	NIT Document	The details can be downloaded from the website <a href="http://www.guwahatibiotechpark.com/Business/Tenders">www.guwahatibiotechpark.com/Business/Tenders</a>
6.	Tender Fee	Rs. 500/- Demand Draft (DD) in favour of Guwahati Biotech Park payable at Guwahati
6	Address for communication	Guwahati Biotech Park Technology Complex IIT Guwahati Guwahati-781039

## **SECTION-II SCOPE OF WORK**

The audit firm would be required to conduct the statutory audit of Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre in accordance with the standards /procedure on audit. The detailed scope of work for Audit for the financial year 2017-18 is at **Annexure- A**.

Initial engagement period of appointment will be for one year for the FY 2017-18. Based on the satisfactory performance, the tenure may be further extended year to year basis for a maximum period of two more years.

Guwahati Biotech Park invites sealed tenders super scribing the name of the work for consideration.

The audit of the accounts should be carried out on quarterly basis without any overlapping. Quarterly Audit reports & Annual Audit report need to be submitted to the Chief Executive Officer, Guwahati Biotech Park in triplicate after completion of each quarter and the audit period should be minimum of 15 days for each phase of audit covering the entire scope.

**Audit firm is required to visit and perform the audit work at Guwahati Biotech Park office as per scope of work.**

## **SECTION-III INSTRUCTIONS PRICE**

### **BASIS AND PAYMENTS:**

The proposal should include price all-inclusive lump sum in Indian Rupees only, for the entire scope of work covered under the Terms of Reference on a firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment as per the format at Annexure –B in a separate envelope sealed properly. The Contract price and the scope of work also include any services, etc. which is not specifically identified but are required for completion of the assignment. Minimum lump sum fee of Rs. 15000.00 (Rupees Fifteen Thousand) plus GST as applicable only for Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre each.

### **TERMS OF PAYMENT:**

All payments would be claimed by the Firm from Guwahati Biotech Park on being due, and would be accepted for payment by Competent Authority of Guwahati Biotech Park based on the satisfactory completion of the work in sole discretion of Guwahati Biotech Park. The audit firm shall raise invoice after successful completion of audit and as per the work order. Guwahati Biotech Park shall make payment on receipt of such invoice in triplicate.

### **OWNER'S RIGHT TO ACCEPT/ REJECT THE PROPOSAL**

Guwahati Biotech Park reserves the right to accept or reject the proposal at any time prior to award of Contract, without thereby incurring any liability to the Auditing Firm concerned or any obligation to inform the Auditing Firm concerned of the grounds for the Owner's action.

### **CONFIDENTIAL:**

The Audit firm shall not disclose the documented management systems to any third party including their internal department.

### **SUB-CONTRACTING:**

Audit firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full.

**SELECTION PROCESS:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Points per criteria</b>	<b>Maximum Points</b>	<b>Supporting documents</b>
1	No. of years of experience (minimum 5 years)	5-7 years: 20; 8 & more years: 25	25	Copy of certificate of incorporation from ICAI
2	No. of Qualified CA partner or employee (At least one)	2 Point per Qualified partner or 1 Point per employee	5	Copy of certificate in the name of the partner/employee
3	Experience of Statutory Audit assignment in Government Institute/ Semi Government Institutes/PSUs/ Autonomous Bodies/ Societies in last five years	3 Points per assignment	15	Work orders.
4	Average annual turnover of last three years. (Minimum Rs. 20 Lakh).	20-25 Lakh: 10 25 Lakh & above :15	15	Financial statement of the firm along with schedules for the preceding three financial years
5	Firm having HO/ Branch Office registration in Guwahati		5	Rent agreement/ electricity bill/ copy of certificate of incorporation from ICAI.
<b>Total</b>			<b>65</b>	

- Professional firms which obtain at least 50% marks based on the technical parameters would be considered for opening financial bid.
- The Management reserves its rights to relax any of the above conditions in appropriate cases considering the experience and expertise of the firm.

## **TENDERING PROCESS:**

The tender documents will consist of two envelopes which may be super scribed as “Technical Proposal” and “Financial Proposal” respectively. Both the said two envelops (Technical proposal and Financial Proposal) should be kept inside a third envelop, super scribed as “Quotation for Engagement of Chartered Accountant firm for conducting Statutory Audit for the Financial Year 2017-18”.

### **Envelop-1 consists:**

- (i) Form-1 (Technical Proposal)
- (ii) Annexure- B
- (iii) Undertaking on firms letter head.
- (iv) A copy of constitution/ registration certificates of firm/organization issued by the ICAI containing inter-alia.
- (v) Date of formation of the firms/other organization with a full time FCA.
- (vi) Details of partners / Sole Proprietor / CA Employees as on date, date of joining the firm, date of becoming FCA, and their other interest, if any.
- (vii) Membership certificate of practice
- (viii) Copy of CAG empanelment certificate.
- (ix) A copy of the latest partnership deed in the case of partnership firms.
- (x) A copy of the IT return of the firm/ full time partners / the Sole proprietor/others as the case may be for the last three years along with photocopy of PAN Card.
- (xi) GST registration certificate
- (xii) A copy of financial statement of the firm along with schedules for the preceding three financial years.
- (xiii) Details of court cases / arbitration cases / or any other case pending against the Firm /organization, if any.
- (xiv) Details of audit experience of the firm/organization for the last 5 years

### **Envelop-2 consists:**

- (i)Form-2 (Financial Proposal)

**SECTION- IV : NIT FORMS**  
**On Auditing Firm's Letter Head**  
**FORM- 1**  
**Technical Proposal**

To  
Chief Executive Officer  
Guwahati Biotech Park  
Technology Complex  
IIT Guwahati  
Guwahati-781039

Sub: Appointment of Chartered Accountant Firms for conducting statutory audit of GBP and GBPIC for the Financial Year 2017-18

Sir,

1. With reference to your NIT No: ..... for appointment of Audit Firms for conducting statutory audit of GBP and GBPIC for the Financial Year 2017-18, I/we wish to apply for the appointment as statutory auditor of GBP & GBPIC and the particulars enclosed as per Annexure- B.
2. Further, I/we hereby certify that: I/we have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me/us and I /we have not taken any deviation to any clause.
3. I/we further confirm that any deviation to any clause of Tender found anywhere in the bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to Guwahati Biotech Park.
4. Further, it is to confirm that our offer shall remain valid for acceptance for a period of 60 days from date of opening of bids.

Signature.....

Full name.....

Designation/Firm Name.....

Address with Phone.....

FAX & Mobile No: .....

E-Mail : .....

Seal Note:

- a) In absence of above declaration/certification, the response is liable to be rejected and shall not be taken into account for evaluation.
- b) Bidders are requested to tick the respective checklist of documents being submitted.
- c) Bidders not submitting the required supporting documents for fulfilling the criteria will be summarily rejected without any further clarification.



**ON AUDITING FIRM'S LETTER HEAD FINANCIAL PROPOSAL  
FORM-2**

To  
Chief Executive Officer  
Guwahati Biotech Park  
Technology Complex  
IIT Guwahati  
Guwahati-781039

Sub: Appointment of Chartered Accountant Firms for conducting statutory audit of GBP and GBPIC for the Financial Year 2017-18

**Table for Quoting Fee for the Assignment in terms of the Tender.  
(To be kept in a separate Envelope sealed properly while sending the proposal)**

S. No.	Particulars	Fee in INR (Rs) Price bid shall be quoted	
All-inclusive Lump sum fee (including TA/DA and excluding other out of pocket expenses, etc.) for the entire scope of work covered under the Terms of Reference on a Firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment.			
1	For conducting Statutory Audit of Guwahati Biotech Park for the F.Y. 2017-18	In Figure	In Words
2	For conducting Statutory Audit of Guwahati Biotech Park Incubation Centre for the F.Y. 2017-18	In Figure	In Words

**Please Note: GST will be paid extra at the applicable rates and is not to be quoted above. In case of any discrepancy in Fee between figures and the amount mentioned in Words, the Fee mentioned in Words shall be taken into cognizance.**

Date:  
Place:

Signature.....  
Full name.....  
Designation/ Firm Name.....  
Address.....  
Phone.....  
FAX .....

Mobile No.....  
E-Mail.....  
Seal

**OBJECTIVES**

The objectives of the Statutory audit for the Financial Year 2017-18 is to seek a professional opinion on the financial control of Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre and to ensure proper maintenance of books of accounts and other relevant documents at all levels.

**SCOPE OF WORK**

1. Audit of Books of accounts and ancillary records of GBP & GBPIC.
2. Annual Accounts related work – Verification of all the accounting statements / schedules
3. To submit statement of expenditure and utilization certificate of the allotted fund separately for Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre separately for the F.Y. 2017-18.
4. Submit Audited Balance Sheet along with auditors Report separately for GBP and GBPIC for the F.Y. 2017-18
5. Verification and Finalization of Tally Data.
6. Filing of Income Tax return for GBP & GBPIC
7. Dealing with any Government/Departmental queries, demand notices etc related to financials of GBP & GBPIC
8. Any other works required for finalization of Books of Accounts.

**APPLICATION****Details of Chartered Accountant firm for the Statutory Audit of GBP & GBPIC for the Financial Year 2017-18:**

<b>Sl. No.</b>	<b>Particulars Details</b>	
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone no. and E-mail address	
4	ICAI Registration No. with Region Name and Code No.	
5	CAG Empanelment No.	
6	Date of constitution of the firm	
7	PAN of the firm	
8	GST Registration No.	
9	Date since when the firm has a full time FCA	
10	Number of Full-Time Partners as on 31.03.2018 (Supporting documents)	
11	Number of Full Time Chartered Accountant Employees as on 31.03.2018 (Supporting documents)	
12	Number of Part Time Chartered Accountant Employees as on 31.03.2018 (Supporting documents)	
13	Number of Branches (Supporting documents)	
14	Whether the firm is engaged in any statutory/Internal/Concurrent Audit and other accounting work of any Govt./Semi Govt. Institute/PSUs//Autonomous body, etc.	
15	Turnover of the Firm (last 3 years) 2015-16 2016-17 2017-18	

**(On Firms Letter Head) Undertaking**

I/We the following partners of M/s. \_\_\_\_\_,  
Chartered Accountants do hereby jointly and severally verify and declare –

1. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountant Act,1949;
4. that the constitution of the firm as on 31st March of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

<b>Sl. No.</b>	<b>Name of the Partner</b>	<b>Membership Registration No.</b>	<b>PAN No.</b>	<b>Signature of partner</b>

(Signature of Authorized Person with Seal of the Firm)

Place:

Date: