



NOTICE INVITING QUOTATION

For Appointment of Chartered Accountant Firms for conducting Statutory Audit of Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre for the Financial Year 2023-24 and 2024-25.

NIT No. GBP/5.7/2024-25/5844

dated: 5.12.2024

**Guwahati Biotech Park
Technology Incubation Centre
Near SP Office, Amingaon
Guwahati-781031
Email: ceogbp@guwahatibiotechpark.com**

Guwahati Biotech Park

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SECTION-I NIQ INFORMATION

Name of Assignment: **Notice Inviting Quotation for Appointment of Chartered Accountant Firms for conducting Statutory Audit of GBP and GPIC for the Financial 2023-24 and 2024-25.**

Important Information

Sl. No.	Event	Information to the Consultants
1	Date of Release	05.12.2024
2	Last Date of submission	19.12.2024 at 2 PM
3	Date of Opening of Technical Bid	19.12.2024 at 2.30 PM
4	Date of opening of Financial bid of technically qualified bidders	Will be informed in due course to the Technically qualified bidders
5	NIQ Document	The details can be downloaded from the website www.guwahatibiotechpark.com/Business/Tenders
6	Address for communication	Guwahati Biotech Park Technology Incubation Centre Near SP Office, Amingaon Guwahati-781031

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 2023-24 and 2024-25 is at **Annexure- A.**

Initial engagement will be for the F.Y. 2023-24 and 2024-25 and based on the satisfactory performance, the tenure may be further be extended for another Financial Year on the same terms & condition or as per mutually agreed.

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

The selected firm will have to Complete the Audit within 30 days from the date of issue of the work order.

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. 30,000.00 (Rupees Thirty Thousand Only) plus GST as applicable only for both Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre per Financial Year.

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 other specified works 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:

Sl. No.	Particulars	Points per criteria	Maximum Points	Supporting documents
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	Firm having HO/ Branch Office registration in Guwahati		5	Rent agreement/ electricity bill/ copy of certificate of incorporation from ICAI.
Total			50	

- 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.

NIQ PROCESS:

The NIQ 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 2023-24 and 2024-25.

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 : NIQ FORMS
On Auditing Firm's Letter Head
FORM- 1
Technical Proposal

To
Chief Executive Officer
Guwahati Biotech Park
Technology Incubation Centre
Near SP Office, Amingaon
Guwahati-781031

Sub: Appointment of Chartered Accountant Firms for conducting statutory audit of GBP and GBPIC for the Financial Year 2023-24 and 2024-25.

Sir,

1. With reference to your NIQ No: for appointment of Audit Firms for conducting statutory audit of GBP and GBPIC for the Financial Year 2023-24 and 2024-25. 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 with Seal.....

Full name.....

Designation/Firm Name.....

Address with Phone.....

Mobile No:

E-Mail :.....

- 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 2023-24 and Financial year 2024-25

**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 and Guwahati Biotech Park Incubation Centre for the F.Y. 2023-24	In Figure	In Words
2	For conducting Statutory Audit of Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre for the F.Y. 2024-25		

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 & Seal.....
Full name.....
Designation/ Firm Name.....
Address.....
Phone.....
Mobile No.....
E-Mail.....

OBJECTIVES

The objectives of the Statutory audit for the Financial Year 2023-24 and 2024-25 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 transactions/ statements /schedules etc.
- 3) To submit statement of expenditure and utilization certificate of the allotted fund separately for Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre for any period as and when required.
- 4) Submit Audited Balance Sheet along with auditors Report for GBP and GBPIC separately.
- 5) Verification and Finalization of Tally Data as per Audited Financial Statement.
- 6) Calculation of Depreciation for all Assets of Guwahati Biotech Park & Guwahati Biotech Park Incubation Centre and make entry in Tally.
- 7) The Statutory Auditor Should Filing the Income Tax return for both GBP & GBPIC separately after finalized the books of accounts.
- 8) The Statutory Auditor should make Tally Entry for Finalizing of the Books of Accounts and after Finalized the Tally Data the Firm should submit the Final Tally Data to Guwahati Biotech Park.
- 9) The Audit, Finalization of Financial Statement and filling of Income Tax return etc. should be done before the last date as per statutory requirements. Any delay or deviation will be strictly reviewed and necessary penal provision will be attracted
- 10) The Statutory Auditor should hand over all the acknowledgements copy, certificates and other documents etc. after filing of return/other ancillary works.
- 11) Dealing with any Government/Departmental/Statutory Bodies etc. queries, demand notices etc. related to financials of GBP & GBPIC.
- 12) Any fine/penalty/interest charged by any authority due to the fault of the Statutory Auditor will be borne by the Chartered Firm.
- 13) Any other works required for finalization of Books of Accounts.
- 14) The Statutory Auditor should provide professional training to personals of this office so as to maintain proper Books of Accounts and other financial matters with respect to scope of work and intimate any kind of amendments.
- 15) The Statutory Auditor should guide and ensure that all necessary records, supporting documents etc. relating to both organizations have been maintained properly by this office so as to avoid any fine, penalty, interest etc.
- 16) Any kind of UC, documents etc. should be certified by the Auditor as and when required for any period.
- 17) Preparation of reply for Audit Query pertaining to CAG/ AG audit.

APPLICATION**Details of Chartered Accountant firm for the Statutory Audit of GBP & GBPIC for the Financial Year 2023-24 and 2024-25.**

Sl. No.	Particulars Details	
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 31.03.2024 (Supporting documents)	
11	Number of Full Time Chartered Accountant Employees as on 31.03.2024 (Supporting documents)	
12	Number of Part Time Chartered Accountant Employees as on 31.03.2024 (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.	

(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.

Sl. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of partner

(Signature of Authorized Person with Seal of the Firm)

Place:

Date: