



Notice Inviting Quotation

Engagement of Chartered Accountant Firm for conducting Statutory Audit of Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre for the Financial Year 2021-2022 and 2022-2023.

Guwahati Biotech Park invites sealed quotations from experienced Chartered Accountant firm for conducting Statutory Audit of Guwahati Biotech Park (GBP) and Guwahati Biotech Park Incubation Centre (GBPIC) for the Financial Year 2021-2022 and 2022-2023 . Details may be collected from the office of Guwahati Biotech Park or may be downloaded from the official website www.guwahatibiotechpark.com under Business/Tender section. Last date for submission of quotation is 10-08-2022 at 2 PM.

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) The Audit, Finalization of Financial Statement and filing 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.
- 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 hand over all the acknowledgements copy, certificates and other documents etc after filing of return/other ancillary works.
- 9) Dealing with any Government/Departmental/Statutory Bodies etc queries, demand notices etc related to financials of GBP & GBPIC.
- 10) 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 Tally Data to Guwahati Biotech Park.
- 11) Any fine/penalty/interest charged by any authority due to the fault of the Statutory Auditor will be borne by the Chartered Firm.
- 12) Any other works required for finalization of Books of Accounts.
- 13) 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.

- 14) 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.
- 15) Any kind of UC, documents etc should be certified by the Auditor as and when required for any period.
- 16) The Statutory Auditor should submit NOC to Guwahati Biotech Park on the letter head of firm after receiving their professional fees.

GENERAL CONDITIONS

- i. The selected firm will have to Complete the Audit within 30 days from the date of issue of the work order.
- ii. The Statutory Auditor is required to visit and perform the audit work at Guwahati Biotech Park office as per scope of work.
- iii. The Professional Fee and the scope of work also include any services etc. which is not specifically identified but are required for completion of the assignment.
- iv. The Statutory Auditor is not allowed to sub contract the work to any other parties either in part or full.
- v. Engagement will be for the FY 2021-2022 and 2022-2023. Based on the satisfactory performance, the tenure may be further extended year to year basis on the same terms & condition or as per mutually agreed.
- vi. A Service Level Agreement will be executed with the engaged firm governing all the terms and conditions of the contract.

OTHER TERMS AND CONDITIONS

- i) Quotations will have to be submitted in a Sealed Envelope and should be addressed to The Chief Executive Officer, Guwahati Biotech Park, Amingaon, Kamrup , Guwahati -781031, Assam, India and reach the office of the Guwahati Biotech Park on or before is 07-08-2022 at 2 PM.
- ii) All payments would be claimed by the Statutory Auditor 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.
- iii) The Statutory Auditor shall raise invoice after successful completion of audit and as per the work order.
- iv) Invoice should be in the name of Guwahati Biotech Park.
- v) Guwahati Biotech Park shall make payment on receipt of such invoice in triplicate.
- vi) GST number of the Statutory Auditor should be clearly mentioned in all the Bills.
- vii) Professional fees quoted should be as per the format in Annexure I.
- viii) The Firm Should mention their registration no. issued by Institute of Chartered Accountant, besides name, designation and membership no. of CA Signing, UDIN no. of the Certificate, Audit Report etc.
- ix) Payment Terms: 100% payment shall be made within 2-3 weeks from the date of successful completion of the work.

Sd/-

**Chief Executive Officer
Guwahati Biotech Park**

ANNEXURE -1

Schedule of Rate

Sl No	Description of Item	Rate	GST	Amount
1	Conducting Statutory Audit of Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre for the Financial Year 2021-2022		18%	
2	Conducting Statutory Audit of Guwahati Biotech Park and Guwahati Biotech Park Incubation Centre for the Financial Year 2022-2023		18%	

Firms Signature with seal