



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(An Autonomous Institute under Department of Science and Technology, Govt. of India)
Paschim Boragaon, Vigyan Path, Garchuk, Guwahati-781035
Notice Inviting Quotations (NIQ)

Advt. No: 520

Date: 05/12/2024

**ISVEC INVITING QUOTATION
FOR
STATUTORY AUDITORS FOR FY 2024-25**

Sub: Appointment of statutory auditor for audit of accounts of ISVEC for the Financial Year 2024-25

Two bid quotations are invited for "**Appointment of statutory auditor for the audit of accounts of IASST SOCIAL VENTURE & ENTREPRENEURSHIP COUNCIL (ISVEC)**", which is a Section 8A Company for the Incubation Centre of IASST, Guwahati. The quotations are invited for the Financial Year 2024-25 from CA firms which are based in Guwahati, Assam.

i. The first bid document should contain the specifications of the company / firm and the professional services that they will provide other than the ones stated below:

- Statutory Audit of ISVEC
- Preparation of Financial accounts
- Income Tax Return Filing
- ROC Filing (including ADT - 1, AOC-7, MGT-7, etc.)
- 12A and 80G Registration of ISVEC
- Any other service

PROFILE OF THE FIRM:

Sl. No.	Particulars	Details
1	Name and Address of the Firm (in Capital Letters)	
2	PAN no. of the firm	

3	GST Registration no.	
4	ICAI Registration no.	
5	Date of constitution of the Firm	
6	Name of Partners with their date of joining the firm	

ii. The second document should contain the sealed quotation for the service to be provided in the below format:

Scope of Work	Professional Fees
Statutory Audit of ISVEC	
Preparation of Financial accounts	
Income Tax Return Filing	
ROC Filing (including ADT - 1, AOC-7, MGT-7, etc.)	
12A and 80G Registration of ISVEC	
Any other service	

The minimum statutory audit fee will be Rs. 10,000/- only (excluding the services mentioned above)

TERMS AND CONDITIONS:

- (i) The quotation must clearly indicate - **QUOTATION FOR APPOINTMENT OF STATUTORY AUDITOR FOR AUDIT OF ACCOUNTS OF ISVEC FOR THE FINANCIAL YEAR 2024-25** on the face of the envelope and submitted to **IASST, Vigyan Path, Paschim Boragaon, Garchuk, Guwahati-781035, Assam.**

The same has to be send within **15 days** from the date of publishing this advertisement:

Last date and time of receiving Quotations: **December 19, 2024 by 5:00 pm**

Date of opening and reviewing Quotations: **December 20, 2024**

- (ii) Quotations received after stipulated date/time will not be considered

Evaluation of offers shall be done in following manner:

- a) The firm quoting lowest price (inclusive of GST amount) for auditing the Books of account of the Company shall be considered for appointment as statutory auditors
- b) In case of a tie in fees quoted it is proposed the following sequence shall be adopted for selection:
- (i) No. of partners in the firm

(ii) Firms with longer experience based on year of registration

Payment of audit fee will be made after the audit report is ratified by Board of Directors of ISVEC. Notwithstanding anything stated above, ISVEC reserves the right to reject the tender or not to appoint any of the participant against this tender even if the participants fulfill all the conditions mentioned as above anytime without assigning any reason for the same

If the firm is found satisfactory, the contract may be further renewed for one year.

For any queries, please write to us at bionest.iasst@gmail.com or call at **0361-2270095**

Ext no.: 554/553