

**बिड दस्तावेज़ / Bid Document**

| बिड विवरण / Bid Details                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| बिड बंद होने की तारीख/समय / Bid End Date/Time                                                                                                                                                                              | 11-08-2026 12:00:00                                                                                                                                                                                                                                                |
| बिड खुलने की तारीख/समय / Bid Opening Date/Time                                                                                                                                                                             | 11-08-2026 12:30:00                                                                                                                                                                                                                                                |
| बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)                                                                                                                                                | 180 (Days)                                                                                                                                                                                                                                                         |
| मंत्रालय/राज्य का नाम / Ministry/State Name                                                                                                                                                                                | Assam                                                                                                                                                                                                                                                              |
| विभाग का नाम / Department Name                                                                                                                                                                                             | Science And Technology Department Assam                                                                                                                                                                                                                            |
| संगठन का नाम / Organisation Name                                                                                                                                                                                           | Assam Science Technology And Environment Council                                                                                                                                                                                                                   |
| कार्यालय का नाम / Office Name                                                                                                                                                                                              | Guwahati                                                                                                                                                                                                                                                           |
| शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal                                                                                                                                                     | HOD Email id : astec-asm@nic.in<br>Buyer Email id: manjit.sarma@assam.gov.in                                                                                                                                                                                       |
| वस्तु श्रेणी / Item Category                                                                                                                                                                                               | Financial Audit Services - Review of Financial Statements, Audit report, as per ATC; CA Firm                                                                                                                                                                       |
| अनुबंध अवधि / Contract Period                                                                                                                                                                                              | 4 Month(s) 19 Day(s)                                                                                                                                                                                                                                               |
| उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service                                                                                                           | 7 Year (s)                                                                                                                                                                                                                                                         |
| इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required                                                                                                                                  | Yes                                                                                                                                                                                                                                                                |
| एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover                                                                                                     | No                                                                                                                                                                                                                                                                 |
| स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover                                                                                               | No                                                                                                                                                                                                                                                                 |
| विक्रेता से मांगे गए दस्तावेज़ / Document required from seller                                                                                                                                                             | Experience Criteria, Bidder Turnover, Certificate (Requested in ATC)<br>*In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid? | Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)                                                                                             |

| बिड विवरण/Bid Details                                                                                                                            |                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b> | 1                                                                                                                                                                                                                                   |
| दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>                       | 3                                                                                                                                                                                                                                   |
| ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>                                                             | 1                                                                                                                                                                                                                                   |
| बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled                                                                                               | No                                                                                                                                                                                                                                  |
| बिड का प्रकार/Type of Bid                                                                                                                        | Two Packet Bid                                                                                                                                                                                                                      |
| तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation                | 2 Days                                                                                                                                                                                                                              |
| न्यूनतम मूल्य/Floor Price                                                                                                                        | This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.                                                                    |
| अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / <b>Estimated Bid Value in INR (Inclusive of all taxes)</b>                              | 25200                                                                                                                                                                                                                               |
| <b>Payment Timelines</b>                                                                                                                         | Payments shall be made to the Seller within <b>45</b> days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC) |
| मूल्यांकन पद्धति/Evaluation Method                                                                                                               | Total value wise evaluation                                                                                                                                                                                                         |
| मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>                              | Yes                                                                                                                                                                                                                                 |
| मध्यस्थता खंड/Arbitration Clause                                                                                                                 | No                                                                                                                                                                                                                                  |
| सुलह खंड/Mediation Clause                                                                                                                        | No                                                                                                                                                                                                                                  |

#### ईएमडी विवरण/EMD Detail

|                   |    |
|-------------------|----|
| आवश्यकता/Required | No |
|-------------------|----|

#### ईपीबीजी विवरण /ePBG Detail

|                   |    |
|-------------------|----|
| आवश्यकता/Required | No |
|-------------------|----|

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

**एमआईआई अनुपालन/MII Compliance**

|                               |     |
|-------------------------------|-----|
| एमआईआई अनुपालन/MII Compliance | Yes |
|-------------------------------|-----|

**एमएसई खरीद वरीयता/MSE Purchase Preference**

|                                           |    |
|-------------------------------------------|----|
| एमएसई खरीद वरीयता/MSE Purchase Preference | No |
|-------------------------------------------|----|

1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
3. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Number of Years of firm/company's existence as per ICAI certificate:**As per ATC Documents

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:**As per ATC Documents

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**As per ATC Documents

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:**As per ATC Documents

**Number of XX fulltime CA's required and YY professional audit staff:**As per ATC Documents

**Price Breakup Format for the bidders to upload for providing break-up of overall project cost:**[1785478381.pdf](https://www.icaai.org/~/media/Files/2024/07/1785478381.pdf)

**Pre Bid Detail(s)**

| मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time | प्री-बिड स्थान/Pre-Bid Venue                                                                                                                                                    |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05-08-2026 13:00:00                               | A pre bid discussion will be held on 05-08-2026 in the Office chamber of the CEO, Science City Guwahati at 01:00 PM. at Bigyan Bhawan, G.S. Road, ABC, Guwahati, Assam - 781005 |

**Financial Audit Services - Review Of Financial Statements, Audit Report, As Per ATC; CA Firm ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

| विवरण/ Specification                      | मूल्य/ Values                                                  |
|-------------------------------------------|----------------------------------------------------------------|
| <b>कोर / Core</b>                         |                                                                |
| Scope of Work                             | Review of Financial Statements , Audit report , as per ATC     |
| Type of Financial Audit Partner           | CA Firm                                                        |
| Type of Financial Audit                   | Internal Audit                                                 |
| Category of Work under Financial Audit    | Audit of financial statements , Bank Transactions , as per ATC |
| Type of Industries/Functions              | as per ATC                                                     |
| Frequency of Progress Report              | Anually                                                        |
| MIS Reporting for Financial Audit support | Yes                                                            |
| Frequency of MIS reporting                | Anually                                                        |
| State                                     | NA                                                             |
| District                                  | NA                                                             |
| <b>एडऑन /Addon(s)</b>                     |                                                                |
| Post Financial Audit Support              | NA                                                             |

**क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer**

|                                                                            |     |
|----------------------------------------------------------------------------|-----|
| क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer | Yes |
|----------------------------------------------------------------------------|-----|

| प्राचल/Parameter  | मूल्य/Values |
|-------------------|--------------|
| <b>कोर / Core</b> | 25200        |

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**
**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

| क्र.सं./S.N o. | प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer | पता/Address              | Quantity                | अतिरिक्त आवश्यकता /Additional Requirement |
|----------------|----------------------------------------------------------|--------------------------|-------------------------|-------------------------------------------|
| 1              | Manjit Sarma                                             | 781005,GS Road, Guwahati | Project / Lumpsum Based | N/A                                       |

**क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**

## 1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.  
For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

## 2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

## 3. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

## अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues

or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

**This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.**

**However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**

OFFICE OF THE CHIEF EXECUTIVE OFFICER  
**SCIENCE CITY GUWAHATI**

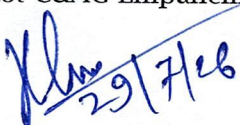
(Department of Science and Technology, Govt. of Assam)  
Bigyan Bhawan, G.S. Road, Guwahati - 781005  
Email: [sciencecityguwahatiassam@gmail.com](mailto:sciencecityguwahatiassam@gmail.com)



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**Additional Terms & Conditions (ATC)**  
**for Engagement of Chartered Accountant Firm (CA Firm)**

1. Bid documents are invited from bidders (*having registered HEAD OFFICE*) located within 04 (four) Kilometres from the *Office of the Chief Executive Officer, Science City Guwahati, Bigyan Bhawan, Christian Basti, Guwahati - 781005, Assam* (evidences of GMC trade license along with address proof of Registered **HEAD OFFICE** of the CA firm are to be enclosed).
2. **A pre bid discussion will be held on 05-08-2026** in the Office chamber of the CEO, Science City Guwahati at 01:00 PM. Interested bidders are requested to attend the meeting for further queries/clarifications, if any. Required corrigendum/addendum will be initiated by the authority, if the authority felt necessary.
3. **The interested bidder will have to fulfil following eligibility criteria :**
  - A. CA firm/bidders should have registered **HEAD OFFICE** located within 04 (four) Kilometres from the *Office of the Chief Executive Officer, Science City Guwahati, Bigyan Bhawan, Christian Basti, Guwahati - 781005, Assam*, (*documentary evidences to be furnished*),
  - B. CA firm/bidders should have minimum four (04) Partners at **Guwahati HEAD OFFICE** out of which two (02) partners should be FCA (Fellow Chartered Accountant), (*documentary evidences to be furnished*),
  - C. The CA firm/bidders should have minimum **Ten (10)** working employees/manpower at **HEAD OFFICE**, (*documentary evidences to be furnished along with details as per **Format - A***),
  - D. To have **experience of more than 10 (ten) Years** in Auditing, Taxation etc. in Government and Semi Government organisation/PSU etc, (*documentary evidences to be furnished*)
  - E. Bidder will have to submit proof of **Ten (10) working experiences** of Auditing, Filing of Income Tax Return (ITR) etc. of Government Organisation/Autonomous Bodies/PSU/Semi-Government Organisations in **last 05 (five) years** (i.e. from 01-04-2021 till date) , (*documentary evidences to be furnished along with details of Work Experience as per **Format - B***, provided that, only assignments which carry a fee of Rs.15,000/- and above) should be mentioned as per prescribed format at **Format - B**)
4. Additionally, Bidder will have to submit following documents:
  - A. Detailed profile of the CA Firm as per **Format - C**,
  - B. Copy of Certificate of Constitution of the CA Firm issued by ICAI,
  - C. A Copy of Latest Partnership Deed of the CA Firm,
  - D. A Copy of Latest C&AG Empanelment Certificate of the CA Firm,

  
**Finance & Accounts Officer**  
**Science City Guwahati**

  
**Chief Executive Officer**  
**Science City Guwahati**

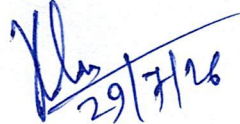
- E. Copy of PAN Card & GST Registration Certificate of the CA Firm,
- F. Turnover Certificate of the last three (03) Financial Years certified by another CA Firm (i.e. not self-certified by the CA of the Firm),
- G. An Undertaking (on Official Letter Head of the CA Firm) is to be submitted by the bidder regarding not being blacklisted in any organisation in last Five (05) years,
- H. Details of Partners (FCA), Partners (ACA), CA Staff along with other manpower staff/employees of the Firm as per **Format - A**.  
(Enclose Certificate of Practice of the FCA/ACA Partners)
- I. Bidders are required to submit **Bid Compliance Certificate** as per the sample provided in the Additional Terms & Conditions.

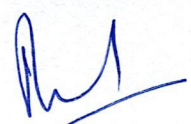
**5. Financial Bid Documents :**

- A. Rate should be quoted in our prescribed format inclusive of all applicable taxes, transportation/communication etc., and applicable taxes will be deducted at source against which necessary tax deduction certificate will be issued as and when required
- B. Minimum fees have been fixed as follows and price/rate to be quoted as per our prescribed **Format - D** (enclosed herewith separately) :

| Name of the Service(s)                                                                                                  | Minimum Professional Fee (in Rs.)         |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Audit of Annual Accounts including assist in Preparation of Books of Accounts & Balance Sheet, Bank Reconciliation etc. | <b>Rs. 20,000/-</b><br>(inclusive of GST) |
| Filing of Income Tax Return (ITR)                                                                                       | <b>Rs. 5,000/-</b><br>(inclusive of GST)  |
| Signature/Counter signature in Utilisation Certificate (UC) and Statement of Expenditure (SOE) etc.                     | <b>Rs. 200/-</b><br>(inclusive of GST)    |

- Any other services as mutually agreed upon from time to time depending on the gravity/importance of the works to be executed through Chartered Accountant (CA) in due course of time, if required,
  - **Financial Bid documents will be opened for those bidders, who would duly qualify in Technical Bid.**
6. Rate will be valid for 36 months.
  7. Any dispute what so ever, will be confined under the jurisdiction of Gauhati High Court, Guwahati only.
  8. The Chief Executive Officer, Science City Guwahati reserves the right to accept any offer that would be advantageous to the Organisation or right to cancel any or all bids without assigning any reason thereof.
  9. The Authority reserves the right to take a decision on any matter not specifically mentioned/covered in the tender documents, in accordance with the prevailing rules and regulations.

  
**Finance & Accounts Officer**  
**Science City Guwahati**

  
**Chief Executive Officer**  
**Science City Guwahati**

(to be printed on Official Letter Head)

FORMAT - A

**A. Details of Partners (FCA) and Partners (ACA) of the Firm :**

| Sl. No. | Name of the Partner | Whether FCA/ACA | ICAI Membership No. | Date of Becoming Partner of the Firm | Date of Becoming FCA |
|---------|---------------------|-----------------|---------------------|--------------------------------------|----------------------|
|         |                     |                 |                     |                                      |                      |
|         |                     |                 |                     |                                      |                      |
|         |                     |                 |                     |                                      |                      |
|         |                     |                 |                     |                                      |                      |
|         |                     |                 |                     |                                      |                      |

**B. Details of Staff/Employee - CA qualified - of the Firm :**

| Sl. No. | Name of the Staff - CA | Whether FCA/ACA | ICAI Membership No. | Date of Joining the Firm | Remarks |
|---------|------------------------|-----------------|---------------------|--------------------------|---------|
|         |                        |                 |                     |                          |         |
|         |                        |                 |                     |                          |         |
|         |                        |                 |                     |                          |         |
|         |                        |                 |                     |                          |         |
|         |                        |                 |                     |                          |         |

**C. Details of other skilled manpower Staff/employees of the Firm :**

| Sl. No. | Name of the Staff | Qualification(s) | Area of Expertise | Date of Joining the Firm | Remarks |
|---------|-------------------|------------------|-------------------|--------------------------|---------|
|         |                   |                  |                   |                          |         |
|         |                   |                  |                   |                          |         |
|         |                   |                  |                   |                          |         |
|         |                   |                  |                   |                          |         |
|         |                   |                  |                   |                          |         |

(Signature of the Authorized Signatory)

  
**Finance & Accounts Officer**  
**Science City Guwahati**

  
**Chief Executive Officer**  
**Science City Guwahati**

*(to be printed on Official Letter Head)*

**FORMAT - B**

**Details of Ten (10) working experiences of Auditing, Filing of Income Tax Return (ITR) etc. of Government Organisation/Autonomous Bodies/PSU/Semi-Government Organisations in last 05 (five) years**

(only assignments which carry a fee of Rs.15,000/- and above should be mentioned)

| Sl. No. | Name of the Govt./ Semi-Govt. organization/Autonomous Bodies/PSU | Nature of Assignment/Work | Year for which appointed | Remarks (if any) |
|---------|------------------------------------------------------------------|---------------------------|--------------------------|------------------|
| 01.     |                                                                  |                           |                          |                  |
| 02.     |                                                                  |                           |                          |                  |
| 03.     |                                                                  |                           |                          |                  |
| 04.     |                                                                  |                           |                          |                  |
| 05.     |                                                                  |                           |                          |                  |
| 06.     |                                                                  |                           |                          |                  |
| 07.     |                                                                  |                           |                          |                  |
| 08.     |                                                                  |                           |                          |                  |
| 09.     |                                                                  |                           |                          |                  |
| 10.     |                                                                  |                           |                          |                  |

*\*Please enclose documentary evidences.*

*(Signature of the Authorized Signatory)*

  
**Finance & Accounts Officer**  
**Science City Guwahati**

  
**Chief Executive Officer**  
**Science City Guwahati**

(to be printed on Official Letter Head)

FORMAT - C

Brief Profile of the CA Firm

|     |                                                                                                                                                             |   |                  |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------------|
| 01. | Name of the CA Firm                                                                                                                                         | : |                  |
| 02. | Status of the Firm                                                                                                                                          | : | Partnership Firm |
| 03. | Address of the Registered Head Office                                                                                                                       | : |                  |
| 04. | Total Distance of Registered Head Office in Kilometre (K.M.) from the Office of the CEO, Science City Guwahati, Bigyan Bhawan, G.S. Road, Guwahati - 781005 | : |                  |
| 05. | Official E-mail ID of the Firm                                                                                                                              | : |                  |
| 06. | Contact No. (at least 02)                                                                                                                                   | : | 1)<br>2)         |
| 07. | PAN of the CA Firm                                                                                                                                          | : |                  |
| 08. | GST Registration No. of the CA Firm                                                                                                                         | : |                  |
| 09. | ICAI Reg. No./Firm Registration No. issued by the ICAI                                                                                                      | : |                  |
| 10. | Date of Constitution of the CA Firm                                                                                                                         | : |                  |
| 11. | Total Professional Experience in Years                                                                                                                      | : |                  |
| 12. | Date since when the firms have full time FCA                                                                                                                | : |                  |
| 13. | Details of Partners of the Firm -<br>A. Total Nos Full time of Partners<br>B. No. of FCA (Full time)<br>C. No. of ACA (Full time)                           | : |                  |
| 14. | Number of Full time Chartered Accountant Employee, if any                                                                                                   | : |                  |
| 15. | Total No. of Skilled Staff of the firm, other than point 14 above                                                                                           | : |                  |
| 16. | Whether there are any court /arbitration / any other legal case against the firm<br>(If yes, give a brief note of the case indicating its present status)   | : |                  |

*[Signature]*  
29/7/26

*[Signature]*  
29/7/26

**Finance & Accounts Officer** **Chief Executive Officer**  
**Science City Guwahati** **Science City Guwahati**

(Signature of the Authorized Signatory)

**OFFICE OF THE CHIEF EXECUTIVE OFFICER  
SCIENCE CITY GUWAHATI**

(Department of Science and Technology, Govt. of Assam)  
Bigyan Bhawan, G.S. Road, Guwahati - 781005  
Email: [sciencecityguwahatiassam@gmail.com](mailto:sciencecityguwahatiassam@gmail.com)



**SCOPE OF WORK**

1. Preparation/Assistance in the preparation and finalisation of the Annual Books of Accounts including Balance Sheet, Income & Expenditure Account, Receipts & Payments Account, Bank Reconciliation Statements (BRS) etc. of Science City Guwahati and other related financial statements and supporting records, as may be required.
2. Auditing and Finalisation of Annual Accounts including Balance Sheet etc. of this Office.
3. Filing of Income Tax Return (ITR) as per the Income Tax Act'1961 and as amended from time to time.
4. Income Tax Compliances (if any) and Other Taxation related matters etc.
5. Signature/Counter Signature in UC, SoE and in other Financial Documents, as required from time to time.
6. Any other services as mutually agreed upon from time to time.

  
**Finance & Accounts Officer**  
**Science City Guwahati**

  
**Chief Executive Officer**  
**Science City Guwahati**

OFFICE OF THE CHIEF EXECUTIVE OFFICER  
**SCIENCE CITY GUWAHATI**  
(Department of Science and Technology, Govt. of Assam)  
BIGYAN BHAWAN, G.S. ROAD, NEAR IDBI BANK  
GUWAHATI – 781005  
Email: [sciencecityguwahatiassam@gmail.com](mailto:sciencecityguwahatiassam@gmail.com)

Ref:

Date:

**Bid Compliance Certificate**

To,

Chief Executive Officer  
Science City, Guwahati  
Bigyan Bhawan, G.S. Road, Guwahati-781005

Sub: Acceptance of Terms & Conditions of bid.

Your Bid reference number: ..... Dated .....

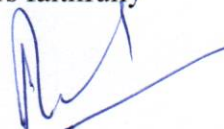
Sir,

1. I / We hereby certify that I / We have read the entire terms and conditions of the bid documents and I / we will abide by all terms / conditions / clauses contained in the bid documents.
2. The corrigendum(s), if any issued by CEO, Science City Guwahati from time to time have been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the bid conditions of above-mentioned bid documents / corrigendum in its totality / entirely.
4. It is further certified that no investigation by any regulatory agency is pending against me/us.
5. I / We hereby confirm and declare that we are not blacklisted / de-registered / debarred by any Government Department / public sector undertaking / private sector / or any other agency for which we have executed / undertaken the works / services during the last five years.
6. I / We certify that all information provided in the bid are true and correct, nothing has been misrepresented and omitted which renders such information misleading and all documents accompanying bids are true copy of their respective originals.
7. In case any provisions of this bid are found to be violated, then you shall without prejudice to any other right or remedy be at liberty to reject this bid.



**FINANCE AND ACCOUNTS OFFICER  
SCIENCE CITY, GUWAHATI**

Yours faithfully



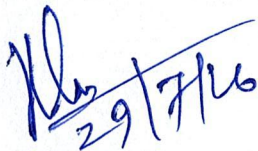
**Chief Executive Officer  
Science City, Guwahati**

(to be printed on Official Letter Head)

FORMAT - D

FORMAT FOR PRICE BID

| Sl. No.        | Services to be provided by the CA Firm                                                                        | Minimum Price/Rate have been fixed by the CEO, Science City Guwahati | Price/Rate to be Quoted by the Bidder | Remarks |
|----------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------|---------|
| 01.            | Audit of Annual Accounts including Preparation of Books of Accounts & Balance Sheet, Bank Reconciliation etc. | Rs. 20,000/-<br>(Per Annum)<br>(inclusive of GST)                    |                                       |         |
| 02.            | Filing of Income Tax Return (ITR)                                                                             | Rs. 5,000/-<br>(Per Annum)<br>(inclusive of GST)                     |                                       |         |
| 03.            | Signature/Counter signature in Utilisation Certificate (UC) and Statement of Expenditure (SOE) etc.           | Rs. 200/-<br>per UC & SoE etc.<br>(inclusive of GST)                 |                                       |         |
| Total (in Rs.) |                                                                                                               | Rs. 25,200/-                                                         |                                       |         |

  
29/7/26  
**Finance & Accounts Officer**  
**Science City Guwahati**

  
29/7/26  
**Chief Executive Officer**  
**Science City Guwahati**

(Signature of the Authorized Signatory)