



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 Quotation)

Advt No: 189 (NIQ)

Date: 24/04/2019

Institute of Advanced Study in Science & Technology (IASST), a premier autonomous R&D organization under the Department of Science & Technology, Government of India, **invites Quotations for providing consultancy for formation of a section 8 company for an incubation center**, which is being established at IASST.

The interested and competent individuals or firms of Chartered Accountants / Company Secretaries/ others, having operations at Guwahati and adequate experience with non-profit ventures and company formations, may submit their quotations in two sealed envelopes, one for Technical Bid, and the other for Price Bid.

The works required to be done by the consultant include the following -

- 1) Preparation of all necessary documents for formation of not-for profit company under the section 8 of The company's Act 2013, in consultation with the representatives of IASST
- 2) Submission of the documents to the relevant offices.
- 3) Getting the applicable certificates / registrations etc, from the relevant authorities regarding formation of company.
- 4) Helping in conducting the first board meeting, and preparing and certifying its minutes.
- 5) All such works which may be incidental to the above.

These activities are to be carried out in consultation with the representatives of IASST.

The quotations must be addressed to : **"The Director, Institute of Advanced Study in Science & Technology, Guwahati"**.

The sealed envelopes, carrying the quotations must have superscription: "Quotation for providing consultancy for section8 company" .

Each sealed envelop must contain another 2 envelopes, super scribed as ' Technical Bid' and 'Price Bid' respectively.

The contents for the technical bid:

- The Name, Address, Contact Details of the firm or the individual applicant
- The year of starting business,
- Date of Birth, Membership Number , COP number of the company secretary, or the competent chartered accountant(s). If the applicant is a consultancy firm, then it must provide these information about the key members of their firm.
- brief summary of their relevant past experiences especially formation of not-for profit company.
- verifiable credentials and testimonies
- a declaration to the effect that the bidder understands, agrees, find itself legally competent to carry out the notified works

The contents for the price bid:

- Total amount in Rupees

- Declaration to the effect that the bidder is ready to receive the quoted amount only after completion of the quoted work.

Common contents in both of the bids: Each part of the bid must have reference of this Notification number

Last date of submission of quotations in sealed envelopes: 29-04-2019

Address for submission of the quotation:

Institute of Advanced Study in Science & Technology (IASST)
Vigyan Path, Paschim Boragaon, PO. Garchuk, Guwahati – 781035, Assam

Decisions taken by IASST regarding selection/ shortlisting of the candidate shall be final and can't be challenged.

For any clarifications, one may contact Mr. A.K. Chakraborty (Phone/ WhatsApp: +91-9007040917) or Dr. Devasish Chowdhury (email: devasishc@gmail.com).

Registrar, IASST

