



DBATU Forum of Innovation, Incubation & Enterprise (DFIIE)

(A Section - 8 Company)
CIN:U85300MH2019NPL332513

Dr. Babasaheb Ambedkar Technological University

Invitation for Expression of Interest

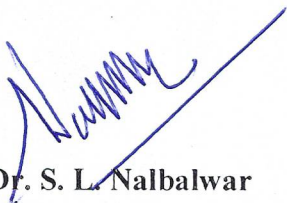
Quotation for-DBATU/DFIIE/2023/01

Sealed Expression of Interest (Eol) are invited by the undersigned to provide Consultancy Services for Accounts, Audit and Tax Compliances & Company Secretarial Services to comply with the Ministry of Corporate Affair to maintain compliance of Section-8 Company from the interested Registered firms/ Organizations/Agencies for F.Y. 2023-24 & 2024-25.

Eligibility requirements:

1. CA/CS with minimum of 5 years relevant experience with his own office having five employees of relevant qualifications.
2. Certificate of experience of carrying out the similar work

The last date for submission of Eol is 20th May, 2023 up to 17.00 hours. Sealed envelope containing necessary documents and mentioning clearly the Scope and commercial Quote admissible for the assignment may be sent to "Director, DBATU Forum of Innovation, Incubation & Enterprise (DFIIE), Dr. Babasaheb Ambedkar Technological University, Lonere, Mangaon Dist: Raigad. The envelope should be clearly marked with "Eol for Consultancy Services for DFIIE". The necessary documents related to DFIIE are enclosed herewith for information. For additional information please contact Dr. Navin Khandare, CEO, DBATU Forum of Innovation, Incubation & Enterprise (DFIIE) (Cell: 8275093218).


Dr. S. L. Nalbalwar
Director- DFIIE

TERMS OF REFERENCE

DBATU Forum of Innovation, Incubation & Enterprise (DFIIE) is seeking Expression of Interest (EoI) from Chartered Accountants (CA) and Company Secretaries (CS) registered firms to provide professional services to our organization. The services required will include but not limited to financial accounting, taxation, audit, secretarial services, and compliance services for F.Y. 2023-24 & 2024-25. These terms of reference aims to define the responsibilities and expectations of the Chartered Accountant & Company Secretary in providing professional services to DFIIE Office, located at Dr. Babasaheb Ambedkar Technological University, University Campus, Lonere, Tal- Mangaon, Dist – Raigad Maharashtra - 402103.

Background:

DBATU Forum of Innovation, Incubation & Enterprise (DFIIE) Lonere is established for fostering innovation by supporting & promoting technology-based startups and providing an ecosystem for their growth by Incubating in the Center. The Center was established in November 2019 as Section 8 Company in DBATU Lonere. The Incubation Center is actively involved in developing the paradigm of entrepreneurial mindset & environment of ideating, creating and commercializing the ventures at the institute or any other startups aligned to the core theme of center. The Center is supported by Maharashtra State Innovation Society (MSInS), Government of Maharashtra. DFIIE is committed to the highest standards of financial discipline, corporate governance and regulatory compliance. As part of this commitment, we are seeking a qualified registered firms/ Organizations/Agencies to provide Accounts, Audit and Tax Compliances Services & Company Secretarial Services to support the Board of Directors and Management Team of the organization.

Scope of Work:

Accounts, Audit and Tax Compliances:

1. Financial Accounting: Preparation of financial statements, maintaining accounting records, reconciliation of bank statements, and other related services.
2. Taxation: Preparation and filing of tax returns, tax planning, and advisory services related to direct and indirect taxes.
3. Audit: Conducting statutory audits, internal audits, tax audits, and other related services.
4. Filing of GST return on Monthly/ Quarterly basis.
5. Filing of TDS return on quarterly basis.
6. Compliance Services: Compliance with various laws and regulations applicable to section -8 company such as preparation and filing of annual returns, maintenance of statutory registers, and other regulatory compliances.
7. Filing of PTRC returns and PTEC challan payment on time to time basis
8. Utilization Certificates to Funding Agency as and when required against expenditure.

Company Secretarial Services:

1. Writing Notice, Attendance Sheet, Minutes of Board Meeting, Annual General Meeting and Extra Ordinary General Meeting and Acknowledgments under Secretarial Standards for meetings held during the F.Y. 2023-24 & 2024-25.
2. Maintenance of Statutory Registers for the F F.Y. 2023-24 & 2024-25 e.g.
 - a) Register of Member
 - b) Register of Directors and Key Managerial Personnel
 - c) Register of Charges
 - d) Register of Contracts
 - e) Register of Investments
 - f) Register of Significant Beneficial Owner
3. Preparation of declarations (MBP-1, DIR-8) and correspondence to comply with the Companies Act for the F.Y. 2023-24 & 2024-25.
4. Change in Director except removal of Directors and Shifting of registered office within local limits during the F.Y. 2023-24 & 2024-25.
5. Change in Auditors except Removal of Auditors during the F.Y. 2023-24 & 2024-25.
6. Filing of Form MSME, DPT.3, KYC of Directors of the Company and other forms during the F.Y. 2023-24 & 2024-25.
7. Annual Filing - Drafting of Director Report, List of Shareholders including certification on MGT- 7 for the financial year ended March 31, 2023;
8. Annual Return Certification i.e. MGT.8 for the financial year ended March 31, 2023, if applicable.
9. Implementation of provisions of Companies Act, 2013 and Secretarial Standards.
10. Preparation of Minutes on time to time basis.

Eligibility requirements:

1. CA/CS with minimum of 5 years relevant experience with his own office having five employees of relevant qualifications.
2. Certificate of practice for confirmation of years of practice.

Expression of Interest:

Interested companies are required to submit a detailed Expression of Interest (EOI) that outlines their approach to providing the Accounts, Audit and Tax Compliances & Company Secretarial Services. The EOI should include the following information:

1. Company profile, including a description of the company's history, vision, and mission.

2. Qualifications and experience of the company's key personnel, including Chartered Accountants, Company Secretaries and other professionals.
3. Description of the company's experience in providing company secretarial services, including a list of current and past clients.
4. Proposed approach and methodology for providing the services.
5. Proposed fee structure for the Accounts, Audit and Tax Compliances Services.
6. Proposed fee structure for the company secretarial services.

Submission of EOI:

Sealed envelope containing necessary documents and mentioning clearly the Scope and commercial Quote admissible for the assignment may be sent to "**Director, DBATU Forum of Innovation, Incubation & Enterprise (DFIIE), Dr. Babasaheb Ambedkar Technological University, Lonere, Mangaon Dist: Raigad.**" The envelope should be clearly marked with "**EOI for CA & CS Services**". The last date for submission of Eoi is **20th May, 2023** up to 17.00 hours.

Selection Process:

A selection panel will review all EOIs received and shortlist Registered firms/Organizations/Agencies that meet the eligibility criteria. The final selection will be based on the company's qualifications, experience, proposed approach and methodology, and proposed fee structure.

Documents to be enclosed with Eoi:

1. Copy of Acknowledgement of IT Return for last year
2. Copy of Business Entity Registration Certificate
3. Copy of GST Registration
4. Copy of PAN Card
5. Copy of Acknowledgement of Latest GST Return

Note: DBATU Forum of Innovation, Incubation & Enterprise (DFIIE) reserves the right to accept or reject any or all proposals without assigning any reason.