



DFIIE

Nurturing Innovations Together

# DBATU FORUM OF INNOVATION, INCUBATION AND ENTERPRISE

CIN- U85300MH2019NPL332513

Ref No.: DFIIE/ROC Compliances/2025/ 371

Quotation For: CS Firm

Date of Opening: 08/05/2025

Date: 23/04/2025

Due On: 07/05/2025

Time: 4.00 PM

To,

**Sub: Date Extension-Quotation for the ROC Compliances of DBATU Forum of Innovation, Incubation and Enterprise (DFIIE).**

Dear Sir/Madam,

Your quotation for the ROC Compliances of DFIIE may please be submitted to the under signed, so as to reach this Office not later than **07/05/2025** to **The Chief Executive Officer, DBATU Forum of Innovation, Incubation and Enterprise (DFIIE), Dr. Babasaheb Ambedkar Technological University, Lonere, Tal.- Mangaon, Dist. – Raigad 402 103.**

While submitting your quotation, the following procedure may please be observed and other points borne in mind.

01. The "Terms and Conditions" for supply of Services, should be clearly indicated in the quotation, stating whether rates are, inclusive of all taxes or not, however rates offered as including all taxes will be more welcome.
02. If any other charges are to be charged separately, it should be so clearly stated in your quotation.
03. Sealed envelope should be clearly marked with our reference No and date of this quotation. It should also be superscripted as per the format given above.
04. The quotation would be opened as per date and timing given above, if desired by you, you may depute an authorized representative with a letter of authority to be present at the time of opening of the quotation at this Office on the aforesaid day, date & time.
05. Your quotation must be valid for a minimum 30 (Thirty) working days from the date of it's opening.
06. Quotation received after the date of opening may not be taken into consideration.
07. It should be clearly stated whether GST or any other taxes and duties, etc. leviable.
08. It would be appreciated if details of past work are provided along with the quotation.

Thanking You.

Yours faithfully,

Director

DBATU Forum of Innovation, Incubation &  
Enterprise (DFIIE), Dr. BATU, Lonere



### List of Items

Sr. No.	Description	Rate
1.	<p><b>A.1 Mandatory Filing</b></p> <ul style="list-style-type: none"><li>• Holding Annual General meeting</li><li>• Filing of Form AOC – 4 (Balance Sheet)</li><li>• Filing of Form MGT-7 (Annual return)</li><li>• Filing of ADT – 1 (Auditor Appointment)</li><li>• Filing of DPT – 4 (Return of Deposits)</li><li>• DIR – 3 KYC of all Directors</li><li>• MSME – 1 (Return of outstanding payable to MSME) (April) If Applicable</li><li>• MSME – 1 (Return of outstanding payable to MSME) (October) If Applicable</li></ul> <p><b>A. 2 Internal Documentation &amp; Board Meetings</b></p> <ul style="list-style-type: none"><li>• Preparation, Maintenance and Updating of Statutory Records of the company under the Companies Act, 2013.</li><li>• Preparation of Declarations from Directors as stipulated under Companies Act, 2013.</li><li>• Documentation of MBP-1, Noting and filing of requisite Forms at end of First quarter.</li><li>• Preparation of Notice and Directors' Report annually.</li><li>• Drafting of Resolutions on various decisions during tenure of the Retainership.</li><li>• Change in Management (Appointments &amp; Resignation of Director)</li><li>• Shifting of office</li><li>• Consultancy on Corporate Law Matters</li><li>• Transfer of Shares</li></ul>	

  
Director,

DBATU Forum of Innovation, Incubation &  
Enterprise (DFIIE), Lonere.