To All interested bidders

Date: 30.07.2021
Advt No: IITGRP/CS-2021/002

SUBJECT: NOTICE INVITING QUOTATION FOR COMPANY SECRETARY TO PROVIDE CONSULTANCY FOR CONVERSION OF SOCIETY TO SECTION-8 COMPANY AT IIT GUWAHATI RESEARCH PARK.

Dear Sir/ Madam,

IIT Guwahati Research Park, invites quotations for Company Secretary to provide consultancy to convert a society into section-8 company as per details mentioned in the NIQ attached herewith. The quotation in single bid [Details as per NIQ] is to be submitted via email to the undersigned on or before 08-07-2021 1700 Hrs (5:00 PM).

Please note -
(i) Tender document contains the instruction to bidders and the annexures containing format of bid documents.
(ii) There is no Tender fee.
(iii) Duly filled, signed and sealed copy of Technical Bid and Price Bid must be sent along with the quotation.
(iv) The bid documents are not transferable and the seal and signature of the authorized official of firms must appear on all the papers.
(v) Bid should be submitted via E-mail. Guidelines to be followed in this regard are listed in Annexure IV.

Kindly go through both the Instructions and Terms properly and kindly see that instructions and terms are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us at 0361 258 6507.

Thanking you.

Yours Sincerely,

G. Krishnamoorthy
Professor In-charge
IIT Guwahati Research Park

Professor In-Charge
IIT Guwahati Research Park
Indian Institute of Technology Guwahati
Guwahati-781039, Assam, India
IIT Guwahati Research Park ("IITG-RP"), registered under Society Registration Act, 1860, and promoted by Indian Institute of Technology Guwahati ("IITG"), invites Quotations for providing consultancy to convert the society (IITG-RP) into a section 8 company.

The interested and competent individuals or firms of Company Secretaries/ others, having adequate experience with non-profit ventures and company formations, may send their quotations via E-mail. For details see Annexure-IV.

Scope of Work:

1) Preparation of all necessary documents for converting the society into a non-for profit company under the section 8 of The Company’s Act 2013, in consultation with the Professor In-Charge of IITG-RP
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) All such works which may be incidental to the above.

These activities are to be carried out in consultation with the Professor In-charge of IITG-RP.

The quotations must be addressed to: “The Professor In-Charge, IIT Guwahati Research Park, Research Building, IIT Guwahati, Guwahati-781039”.

Email must contain password protected PDFs in The “Technical Bid“ as well as The “Price Bid’.

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/firm, or the competent firms. If the applicant is a consultancy firm, then it must provide this information about the key members of their firm.
- Brief summary of their relevant past experiences especially formation of not-for profit company and conversion of society to section 8 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
- Estimated time to obtain the applicable certificates / registrations etc.

The contents for the price bid:

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

The quotations must be sent by E-mail to profincharjeiitgrp@gmail.com

Last date of submission of quotations: 08th July 2021, 5:00 P.M. (1700 hrs).

The quotations will be evaluated mostly based on years of experience and number of companies/clients worked with. Decisions taken by IITG-RP regarding selection/shortlisting of the candidate shall be final and can’t be challenged.

For any clarifications, one may send queries here (profinchargeiitgrp@gmail.com)

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Evaluation of Tender

The Tender will be evaluated by Tender Evaluation Committee constituted by the Competent Authority of the Society. The detailed evaluation method for Technical and Price bid is specified below. The Technical and Price bids are given weightages of 70% and 30% respectively. The combined score of technical and Price bids will be taken into consideration for finalizing the firm for award of the contract.

Evaluation of Technical and Price Proposal

Technical and Price bids of all the bidders, which meet the eligibility criteria, would be taken up for detailed evaluation as per the technical and Price bid evaluation criteria. Each firm meeting the eligibility criteria would be evaluated and given technical score out of 70 marks; who do not meet the eligibility criteria shall not be evaluated.

Technical bid Evaluation Criteria is as below:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Criteria</th>
<th>Maximum marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number of Years of experience as Company Secretary/firm as on 31st March 2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) if ≥ 8 years</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>(ii) if ≥ 5 years and &lt; 8 years</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>(iii) if ≥ 3 years and &lt; 5 Years</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Number of Organisations for which the Company Secretary/firm has provided professional services as on 31st March 2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) if ≥ 40</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>(ii) if ≥ 20 and &lt; 40</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>(iii) if ≥ 5 and &lt; 20</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Number of Govt. department/academic body for which the Company Secretary/firm has provided services as on 31st March 2021</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>(i) if ≥ 5</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>(ii) if ≥ 2 and &lt; 5</td>
<td>5</td>
</tr>
</tbody>
</table>
4. Incorporation of number of non-profit companies under section 8 company as on 31st March 2021.
   (i) if ≥ 5 : 10
   (ii) if ≥ 2 and < 5 : 5

5. Conversion of society to section 8 company.
   (i) if ≥ 3 : 10
   (ii) if ≥ 1 and < 3 : 5

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>

**Price Bid Evaluation Criteria is as follows:**

The price bids of only those bidders who have obtained qualifying marks in technical bid, shall be opened on a later date with intimation to the technically qualified bidders.

**FINAL COMPARISON OF BIDS**

Bids will be evaluated using past credentials and cost based selection method. Technical bid will get 70% of the weightage and Price bid will get 30% of the weightage as per following formula.

\[
E_s = 0.70 \times (\frac{TS_h}{TS_h}) + 0.30 \times (\frac{PS_l}{PS_h}) \times 100
\]

- \(TS_h\): Highest Technical Score
- \(TS_h\): Bidder’s Technical Score
- \(PS_l\): Lowest Qualified Price Bid
- \(PS_h\): Bidder’s Price Quote

In the event of \(E_s\) being same for two or more firms, the firm who quoted the lowest Price quote amongst them will be eligible for the Contract. In case, the Price bid being same, the decision of the Chairman, BOG, IITG-RP is final.

**Other Terms & Conditions**

1. No additional out of pocket expenses will be payable.
2. No expense other than the fees quoted plus taxes will be payable for the entire scope of work/deliverable.
3. The contract awarded to the Company Secretary/firm may be terminated by either party by giving one-month advance notice in this regard.
4. The Society has the right to seek clarifications on the documents sent by the bidders during evaluation.

**Signing of the Contract**

The successful bidder shall be required to execute an agreement within 15 days from the date of issue of the Award Letter. In the event of failure on the part of the successful bidder to sign the agreement within the above-stipulated period, the acceptance of the tender shall be considered as cancelled.
Jurisdiction

The Company Secretary/firm shall abide all the rules, regulations, by-laws and status etc. as exists in the society. Any matters of disputes arising out of the contract will be subject to jurisdiction of the courts at Guwahati.

Enclosures:
- Annexure-I: Technical Bid A
- Annexure-II: Technical Bid B
- Annexure-III: Price Bid
- Annexure-IV: Online bid submission guidelines
**ANNEXURE -I**

**Technical Bid A**

**Tender for Engagement of Company Secretary/firm for IIT Guwahati Research Park**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Particulars</th>
<th>Information of the Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Firm</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Status of the Firm</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Whether the bidder has at least 03 Years relevant experience in providing the required services as on 31st March, 2021 (Completion/Performance Certificate to be enclosed)</td>
<td>Yes/ No</td>
</tr>
<tr>
<td>4</td>
<td>Whether the bidder has the experience of at least 2 years in providing professional services to PSUs/ Autonomous Bodies/ Corporates out of which at least 2 organisations are central/state Public sector undertakings/autonomous bodies of Central/State Govt. during the last 03 financial years, ending on 31’t March 2021. (Proof to be enclosed)</td>
<td>Yes/ No</td>
</tr>
<tr>
<td>5</td>
<td>PAN and GST registrations <em>(copies to be enclosed)</em></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Any other details</td>
<td>All the documents in support of the above information/data and as given in the list of enclosures must be signed by authorised signatory along with official seal. If the supporting documents are not enclosed, the quote may not be considered</td>
</tr>
</tbody>
</table>

Note: Kindly arrange all the relevant supporting documents serially as per requirement and do not enclose any unsolicited documents/papers with the bid document.
ANNEXURE –II

Technical Bid B

Tender for Engagement of Company Secretary/firm for IIT Guwahati Research Park

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Criteria</th>
<th>Information of the Bidder</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
<tr>
<td>2</td>
<td>Number of Organisations for which the Company Secretary/firm has provided professional services as on 31st March 2021</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Number of Govt. department/ academic body for which the Company Secretary/firm has provided services as on 31st March 2021</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Incorporation of number of non-profit companies under section 8 company as on 31st March 2021</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Conversion of society to section 8 company</td>
<td></td>
</tr>
</tbody>
</table>

Weightage for Evaluation for Technical Bid 70%. Zero (0) will be awarded if proof is not enclosed.

Authorized Signatory

Note: Kindly arrange all the relevant supporting documents serially as per requirement and do not enclose any unsolicited documents/papers with the bid document
### ANNEXURE III

**PRICE BID**

**Tender for Engagement of Company Secretary/firm for IIT Guwahati Research Park**

<table>
<thead>
<tr>
<th>Particular</th>
<th>Amount (in figures)</th>
<th>Amount (in words)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee for providing professional services as given under scope of work:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Preparation of all necessary documents for converting the society (IITG-RP) into a non-for profit company under the section 8 of The Company’s Act 2013, in consultation with the Professor In-Charge of IITG-RP</td>
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<td>2. Submission of the documents to the relevant offices.</td>
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<td>3. Getting the applicable certificates / registrations etc, from the relevant authorities regarding formation of company.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. All such works which may be incidental to the above.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weightage for Evaluation</strong> 30%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: - The fees quoted shall be exclusive of all taxes and duties.

**Authorized Signatory**

**Note:** Kindly arrange all the relevant supporting documents serially as per requirement and do not enclose any unsolicited documents/papers with the bid document.
Annexure IV

Guidelines for Online Submission of Biding Documents

1. The technical bid and the price bid should be included in one single document.
2. The document should be only in PDF format and needs to be password protected.
3. All the information in the PDF should be clear and legible and every page of the PDF document should carry the seal and sign of the respective bidder. Proof to be enclosed wherever asked.
4. The name of the bid document should be in the following format: IITGRP-CS-<Bidder name>-Bid_Document.
   e.g.: IITGRP-CS-XYZ- Bid_Document, IITGRP-CS-ABC- Bid_Document
5. The bidder needs to E-mail the protected bid document to profinchargeitgrp@gmail.com
6. The bid document should be E-mailed strictly before 1700Hrs (5:00PM) of 08.07.2021. Any E-mail received after the said time shall be summarily rejected.
7. The bidders shall E-mail the password of the bid document to profinchargeitgrp@gmail.com
8. The passwords shall be E-mailed only on 09.07.2021 after 08:00 A.M. and before 08:00 P.M.
   No bidder shall provide the passwords earlier or later than the said date and time.
9. The E-mail of the password should also contain the respective file name and in the following format: IITGRP-CS-XYZ-Bid_Document: ********, where ******** is the password.
10. The subject of the E-mail for bid document submission should be in the following format: “Quotation for providing consultancy for section 8 company “, Bidder Name, Bidder Location
11. The subject of the E-mail for password submission should be in the following format: “Password of Quotation for providing consultancy for section 8 company “, Bidder Name, Bidder Location