



**No.: IBSD/A1/ELA/2014**

**Dated: 23/01/2023**

**Invitation of Expression of Interest for Engagement of CAG Empanelled Chartered Accountant Firms for Statutory Audit / Financial Audit of INSTITUTE OF BIORESOURCES AND SUSTAINABLE DEVELOPMENT (IBSD), Takyelpat, Imphal, Manipur State for the FY 2022-23, 2023-24 and 2024-25.**

The Institute invites sealed tender from reputed Chartered Accountant firms for conducting statutory audit and preparation of audited statement of accounts on fulfilling the following terms and condition.

1. The statutory audit is to be conducted for 3 (three) years beginning from the financial year 2022-23 onwards.
2. The said firm should be a reputed/well established one.
3. The firm should be C & AG empanelled.
4. The firm should enclosed details of Tax Return, past experience, track record, staff strength in respect of Audit of Government Institute in the prescribed format for Central Autonomous Bodies.
5. With reference to the Institute of Chartered Accountants of India's guidelines No. 1-CA(7)/032016 dated 07/04/2016. The minimum fee for the whole assignment is fixed at Rs. 50,000/-.
6. The date of completion of Audit shall be fixed by the Institute as per our requirement i.e., to be completed well before the date of placing the Audit report before the Finance Committee/Governing Council meeting for the relevant year.
7. Last date of submission is up to 3:00 P.M. of 07/02/2023. Tender will be opened at 2:00 P.M. on 10/02/2023.

Sd/-  
Senior Administrative Officer-i/c  
IBSD, Imphal.



जैव संसाधन और स्थायी विकास संस्थान, इम्फाल  
**INSTITUTE OF BIORESOURCES & SUSTAINABLE DEVELOPMENT (IBSD)**

**DEPARTMENT OF BIOTECHNOLOGY, GOVERNMENT OF INDIA**

**Takyelpat, Imphal – 795001, Manipur (India)**

### **Brief Description of the Organization**

Institute of Bioresources and Sustainable Development, Imphal, Manipur State is an autonomous institution of Department of Biotechnology, Government of India. The institute was established on 26<sup>th</sup> April, 2001 under Societies Registration Act 1989 (Manipur Act), under the administrative and financial control of Department of Biotechnology, Ministry of Science and Technology, Government of India. Research and Development activities in the Institute were initiated by eight Scientists up to 2007. Now the Institute has 15 scientists and Administrative, Financial and other Supporting staffs.

IBSD is a premier research institute in the area of Biotechnology, Indo Burma Region is one of the world's Ten Top Bio rich spots suitable for Interventional Biotechnology with its rich Fauna and Flora and IBSD has highly competent faculty scientists actively engaged in advanced research covering Taxonomy, Plant Biology, Animal Biology, Aquaculture, Entomology infectious disease biology, and regulation, structural biology, Immunology, and Plant Immunity, Plant Biotechnology, Microbial Biotechnology, Microbial Biotechnology, environmental biotechnology and translational research. It has state of the art infrastructural facilities, including sophisticated instruments, library, online journals, animal facility, green house, high bandwidth internet and computational facilities for cutting-edge multidisciplinary research in frontier areas of Biotechnological research.

### **Vision:**

To function as an institute of Biotechnology and at International Level, a nodal center of higher education and application oriented basic research in the area of Biotechnology using cutting edge technologies addressing the issues of human needs for the benefits of mankind and society. The motto of the Institute is “Touching the Lives of People”.

### **Mission:**

To build human resource through research of highest standard and to conduct research on the subjects related to Biotechnological issues and food problems so as to find ways to insulate the people from suffering from hunger and diseases. To Control Floods etc.,

### **Objectives:**

- To conduct and promote basic and applied researches in the frontier areas of Biotechnology.
- To foster interaction amongst Scientists of various disciplines and to encourage them to carryout research in areas that interface between physical and biotechnology.
- To carry out inter-disciplinary research in collaboration with other Research Institutions.
- To provide expert advice to various agencies for the application of the new findings.
- To organize Symposia, Workshops, Conferences and Summer Schools in frontier areas of Biotechnology for the advancement of knowledge.
- To collaborate with teaching Institutions for raising the level of teaching and research in Biotechnology.
- To conduct post-graduate course in biotechnology.
- To provide advance training to post – M.Sc. students leading to Ph.D. degree.
- To conduct refresher programmes.
- To accept grants, scholarships, donations, subscriptions and endowments and administer the same in fulfillment of the objectives of the Institute.

### **Activities of IBSD:**

#### **1. Research activities (area-wise)**

The Institute is recognized by Guwahati University and KIIT University for the award of Ph.D. degree. Students with National Level Fellowship are eligible for this program. IBSD recruits students for its

**Web site: [www.ibsd.gov.in](http://www.ibsd.gov.in); Email: [director.ibsd@nic.in](mailto:director.ibsd@nic.in);**

**☎ : 0385-2446122 (O) Fax: 0385-2446121(O)**



Ph.D. programme twice a year and the advertisement is published in its web page as well as various national newspapers.

## 2. **Summer Training**

Among the activities of the Institute is to train bachelor/masters level students in various areas of research with cutting edge technology. For this purpose, as part of the annual curriculum, IBSD conducts summer training program. We encourage selected students from IASc-INSA-NASI Summer Research Fellowship programme.

## 3. **Science Outreach Programme**

Science outreach is one of the major activities wherein our scientific expertise is publicized to a wider community through programmes and activities such as talks, lab visits, hands on training and workshops, in-school presentations, and documentary demonstrations. Outreach involves (I) how a research-oriented national laboratory contributes to society, (II) makes us understand to take up scientific issues important for society. IBSD has a dedicated science outreach building.

## **Scope of Work**

All activities included for Statutory and Financial Audit of the organization including its Regional Centers including its local center at Imphal, Nodes in Shillong and Aizawl for the Financial Year 2022-23, 2023-24 and 2024-25.

## **Last date of submitting EOI**

07/02/2023.

Bidders may attend in the IBSD office at the time of opening of quotations if desired.

## **Funding Position**

IBSD received Government Grant on quarterly basis and received funds on different Extra Mural projects.



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**DEPARTMENT OF BIOTECHNOLOGY, GOVERNMENT OF INDIA**

**Takyelpat, Imphal – 795001, Manipur (India)**

(Letter to be given in firm's letter head)

To

The Director

Institute of Bioresources and Sustainable Development (IBSD)

Takyelpat, Imphal

Manipur-795001

Sub: Appointment of a Chartered Accountants Firm for conducting Statutory / Financial Audit of IBSD, Imphal.

Sir,

With reference to the advertisement no. .... dated ..... for appointment of a Professional Chartered Accountant Firm for conducting Statutory ? Financial Audit of IBSD, Imphal for the Financial Year (FY) 2022-23 and for preparation of important statements as required by the institute. Please find the detail EOI along with filled application format duly signed by the competent person.

Signature .....

Full Name .....

Designation & Firm Name .....

Address with Phone No. ....

FAX & Mobile No. ....

E-Mail .....

Seal



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**EOI & Details Profile**

**APPLICATION**

**Details to be filled by Chartered Accountants firm.**

SI No	Particulars Details	
1	Name of the firm	
2	Address of the Registered/Head Office	
3	Telephone No. and E-mail address	
4	ICAI Registration No. with Region Name and Code No.	
5	CAG Empanelment No.	
6	Date of constitution of the firm	
7	PAN No. of the firm & GST No. of the firm	
8	Date since when the firm has a full time FCA	
9	Number of Full-time Partners as on 31/01/2023	
10	Number of Full Time qualified Chartered Accountants Employees and articles as on 31/01/2023	
11	Number of Branches	
12	Whether the firm is engaged in Statutory/financial Audit Govt. Companies/PSU, Autonomous and Academic Institutions, etc.	
13	Turnover of the Firm (Last 3 years)	
14	Details of Experience	
15	<b>Price</b> – shall be quoted in (Rs.....) for the entire scope of work covered under statutory and Financial Audit and signing the UC etc. Lump sum fees (including TA/DA, Boarding & Lodging and other out of pocket expenses/contingencies etc.)	<b>Rs.</b>
		<b>In Words</b>



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**Undertaking**

I/We the following partners of M/s \_\_\_\_\_, Chartered Accountants do hereby jointly and severally verify and declare

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2(2) of the Chartered Accountants Act, 1949;
4. That the constitution of the firm as on 31<sup>st</sup> March of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

SI No.	Name of the Partner	Membership Registration & No. PAN No.	Signature of partner (Signature of Authorized Person with Seal of the Firm)

Place:

Date: