



AnkurGECA INCUBATION CENTRE FOUNDATION (AICF)  
License under section 8 (1) of the Companies Act, 2013  
[Pursuant to rule 20 the Companies (Incorporation) Rules, 2014]  
Supported by  
Government College of Engineering, Aurangabad  
(An Autonomous Institute of Government of Maharashtra)  
PAN: AASCA8970G Section 8 License No.: 116741 TAN: NSK0686E



## INVITATION FOR QUOTATION

No. AnkurGECA/Store/21-22/06

Date: 18/01/2021

To  
GECA Website/Notice Board  
AICF Website/Notice Board

**Subject: Invitation for Quotations for Company Secretarial work of AnkurGECA Incubation Centre Foundation for FY 2021-22**

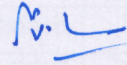
Dear Madam/Sir,

1. You are requested to send your competitive quotations for the **Company Secretarial work** of AnkurGECA Incubation Centre Foundation for FY 2021-22 with details of work given as-

Sr. No.	Brief Description	Period	Place of Audit
1	Secretarial Compliance of FY 21-22	For FY 21-22	AICF office, Govt. College of Engineering Aurangabad 431136.
2	ROC Updates FY 21-22		

2. AnkurGECA Incubation Center Foundation (AICF), is a section 8 company registered under the support of Government College of Engineering Aurangabad. AICF is startup Incubator intends to support innovative project to convert them into sustainable venture through incubation facilities/services for which this invitation for quotation is issued.
3. Detailed specifications of the work/services you intended to supply should be given and also mention your additional complementary services/benefits.
4. Quotation,
  - 4.1. The contract shall be for the fill quantity as described
  - 4.2. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
  - 4.3. All duties and other levies payable by the supplier under the contract shall be included in the unit price.
  - 4.4. Rates quoted must be inclusive of all applicable taxes.
  - 4.5. The prices quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - 4.6. The prices should be quoted in Indian rupees only.
5. Each bidder shall submit only one quotation.
6. The bidder must have **experience of at least 5 years or more** in company secretarial work and must have **office in Aurangabad** city.
7. Quotation should remain valid for period of 30 days after the last date of quotation submission.
8. Evaluation of quotations  
The purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- 8.1. Are properly signed; and
- 8.2. Confirm to the terms and conditions, and specifications.
9. The Quotations would be evaluated for all items together.
10. Award of Contract:  
The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
  - 10.1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
  - 10.2. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to the expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
11. The payment shall be made in Indian rupees as follows: after completion of work.
12. The work/services should be completely delivered before May 2022.
13. You are requested to provide your offer latest by **17:00 hours on 24-Jan-2022**.
14. Sealed quotation should be submitted/ delivered at the address mentioned below, Director, AnkurGECA Incubation Centre Foundation, 2<sup>nd</sup> Floor, Gymkhana Building, Govt. College of Engineering, Station road, Osmanpura, Aurangabad, 431005 Superscripted as '**Quotation for AnkurGECA Incubation Centre Foundation (AICF) Due date 24/01/2022**'.
15. We look forward to receiving your quotation and thank you for your interest in this project.



Director, AICF

Copy to-

1. Administrative officer GECA
2. Website coordinator GECA