



Science & Technology Resource Centre
Gondwana University, Gadchiroli

Inviting Applications from Chartered Accountants and/or Firms

Science & Technology Resource Centre (STRC) invites applications in sealed envelopes from individual Chartered Accountants and/or Chartered Accountant Firms to take up the assignment of Registration as Section-8 Company under Indian Companies Act 2013 and Transition Towards Comprehensive Autonomy of STRC post registration within Gondwana University, Gadchiroli.

For detailed Terms of Reference (ToR), Scope of Work and Procedures of Application, please visit www.strc.org.in/ www.unigug.ac.in

The last date of receipt of application is 03rd July 2020

Sd/-
Chief Program Officer
STRC-GUG

A centre of excellence for sustainable value creation conceived & funded by Rajiv Gandhi Science & Technology Commission (RGSTC), Mumbai, Govt. of Maharashtra

Engagement of Individual Chartered Accountant and/or Chartered Accountancy Firm for STRC Registration as a Section-8 Company and Transition Towards Comprehensive Autonomy

Background:

Science & Technology Resource Centre (STRC) is an autonomous institute at Gondwana University Gadchiroli conceived and funded in 2013-14 by Rajiv Gandhi Science & Technology Commission (RGSTC), Mumbai, Government of Maharashtra. Positioned as a center of excellence for sustainable value creation, STRC is entrusted with generating livelihood opportunities by deploying appropriate science and technology, particularly for the under-privileged tribal communities of Gadchiroli region.

Following the guidelines of the STRC Detailed Project Report (DPR), decisions taken at the annual Governing Body Meetings on STRC to be registered as an autonomous entity within Gondwana University and as stated in the recent Status Report, STRC in its current form and shape, is in a position to make that transition to gain comprehensive autonomy.

In this regard, taking a logical long-term view of the roadmap ahead, STRC had proposed to be registered as a Section-8 company under Indian Companies Act 2013. Necessary accord of approval from the Chairman, GB-STRC and Hon'ble Vice Chancellor, Gondwana University, Gadchiroli has been received.

To execute this work and to deal with the formal, financial, legal procedures and paperwork involved, services of an individual Chartered Accountants and/or Chartered Accountant Firm is required to be hired, following the necessary processes of hiring.

Terms of Reference (ToR) and Scope of Work:

Responsibility of the individual C.A./ C.A. Firm is two-fold;

1) Pre - Registration and Registration: To carry out pre-registration activities with support from STRC and formal registration process and

2) Formal Transition: To support Finance & Accounts Department, Gondwana University Gadchiroli (GUG) in the post registration transition, till completion

Tasks to be carried out:

1. Required assistance in registration of Company Name
2. Guide STRC in deciding members of Board of Directors (BoD)
3. Formulation of Constitution with help of STRC
4. Forming the Memorandum of Association (MoA)- (STRC as the only Affiliation)
5. Carrying out Registration of Company (ROC)

6. Required process to generate (PAN/TAN) Income Tax, GSTN and Professional Tax
7. All required action during post registration phase such as scrutinizing STRC related financial documents such as funds received and statement of expenditures under multiple bank accounts, assets and liabilities and advising on Audit Account Budgetary issues since inception and related matters required for smooth transition

Eligibility and Application Process:

CA firms should have thorough knowledge of the subject with at least 10 years of experience preferably in undertaking institutional registration under Indian Companies Act 2013 and Government/ University financial procedures.

Last date for receipt of applications is **15 days** from the release of the advertisement inviting proposals from CA firms.

Applications giving details of the CA Firm in one sealed cover and financial proposal in another sealed cover should be submitted.

These should be addressed to **The Chief Program Officer & Head, Science & Technology Resource Centre (STRC), Gondwana University, MIDC Road, Complex, Gadchiroli- 442605** and should be submitted **up to 5.00 p.m. on 03rd July 2020 superscripting the envelope: Application for Hiring Services of CA Firm for Section-8 Registration in STRC-GUG.**