



No. IMA 27/2025/1

Dated Shillong, the 23rd October, 2025**REQUEST FOR QUOTATION**

The Meghalaya Investment Promotion Authority (MIPA) invites quotation from Chartered Accountant firms for providing professional services related to financial auditing services for the Financial Year 2024-25.

1. The scope of work is as under:

- (a) Statutory audit of MIPA accounts
- (b) Verify correctness and eligibility of expenditures incurred under the project.
- (c) Review project financial statements, books of accounts, ledgers, cashbooks, and bank reconciliations.
- (d) Any other financial services as required by MIPA

2. Minimum Eligibility criteria

- (a) Must be registered with the ICAI
- (b) Minimum of 5(five) years in auditing government or public sector entities
- (c) Must have registered office in Meghalaya
- (d) Should not have been blacklisted by any government department or agency
- (e) At least 1(one) similar assignment in a government or public sector entity in the last 3 years

3. Certified copies of documents must be submitted to support Eligibility criteria

- (a) Company profile
- (b) Registration certificate with ICAI
- (c) GST Registration Certificate
- (d) PAN Card
- (e) Audited Financial Statements / Turnover Certificate for the year 2023-24
- (f) Details of similar assignments handled in the last 3 years (enclose work order)
- (g) CVs of key personnel proposed for the assignment
- (h) Declaration of non-blacklisting by any government entity and no disciplinary action is taken or is pending against the firm by ICAI

4. Price quotation should be submitted as per Form A and valid for a period of 60 days from the last date for submission.



5. Submission and Opening

- (a) Last date for submission of Quotation is **14th November, 2025**
- (b) All supporting documents indicated at (4) above must be enclosed along with the price quotation and signed, sealed in an envelope and addressed/ delivered to the following address:

Client's Address:	Meghalaya Investment Promotion Authority Barik Point, Behind Step by Step School Shillong-793001 Meghalaya Email: meghalayaipa@gmail.com (For any queries)
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6. Evaluation and Selection:

- (a) Quotations not satisfying all the minimum eligibility criteria at para (3) or Non-submission of any of the document at para (4) shall be summarily rejected
- (b) Eligible firms will be ranked as per price quoted. Quotation which is L1 shall be selected for the engagement.

7. Duration and Termination:

- (a) The engagement shall be for a period of 3 (three) years and may be extended on mutual understanding.
- (b) MIPA may terminate the engagement on account of unsatisfactory performance by the Auditor or services is no longer required.

8. Fixed Contract Price

- (a) The prices indicated in the Form of Quotation are firm and fixed and not subject to any adjustment during contract performance. The base price for the assignment is kept at INR 30,000/- for Financial Year 2024-25.

9. Duration of Assignment

- (a) The External Audit engagement shall be for a period of 30 days, starting from the date of signing of contract, with the possibility of extension subject to performance and project requirements.





10. Payment Terms

- (a) Payments shall be made in accordance with the contract, linked to the submission and acceptance of Audit Reports as per agreed timelines.



[K. Hynniewta]

Chief Administrative Officer,
Meghalaya Investment Promotion Authority