



**MSSU i-Spark
Foundation**

O/W No. i-Spark/2025-26/Vidyavihar/Quotation/01

Date: 30-04-2025

CALL FOR QUOTATION

Subject: Quotation for i-Spark Foundation Company Secretary

Dear all,

The Chief Executive Officer, i-Spark Foundation, Vidyavihar on behalf of Chairperson/Directors invites sealed quotation for offering services as company secretary for the period **1st June 2025 to 31st May 2026**.

Scope of work

1. Matters related to statutory compliance
2. Conducting of Board Meetings – Agenda to Minutes of Meeting
3. Submission of documents in online / offline mode to regulating authorities
4. Submission of Annual returns, filings
5. Any other legal matters related to job of company secretary
6. Share transfer / equity transfer

For scope of work from No 1-5, lump sum amount per annum is required and for scope of work No 6, per item is required.

You are requested to quote the rates for the services offered in the Appendix 'I' separately attached to this letter. The rates must be quoted only on the attached paper as per the specifications.

Following should be taken into consideration while preparing the quotation:

- 1.5% equity share of startups has to be transferred to i-Spark Foundation on an ongoing basis as per the standard incubation agreement
- Quotations received later than due date are liable to be rejected.
- Quotation must be submitted on LETTER HEAD and addressed to the CEO, i-Spark Foundation with all particulars duly signed with stamp in sealed envelope. Any other format will not be acceptable. Loose, tempered or incomplete quotation will not be considered
- The quotations should reach the i-Spark Foundation Office (2nd Floor, Swami Vivekanand International Skills Development Academy, ITI Vidyavihar) by **09/05/2025** by hand or post.

Should you have any questions or need further clarification, please feel free to reach out to us at ceo_ispark@mssu.ac.in. We look forward to your response and hope to establish a successful partnership.

Bhavesh Kothari
Chief Executive Officer
MSSU i-Spark Foundation



MSSU i-Spark Foundation,
2nd Floor, ITI Vidyavihar (West) – 400086



(+91)- 86559 46646/47



contact@mssu.ac.in

Reg. Address: MSSU HO, Fort, Mumbai, Maharashtra 400001

TERMS & CONDITIONS

1. Rights of the Chairperson:

Chairperson, i-Spark Foundation reserves the rights of acceptance or rejection of any or all quotations. The discretion for increasing or decreasing of the quantities also rests with the Chairperson. i-Spark Foundation will also not bind itself to accept the lowest price. In case of any dispute, the decision of Chairperson will be final & binding.

2. VALIDITY OF QUOTATIONS:-

Quotations will be considered valid for 03 months from the date of quotation.

3. CORRESPONDANCE: No correspondence regarding acceptance/rejection of a quotation will be entertained.

4. REJECTION:- Quotation not conforming to the set procedure as above will be rejected.

5. DISCOUNT/REBATES:- A Special discount/rebate wherever admissible keeping in view that the supplies are being made for education purpose in respect of Public Institution of national importance may please be indicated.

6. DELIVERY PERIOD:- Minimum Period for delivery/job completion should be mentioned clearly.

8. Taxes, if any shall be clearly stated

9. MSSU i-Spark Foundation may review after completion of one year and may extend for one more year on same cost, terms and conditions

Quotation

To,

The Chief Executive Officer,

i-Spark Foundation

| Name of Item: | | | | | |
|---------------|--|------------|----------|-----|--------------|
| S.No | Description | Basic Rate | Discount | GST | Total Amount |
| 1 | Matters related to statutory compliance | | | | |
| 2 | Conducting of Board Meetings – Agenda to Minutes of Meeting | | | | |
| 3 | Submission of documents in online / offline mode to regulating authorities | | | | |
| 4 | Submission of Annual returns, filings | | | | |
| 5 | Any other legal matters related to job of company secretary | | | | |
| 6 | Share transfer / equity transfer (per case) | | | | |
| 7 | | | | | |

Name of Bidder:

Signature with Stamp:

