

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

GOREGAON (EAST), MUMBAI

EXPRESSION OF INTEREST (EOI)

FOR

**Updating of Fixed Asset Register, Physical verification of assets and
Reconciliation with books of accounts at IGIDR**

EOI No. IGIDR/EOI/2022/ED/18 Date: 27th May 2022

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

**Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (East), Mumbai-400065.
Telephone: 022 6909 6200/560/9892810366. FAX: 022 6909 6399.**

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

Notice Inviting Expression of Interest (EOI)

“NAME OF THE WORK: **Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts** at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. Institute invites sealed bids from reputed & qualified bidders for the following work:

Name of Work	Completion Period	EMD (INR)
(1)	(2)	(3)
Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts at IGIDR as on 31.03.2022	30 days	INR 5, 000.00

The EOI in two bid system being invited for the above mentioned service. IGIDR reserves its right to award the work to the successful bidder.

2. Bidder has to submit Earnest Money Deposit **Rs. 5, 000.00** (Rupees Five thousand only) along with the bid.
3. The EOI bids in two bid system are invited through two separate Emails to tender@igidr.ac.in : “**Email-1: EMD and Pre-Qualification/Technical Bid**” and “**Email-2: Financial bid**”. Subject of email should be mentioned as- “**Email-1: EMD & Prequalification/Technical Bid for Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts at IGIDR**” and “**Email-2: Financial Bid for Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts at IGIDR**” respectively. **The Financial bid should be attached as a PDF document protected with a password.**
4. Last date of submission of bid document shall be up to **03:00 PM on 17.06.2022**.
5. The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.

REGISTRAR

SECTION-A*

LETTER OF OFFER

Date _____

To,
The Registrar,
Indira Gandhi Institute of Development & Research,
Gen. A.K. Vaidya Marg, Film city Road,
Goregaon (East), Mumbai 400065.

Subject: EOI for Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts at IGIDR, Mumbai.

Reference: NIT No. IGIDR/EOI/2022/ED/18 Date: 27th May 2022

Dear Sir,

With respect to your above mentioned EOI, we hereby submit our bid in the required format along with Company Profile and supporting documents.

Should this tender/EOI document be accepted, I/We hereby agree to abide by and fulfill the terms and provisions of the said Conditions of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit the EMD and pay to the IGIDR the amount mentioned in the said Conditions.

We have deposited NEFT/DD/FDR/BG or MSME certificate as an earnest money to the IGIDR, which will not bear any interest.

Should we fail to execute the contract when called upon to do so. We do hereby agree that this sum shall be forfeited by us to the IGIDR.

We have carefully gone through the terms and conditions prescribed and we accept the same in to without any alterations / modifications.

Yours faithfully,

Signature

Name & seal of Bidder

** The bidder should submit the Letter of Offer on their company letterhead.*

SECTION-‘B’

GENERAL INSTRUCTIONS TO BIDDERS

1. Expression of Interest (EOI) should be addressed to **The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065.**
2. Bidder has to submit Earnest Money Deposit of **Rs. 5000/-** (Rupees Five thousand only) through **NEFT/DD/FDR/BG** to “INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI” Account no. 010220100010001, IFSC code: BKID0000102, Branch name: IGIDR, Bank Name: Bank of India and UTR number with screenshot of transaction should be included in the part of EOI document towards Earnest money.
3. The bidders registered under MSME are exempted for submission of EMD, but they should submit the necessary copy of the MSME certificate for exemption.
4. The scan copy of EOI bid to be submitted through Email to tender@igidr.ac.in through two separate Emails. “**Email-1: EMD, Pre-Qualification/Technical Bid**” and “**Email-2: Financial bid**”. Subject of emails should be mentioned as- “**Email-1: EMD and Prequalification/Technical Bid for Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts at IGIDR**” and “**Email-2: Financial Bid for Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts at IGIDR**” respectively. All the required documents should be scanned and merged either into a single PDF file or zipped into a single file and attached to the respective Emails. **The Financial bid should be attached as a PDF document protected with a password and the password to be shared at the time of financial bid opening through online meeting. The vendor should keep their password securely with them and required to give only when asked in online meeting for financial bid opening.**
5. The bids will be received up to **3:00 PM on 17.06.2022.** Each copy of the EOI document under their stamp and signature. No bid will be accepted after **3:00 PM** on 17.06.2022 under any circumstances whatsoever.
6. The email with subject as “EMD & Pre-qualification/Technical Bid” shall be opened by REGISTRAR or his authorized representative in his office on the next day **20.06.2022 at 11:30 AM.** In case, holiday is declared by the Government on the day of opening the bids, the bids will be opened on the next working day at the same time.

7. Financial bid of only prequalified and/or technically qualified bidders will be opened. The date of opening of price bid shall be informed by institute to the qualified bidders.
8. EOI shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid and the bidder shall not cancel or withdraw the quotation during this period.
9. The bidder must use only the bid forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the EOI form made by the bidder shall not be valid and shall be treated as null and void.
10. The bid form must be filled in English. If any of the documents is missing or unsigned, the bid may be considered invalid by the Institute in its discretion.
11. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the EOI must be attested by initials of the bidder. Overwriting of figures is not permitted.
12. Each Page of the EOI document should be signed by the authorized person or persons submitting the EOI in token of his/their having acquainted himself/themselves with the terms & conditions of contract as laid down. Any bid with any of the documents not so signed will be rejected.
13. A bid which is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their bid is not accepted by the Institute but without Interest. The EMD paid by the successful bidder shall be held/encashed by the IGIDR as security for execution and fulfillment of the contract. No interest shall be paid on this deposit.
14. The Earnest Money Deposit (EMD) of the successful bidder shall be converted into Performance Security Deposit (PSD). The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute. In case the successful bidder submitted MSME certificate for exemption of EMD, needs to deposit PSD amount **Rs.5000.00** within 7 days of award of order. The PSD will be refunded to the successful bidder after successful completion of all the obligations of the contract.
15. The Institute does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the bidders, either in whole or in part, without assigning any reasons for doing so.
16. The rates shall also be firm and shall not be subject to change. The quoted amount in EOI must include in their rates, applicable GST and any other tax and stamp duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable.

No claim in respect of GST or any other tax, stamp duty or levy whether existing or future, shall be entertained by the Institute.

17. The intending bidder can obtain any clarifications regarding the EOI document, scope of work etc. if any by contacting to **Mr. Amit Gaikwad (Estate Officer)** on his **mobile- 9881070122** or through email amitg@igidr.ac.in or in **Estate Office** of the **Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065** on any Institute`s working day from **10:00 AM to 05:00 PM**.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place:

Signature of Bidder with company seal

Date:

SECTION-‘C’

GENERAL TERMS AND CONDITIONS

Upon the declaration of an intending bidder to be the Successful Bidder by the Institute, they shall be subject to the following terms and conditions.

1. The successful bidder shall provide the services strictly in accordance with scope of work and as per detailed instructions of the Institute’s.
2. In all matters of dispute arising on the work, the matter shall be referred to the **Registrar Indira Gandhi Institute of Development Research, Goregaon** for a decision.
3. **Arbitration Clause:** In the event that the Successful Bidder is not satisfied by the decision of the Registrar, Indira Gandhi Institute of Development Research, the dispute shall be settled by arbitration in accordance with the provisions of arbitration and conciliation act, 1996 or any enactment thereof. The Arbitral Tribunal shall consist of one arbitrator, to be appointed by the Institute. The place of arbitration shall be Mumbai and any award whether interim or final, shall be made, and shall be deemed for all purposes between the parties to be made in Mumbai. The arbitration proceedings shall be conducted in the English language and any award or awards shall be rendered in the English language. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.
4. **Payment Terms:** Payment shall be made after successful completion of service and submission of report against the certified invoice.
5. **Completion Period:** The total time period allowed for completion of all the work shall be 30 days. However, you may need to coordinate and get clearance of HOD’s of various departments for the respective activities as per availability of data, access to physical verification of assets and reconciliation with books of accounts. Accordingly, work schedule to be prepared for 30 days.
6. **Penalty Clause:**

Time allowed for carrying out the work is 6 weeks, which shall be strictly observed by the successful bidder and it shall be reckoned from the 4th day of issue of work order. If the successful bidder fails to complete the service within the specified period he shall be liable to pay compensation at the rate of 1% per week subject to a maximum amount of 5% of the contract amount.
7. **Termination Clause:**
 - a. Without prejudice to any other remedy available to the Institute, in case of default on the part of the successful bidder in the performance of this contract or in the discharge of any contractual

obligations arising out of this contract or if the contractor commits substantial breach of his obligations and such breach is not corrected within 7 (seven) days from the date of receipt of the notice specifying the breach, by the successful bidder, the Institute may terminate this contract by giving a 15 (fifteen) days written notice of intended termination to the successful bidder.

- b. In the event of this Contract being terminated, the Institute shall be liable to make payments of the amount due under this Contract up to the effective date of termination for which services (including parts thereof) have been rendered by the successful bidder subject to clause 7.e hereunder.
- c. Notwithstanding anything contained herein above, the Institute may terminate this contract at any time by giving fifteen days' notice to the Contractor without assigning any reason thereof and without prejudice to the rights of the Institute to recover any money becoming due and payable to the Institute under this Contract.
- d. Forthwith on the expiry or earlier termination of this Contract, the successful bidder shall, return to the Institute all materials and equipment, belonging to the Institute with regard to this Contract. The Institute shall also intimate to the successful bidder a time when it can collect its equipment stored in the Institute and the successful bidder shall collect the same. In the event that the successful bidder does not collect its equipment by the appointed time, the Institute shall not be liable for the same thereafter.
- e. Forthwith on the expiry or earlier termination of this Contract, the Institute shall determine the costs of execution, cost of remedying any defects (if any) and the cost of completion of the work (if required). The Institute shall be entitled to recover from the successful bidder the extra costs, if incurred, after adjusting the same against the Performance Security Deposit made by the Contractor.
- f. On the earlier termination of this Contract due to failure to discharge its duties, the Performance Security Deposit shall stand forfeited by the Institute.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place:

Signature with company seal

Date:

SECTION 'D'

PRE-QUALIFICATION CRITERIA

- **Pre-Qualification Documents to be submitted by Bidder along with EOI:**

1. The bidder should be a Partnership firm/Company having appropriate registration (like Partnership Deed/Article of Association or Certificate of Incorporation etc.).
2. The bidder should have experience of at least 5 years in the field of preparation of Fixed Asset register, physical verification of assets, calculating depreciation of assets and reconciliation with books of accounts.
3. The Bidder should have valid PAN, Goods and Service Tax registration number (GST).
4. The bidder should have completed at least **three** assignments at any organization for Preparation of fixed asset register, physical verification of asset and reconciliation with books of accounts during the period of last **three years**. The bidder should submit a copy of work orders/appointment letters/contract agreement etc.
5. The bidder should have average annual turnover of **Rs. 10 Lakh** in last three financial years and should submit the copy of Audited Income & Expenditure Account and Balance Sheets and income tax returns or CA certificate for the turnover for last three financial years (i.e., FY2018-19, FY2019-20 & FY2020-21).
6. **Composition of Project implementation Team:** The applicant should have at least a Chartered Accountant with requisite qualifications and having **5** years of experience, as partners or employees of the company/firm as on the bid submission date, who will become the part of Project implementation Team. Having experience of at least **5** years for fixed asset management project in any organization.
7. List of clients along with name & contact number of representatives and copy of certificate of appreciation if any.
8. The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India. Should submit the undertaking as per Annexure-A*.
9. Either the Registered Office or one of the Branch Office of the bidder should be located in district/municipal territory of Greater Mumbai **with availability of full time team/staff in office**.

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the EOI duly stamped and signed by the authorized person of the bidder.

- **Information to be furnished by the bidder:**

Sr. No.	Item	Information to be filled by Bidder
1	Name of the bidder	
2.	Address	
3.	Telephone Number: Office /Residence: Mobile Number: E-Mail address:	
4.	Details of Registration (number & date) if applicable:	
5.	Month and Year in which the firm / company was formed/ incorporated.	
6.	Type of organisation (Partnership firm, Pvt Ltd., Public Ltd., etc.)	
7.	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	

8.	Provide details of Composition of Project implementation Team: The applicant should have at least Chartered Accountant with requisite qualifications and having 5 years of experience, as partners or employees of the company/ firm as on the bid submission date, who will become the part of Project implementation Team. Having experience of at least 5 years in fixed asset management project in any organization.	
9.	Turnover of Bidder in last 3 financial years (In Lakh)	FY2018-19: FY2019-20: FY2020-21:
10.	Bank Account Details	A/c No. Bank Name: IFSC:

Place:

Signature with company seal

Date:

SECTION-‘E’
SCOPE OF WORK

Part A: - Scope of Work for the bidder:

1. Updating the Fixed Asset Register (FAR) in ‘Sensys Asset Expert Software and excel sheet’ (Web based software) with addition and deletion of new assets purchased or sold in the **FY2021-22** as per accounts voucher (Approx. **50 Nos.** of assets).
2. The numbering/barcoding (as per present format), printing of barcodes (with Zebra printer) and tagging of all the new assets as well as replacement of damaged tags of old assets (Approx. **70 Nos.** of assets).
3. **Physical verification of all the Assets** around **19460 Nos.** (13470 Tagged & 5990 Untagged) in FAR as on 31.03.2021 and around **50 Nos.** assets for addition/deletion) by using the **portable handheld Barcode scanner** for tagged assets & physical observation of untagged assets including data entry in the software.
4. Calculate the depreciation on value of all the old fixed assets and calculate closing balance.
5. Relocate the assets if any and make necessary entries in the software.
6. Submit a report to write off the missing or damaged assets observed during PV if any.
7. Write off and adjustments in the fixed asset register to match books of accounts.
8. Reconciliation of Fixed Asset Register as per books of accounts and finalize the FAR for FY2021-22.
9. Import the final FAR in excel sheet.
10. Submission of detailed report with category wise list and value of assets updated in software and in the form of Excel/pdf.
11. The successful bidder should coordinate and visit to the respective departments or HOD’s to collect the required details of new assets (as per FAR format) to update FAR.
12. The successful bidder should collect the copy of account vouchers of assets and copy of books of accounts from accounts department required for conciliation and finalization of FAR.
13. The successful bidder should coordinate with **Sensys** team/engineer if any problem or support required related to IGIDR asset software.
14. Preparation work schedule/grant chart in coordination with the respective department/HOD’s so as to plan the whole activity within 30 days.
15. The successful bidder should depute the required and qualified manpower at site as and when required to complete this whole assignment.

Part B: - Details to be provided by the Institute:

1. The Institute will provide one laptop along with the access to the **Sensys Asset Expert software version 1.0** (login id and password) of FAR software of IGIDR.
2. The Institute will ensure to provide the FAR software along with valid license and OEM support.
3. The Institute will provide required quantity of Plain polyester label, transparent label and Resin Ribbon for printing and tagging of assets.
4. The Institute will provide Accounts voucher for purchased or sold assets for FY2021-22.
5. The Institute will provide the copy of books of accounts with value of assets for reconciliation and final preparation of FAR.
6. The Institute will provide access to the custodian/location of asset for physical verification in coordination with respective department.
7. The Institute will inform the successful bidder additional work or any specific work if any from time to time during the progress of this assignment.

Date:

Signature of Bidder with seal

SECTION- 'F'
FINANCIAL BID*

EOI No. IGIDR/EOI/2022/ED/18

Date: 27.05.2022

Sl. No.	Description of work	Unit	Quoted Amount Rs.
1	Fees/Charges to Update the Fixed Asset Register (FAR) in ' Sensys Software and excel sheet ' with addition and deletion of new assets purchased or sold in the FY2021-22 including Barcoding, printing and tagging of assets (Approx. 50 Nos.) As per scope of work.	LS	
2	Physical verification of all the Assets by Barcode scanner and data entry in software for Total assets 19460 Nos. (13470 Tagged & 5990 Untagged) . As per scope of work.	LS	
3	Reconciliation with books of Accounts as on 31.03.2022	LS	
	Total Amount Rs.		
	GST @ %		
	Gross Total Amount including GST Rs.		

Total quoted amount in words Rupees

Date:

Signature of Bidder with seal

** To be submitted on company letter head duly signed and stamped on it.*

Annexure – A*

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

UNDERTAKING

To,
The Registrar
Indira Gandhi Institute of Development Research
Film City Road, Santosh Nagar,
Goregaon (East),
Mumbai – 400 065.

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For M/s _____

Authorized Signatory

Date:

**To be submitted on company letter head duly signed and stamped on it.*