



PRESIDENCY UNIVERSITY
KOLKATA

**Notice Inviting Expression of Interest for
Physical Verification of Fixed Assets of
Presidency University at Rajarhat Campus,
New Town and preparation of Fixed Asset
Register**



PRESIDENCY UNIVERSITY
KOLKATA

Notice No. PU/EOI/Ph. Verif. /2nd Camp/22-23 /1
Date: 05-04-2022

Notice Inviting Expression of Interest for Physical Verification of Fixed Assets of Presidency University at Rajarhat Campus, New Town and preparation of Fixed Asset Register

Expression of Interest (EOI) in the prescribed Format is invited from the reputed firms of Chartered Accountants to undertake the assignment of physical verification of Fixed Assets of Presidency University located at the Rajarhat New Town campus and preparation of Fixed Asset Register. Those who have submitted their EOIs in response to the previous Notification No. PU/EOI/Ph. Verif. /2nd Camp/22-23 /1 dated 12-01-2022 in this respect should submit their EOIs afresh, if interested, because the previous one stands cancelled.

Interested Chartered Accountants Firms may submit their EOI directly to the Finance Officer of Presidency University in two sealed envelopes – (1) Technical bid (Annexures -1, 2, 3, 4 and 5) and (2) Separate Demand Drafts for EMD and participation fee. **Initially no financial bid should be submitted.** Both the sealed envelopes stated above should be **put in a Master Envelope superscribing the Notification No. and Date.** The properly sealed Master Envelope should be **addressed to the Finance Officer, Presidency University, 86/1 College Street, Kolkata – 700073.** Alternatively the Envelope may be dropped in the Tender Box lying at the Main Gate of the College Street campus of the University. The submitted technical bids and credentials will be evaluated by an expert committee of the University **and only the technically qualified bidders will be intimated to submit sealed financial bid (Annexure -6) in the same manner as stated above within a stipulated time.**

Only the Financial Bids of the technically qualified firms will be considered for evaluation and the assignment shall be awarded to the lowest Financial Bidder. If the lowest financial bidder does not agree to undertake the assignment within the prescribed period or if the competent authority of the University deems it unfit for any reason (reasons to be recorded in writing), the job may be awarded to the immediately next lowest financial bidder provided that the firm agrees to undertake the job. However, the work may only be awarded to a technically qualified bidder.

Important Dates:

1.	Last Date and Time of submission of EOI	Till 4.30 P.M. on 18th April 2022
2.	Date of Pre-financial Bid Meeting	20th April 2022 at 3.00 P.M.
3.	Date of submission of Financial Bids	22nd April 2022 till 4.00 P.M.
4.	Opening of Financial Bid	25th April 2022 at 3.00 P.M.

The dates under serial number 2, 3 and 4 may change under unavoidable circumstances. The Authority of Presidency University, Kolkata does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire bids received without assigning any reason thereof.

Sd/-

Registrar

Presidency University

Scope of Works

- Physical Verification of Fixed Assets of Presidency University located at the Rajarhat New Town campus of the University.
- Codification and inscribing Serial Number (Using Barcode only) on the Fixed Assets
- Preparation of Fixed Asset Register of all the Fixed Assets at the Rajarhat, New Town campus of the University both in softcopy (in MS Excel) & in hardcopy.
- Following aspects should be reflected in the Asset Register:

Asset Information	Accounting and Regulatory Compliances	Accountability
<ul style="list-style-type: none">▪ Asset Class & Description▪ Unique Asset Number▪ Model No. and Manufacturer's Serial Number of the Asset▪ Location	<ul style="list-style-type: none">▪ Date of Purchase▪ Name of the supplier▪ Purchase order Number & date▪ Invoice Number & date▪ Date of Commissioning▪ Acquisition Cost▪ Gross amount (at valuation)▪ Depreciation rate and method▪ Accumulated depreciation▪ Net book value▪ Estimated useful life	<ul style="list-style-type: none">▪ Asset custodian▪ Program / activity Department▪ Warranty Period and Warranty End Date

- Deliveries: Fixed Asset Register duly signed by Chartered Accountants along with the other Schedules & Annexures (both in hard copies and soft copies).

General Terms and Conditions

- (1) **Payment Terms:** Progressive payment shall be made as follows:
 - (a) After completion of physical verification of all the assets (movable & immovable) and submission of the list of such assets with asset number codifications – 35% of the Professional Fee of the CA Firm.
 - (b) After completion of the Fixed Assets Registrar – 35% of the Professional Fee of the CA Firm.
 - (c) After submission of the Final Report along with all schedules (both hardcopy and softcopy) – 30% of the Professional Fee of the CA Firm.Payment will be made on submission of the Tax Invoices and other documents as stated above to the Finance Officer, Presidency University. No advance payment will be made.
- (2) **Completion period:** The selected C.A. Firm shall, within seven (7) days of the receipt of the letter of assignment, submit to the Finance Officer, Presidency University a detailed programme schedule. If necessary, they would be required to give a presentation about their plan of work. **The work should be completed positively within 45 days.**
- (3) **Earnest Money Deposit (EMD):** The amount of EMD shall be **Rs.30,000/- (Rupees Thirty Thousand)** only. The same is to be in the form of a **Demand Draft in favour of “Presidency University”, payable at Kolkata**, drawn on any Nationalized Bank/ Scheduled Bank. The EMD shall be refundable in the case of the unsuccessful bidders. However, the EMD shall be released to the successful bidder after fulfilment of the terms and conditions of the Assignment. No interest is payable on such refund of the EMD. **EMD shall be forfeited if the selected firm accepts the letter of assignment but is unable to fully execute the same.**
- (4) **Bid Participation Fee:** The amount is **Rs.700/- (Rupees Seven hundred)** only. The same is to be in the form of a **Demand Draft in favour of “Presidency University”, payable at Kolkata**, drawn on any Nationalized Bank/ Scheduled Bank.
- (5) The Professional Fee quoted by the Firms shall be inclusive of all charges and incidental expenses. The University will not bear any additional expenditure. However, GST at the applicable rate shall be payable extra.
- (6) **Acceptance of Bid:** The Authority of Presidency University, Kolkata does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire bids received without assigning any reason thereof.
- (7) If the selected Firm fails to accept the award / appointment letter of the University within the prescribed time period or conditionally accepts the same, the appointment /award will automatically stand cancelled without entertaining any further correspondence.
- (8) **Incomplete and Conditional Bids** will be summarily rejected without assigning any reasons thereof.
- (9) **Period of Validity:** Bids shall remain valid for acceptance for a period of 180 days from the last date of submission of the bid.
- (10) In case of any dispute, the decision of the University authority shall be final and binding on the bidders.

Criteria for Selection of the Firm of Chartered Accountants

1. The firm should have the **head quarter in Kolkata**, West Bengal.
2. The firm must be empaneled with the Comptroller and Auditor General of India for 2021-22 / 2022-23. A self-attested copy of the **CAG communication providing Empanelment Number** is to be furnished.
3. The Firm **should have valid Certificate of Practice from the Institute of Chartered Accountants of India** (self-attested copy to be furnished).
4. The firm should **have at least 7 FCA's** (details to be mentioned in Form Annexure - 3).
5. The firm should have recently (not before six years or more) carried out statutory audit / internal audit for **at least two reputed University (except Presidency University) / Higher Educational Institution (except any college) and at least three Undertaking of Central /State Govt./Semi Govt./ PSU/ Development Authority.** (details to be mentioned in Form Annexure -4).
6. The applicant Firm must have adequate **recent experience** (not before six years or more) in the works stated in the Scope of Works in **at least two organizations** of the types mentioned in 5 above. (appropriate proof is to be furnished).
7. The firm must have **at least seven (7) years' experience** (Self-attested appropriate proof to be furnished).
8. The firm must give **an undertaking in writing to deploy at least 1 ACA / FCA as Supervisor and 2 experienced assistants including one CA Inter** qualified to look after the assignments (Annexure -5).

Letter of Expression of Interest

To
The Finance Officer
Presidency University
86/1, College Street
Kolkata – 700 073

Dear Sir,

We, the undersigned, offer to provide the service of Physical Verification of Fixed Assets of Presidency University at its Rajarhat Campus, New Town and Preparation of Fixed Asset Register in accordance with your Notification No. PU/EOI/Ph. Verif. /2nd Camp/22-23 /1 dated 05-04-2022.

We have gone through the General Terms and Conditions mentioned in the Notification No. PU/EOI/Ph. Verif. /2nd Camp/22-23 /1 dated 12-01-2022 and we agree with the same.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Bid (Annexure - 6) are valid till 180 days from the last date of submission of the bid. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that **Presidency University** is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the C.A. Firm] to submit the proposal and to negotiate on its behalf.

I hereby enclose the **Letter of [Insert Name of the C.A. Firm] signed by all members of the Firm** authorizing me to submit the Expression of Interest and to negotiate on its behalf.

Yours faithfully,

(Signature and Date of Authorised person)

Name:

Seal:

Particulars/Details of the Firm

Sl. No.	Particulars	
1	Name of the Firm	
2	Address of the Firm	
	Type of ownership – partnership/sole-proprietorship/LLP	
	Head Office	Phone No: Email id: Mobile No:
	Date of establishment of the Firm	
3	Firm Income Tax PAN No. (Attached copy of PAN Card)	
4	Firm GST Registration No (Attached copy of GST Registration Certificate)	
5	Firm Registration No. With ICAI (Attach copy of the Registration Certificate)	
6	Empanelment No with C & A.G. for 2021-22 / 2022-23 (Attached copy of empanelment with C&AG for the current year)	
7	No. of Years of Firm's Existence & Date of establishment of Firm	
8	Details of Sole-Proprietor / Partners: (Name , Membership Number, Contact No if any)	
9	Income Tax returns for the Assessment Years 2019-20, 2020-21 and 2021-22 (attested copies to attached)	

(Signature and Date of Authorised person)

Name:

Seal:

Annexure-3

A. Details of Sole-Proprietor / Partners of the Firm

Sl. No.	Name	Qualification	Membership No.	Contact No.
1.				
2.				
3.				
4.				

(Separate Statement may be enclosed if necessary)

B. Details of Qualified Staff (Chartered Accountants/Others)

Sl. No.	Name of the Staff	Length of Association with the Firm (in years)	Educational Qualifications	Membership No	Relevant Experience
1					
2					
3					
4					
5					

(Separate Statement may be enclosed if necessary)

(Signature and Date of Authorised person)

Name:

Seal:

Brief of Relevant Experience

**A. Experience of audit in University/ Higher Educational Institution (except any college),
Undertaking of Central /State Govt./Semi Govt./ PSU/ Development Authority**

Sl. No.	Name of the Auditee Organization	Types/ Nature of Assignment	Scope and Coverage of the Assignment	Duration of Completion of Assignment

Note: At least three current proofs (e.g., copy of the letter of Assignment awarded by the Auditee Organizations) are to be attached.

**B. Experience of Physical Verification and Preparation of Fixed Assets Registrar in
University/ Higher Educational Institution (except any college), Undertaking of
Central /State Govt./Semi Govt./ PSU/ Development Authority**

Sl. No.	Name of the Auditee Organization	Types/ Nature of Assignment	Scope and Coverage of the Assignment	Duration of Completion of Assignment

Note: At least three current proofs (e.g., copy of the letter of Assignment awarded by the service receiving organizations) are to be attached.

(Signature and Date of Authorised person)

Name:

Seal:

Annexure-5

To
The Finance Officer
Presidency University
86/1, College Street
Kolkata – 700 073

Dear Sir,

We hereby undertake to **deploy at least 1 ACA / FCA as Supervisor and 2 experienced assistants including one CA Inter** quailed to execute the assignment properly and efficiently if we are given the letter of assignment for the **Physical Verification of Fixed Assets of Presidency University at Rajarhat Campus, New Town and preparation of Fixed Asset Register.**

(Signature and Date of Authorised person)

Name:

Seal:

**FORMAT FOR FINANCIAL BID
(To be placed in the Letterhead of the Firm)**

Item or Activity	Fees Amount (in Rupees)
Physical Verification, Codification, Inscribing the Asset Serial Number of the Fixed Assets of Presidency University, 2 nd campus at Newtown, Rajarhat and Preparation of Fixed Asset Register (as per the Scope of Work)	Rs. (in figure) _____/- Rupees (in words)
Professional Fee	

Note: GST will be payable as Applicable.

(Signature and Date of Authorised person)

Name:

Seal: