



INDIAN INSTITUTE OF TECHNOLOGY (IIT) KHARAGPUR

*Kharagpur- 721 302,
Dist. Paschim Medinipur,
West Bengal, INDIA*

Notice Inviting Tender (NIT)

FOR

***Engagement of Firm for Preparation of Fixed
Asset Register for IIT KHARAGPUR***

Sub: Tender for Engagement of Firm for preparation of Fixed Asset Register

Institute invites sealed tenders under two cover systems (i.e. Technical & Financial) from experienced firm of Chartered / Cost Accountants for preparation of Fixed Asset Register up to 31.03.2018.

The tender document with complete details of tender including experience required, scope of work and terms and conditions can be downloaded from the website www.iitkgp.ac.in (Link: Tenders). The same is also available in the Central Public Procurement Portal (CPPP). The tender submission fee of Rs. 2,000.00 which must be submitted in the form of Demand Draft drawn in favour of "INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR" payable at KHARAGPUR along with tender documents.

Any Amendment/Corrigendum/Addendum shall be published on <http://www.iitkgp.ac.in> and CPP Portal. Each such Amendment/ Corrigendum/ Addendum shall become part of the original tender document. Change in date of submission and opening of bids if any shall be placed only on the institute website and CPP Portal. However, if there is a substantial change in the specification of service, fresh publication of original bid inquiry may be issued. Institute reserves right to extend the deadline for the submission of bids and accept or reject any tender without assigning any reason.

The last date for submission of Sealed tender is 05/01/2018 at 15.30 hrs. The technical Bids will be opened on 05/01/2018 at 16.00 hrs.

TWO BID SYSTEM shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement in sealed covers. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. IIT Kharagpur will not entertain any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Dated: 15-/12/2017

Registrar

BID-DATA SHEET

Tender Number: Date:	No.IIT/PURCHASE/ASSET REG/2017 Dt. 18/12/2017
Tender Documents	Tender Documents can be downloaded from the website www.iitkgp.ac.in (Link: Tenders). The same is also available in the Central Public Procurement Portal (CPPP).
Tender Submission Fees	Rs. 2000.00 , by way of Demand Draft in favour of Indian Institute of Technology Kharagpur , payable at KHARAGPUR
Earnest Money Deposit (EMD)	Earnest money of Rs. 50,000.00 (Rupees fifty thousand only) to be paid along with the Tender Documents in form of Demand Draft drawn in favour of Indian Institute of Technology Kharagpur , payable at KHARAGPUR .
Pre Bid Meeting	21/12/2017 at 16.00 hrs Venue: Committee Room Administrative Building IIT Kharagpur
Last Date of Submission of Tender	05/01/2018 at 15.30 hrs
Opening of Technical Bid	05/01/2018 at 16.00 hrs
Contact Person	Registrar Indian Institute of Technology, Kharagpur Kharagpur-721 302, West Bengal.
Contact Address	Indian Institute of Technology, Kharagpur Kharagpur-721 302, West Bengal.
Contact Phone Number (s) E-mail Address	03222282022/24/151
Website	http://www.iitkgp.ac.in

1. TERMS OF REFERENCE FOR APPOINTMENT OF FIRMS FOR PREPARATION OF FIXED ASSET REGISTER OF IIT KHARAGPUR

1.1 INTRODUCTION

The Terms of Reference comprises of two parts

- i. Analysis of Professional Achievements and Experience/Technical Competence – Technical bid
- ii. Financial involvement – Financial bid

These two parts are to be submitted in separate sealed covers duly super scribed with detailed break up. The financial bid of those firms who qualify in the technical bid will only be opened and considered for further processing in selection of the successful bidder.

The selected firm(s) shall be engaged for the specific purpose of preparation of Fixed Asset Register of the Institute.

1.2 BACKGROUND

IIT Kharagpur is a Statutory Body established in 1951 by Act of Parliament and fully funded by Government of India. The Institute is an "Institute of National Importance" and established to impart the education on Technology and Science and at the same time developing highly competent and able technical and scientific manpower for the country. The Institute has its staff of highly qualified and experienced engineers/scientists who are working in different fields of technology and science. It has 42 (Forty two) Academic Departments, Centers and Schools in addition to Administrative and Service Departments.

1.3 OBJECTIVES

A fixed asset register is an accounting system which lists all the Fixed Assets of an organization. The financial values of the assets are recorded and depreciation is calculated to get the latest picture of all Fixed Assets.

The objective of the current assignment is to seek a professional assistance in developing and maintain Fixed Asset of IIT Kharagpur. The Firm has to ensure that all the assets owned by and assets in operation for the purpose and activities of the Institute are recorded, documented in the Books of the Institute as on the given date. In addition to that it must ensure that the values are derived by applying Generally Accepted Accounting Principles, Accounting Standards and other statutory parameters. Also depreciation is charged as per the guideline given by the Ministry of Human Resource Development in concurrence with the Comptroller and Auditor General of India. Total value of Fixed Assets shown in the Balance Sheet has to be justified with the physical existence of the individual items or with necessary documentary existence. The firm should physically verify the asset, put unique identification number preferably RFID enabled and prepare the list of (a) Assets created out of Govt. Grant and (b) Assets created out of project fund separately, location-wise. (c) SRIC Assets (acquired exclusively by SRIC through external projects)

1.4 SCOPE

The selected firm has to cover all the Departments, Centers and Schools of the Institute. The selected firm is to ensure that all the assets existing physically and supported by entries in cashbook as well as in the general ledger. In conducting the assignment, specific attention should be given to the following:

- i) The selected firm should verify physically assets of all Departments, Centers, and Schools of the Institute.
- ii) The firm should check and compile the Fixed Asset Register as per the Generally Accepted Accounting Principles, Accounting Standards, Common Formats of Accounts as prescribed by MHRD and amended from time to time and applicable other statutory parameters.
- iii) The firm will prepare Department wise list of fixed asset with segregation of usable and unusable item.
- iv) The firm must ensure that, the assets which are condemned or retired from active use are excluded from the Fixed Asset Register.
- v) The firm will fix RFID enabled code on each item of the asset.
- vi) The selected firm must ensure that the value of the Asset Register is in agreement with the asset value shown in the Balance Sheet of the Institute.
- vii) The selected firm has to make satisfactory reply of any query raised by the C & AG on preparation of asset register, calculation of depreciation, provision for depreciation, write off of assets and any other matter included in the final scope of work.
- viii) It may be noted that the Library Books and Journals are outside the scope of work.
- ix) The firm will need to maintain the Fixed Asset Register for a period of 1 (one) year from the date of initial preparation.

1.5 LOCATION OF THE ASSETS

The assets are mostly located in the Kharagpur Campus. In addition to that the Institute has two small extension centers at Salt Lake, Kolkata and Bhubaneswar, Odisha.

1.6 TYPE OF ASSETS

Land, Building, Apparatus and Equipments, Furniture and Fixtures, Air Conditioners, Vehicles, Electrical Installations, Workshop Apparatus, Internet facilities, Internal Telephones, EPABX Systems, Computer, Software, Different Scientific equipments, Paintings etc.

1.7 STEPS OF WORK

- i) Physical stock taking has to be carried out in a preplanned manner in every department, centre, school and Units.
- ii) Data collected have to be reconciled with the available records.
- iii) The final list is to be prepared in discussion with the Institute Authority.
- iv) The job is to be completed within Six(6) months from the date of Issue of Work Order.
- v) For items where individual costs are not available total costs as per the books of accounts will be taken as base, allocating on individual items utilizing standard acceptable practice.
- vi) The asset registrar is to be prepared as per the prescribed format following 1.4(ii).

- vii) Depreciation will be calculated at the rates approved by MHRD/Gol.
- viii) Any other work depending as per requirement.
- ix) This list is not exhaustive but only indicative.

1.8 DELIVERABLES & TIME FRAME

- i) Department wise list of Usable items
- ii) Department wise list of Unusable items
- iii) Consolidated list of items
- iv) Fixing RFID enabled sticker
- iv) Valuation of each item of assets
- v) Prepare Fixed Asset Register as per approved format as on 31.03.2018 both hard and soft copy
- vi) Maintain the Fixed Asset Register for one more year
- vii) Train IIT Kharagpur staff to prepare, maintain and modify the Fixed Asset Register.
- viii) Provide free and un-conditional use of the soft-ware used if any
- ix) The software if used should seamlessly integrate with the existing ERP of the Institute.

1.9 COMPLETION TIME:

Work has to be completed within Six(6) months from the date of issue of the work order.

1.10 PRE-QUALIFICATION CRITERIA

The Chartered Accountant/Cost Accountant firms are eligible for the bidding process must satisfy the following eligibility criteria:

- i) The firm should be based in West Bengal or should have a branch in West Bengal.
- ii) The firm should have at least 3 (Three) partners.
- iii) The firm should be registered with The Institute of Chartered Accountants/Cost Accountants of India. They must have Income Tax Permanent Account Number (PAN) and Goods and Service Tax Registration.
- iv) The firm should have been in operation for at least 10 years after its registration.
- v) Average Annual receipt towards professional and consultancy fees of the firm in the last 3 financial years ending on March 31st 2017 must be at least Rs.100 lakh.
- vi) The firm should have experience in preparation of Fixed Asset Register of Educational Institutions Fully Funded by the Govt./ PSUs/ Govt. Organization during last preceding five (5) years.
- vii) The Tender will be evaluated by Tender Evaluation Committee constituted by the Competent Authority, IIT Kharagpur. The method of evaluation for Technical and Financial Bids is given below. The selection of firm will be made based on combined scoring of Technical and Financial scores giving weightage of 70% and 30% respectively. Technical bids of the firms, which meet the prequalification criteria and secure minimum of 42 marks out of 60, shall be taken up for financial evaluation. In case of non- fulfillment of any pre-qualification criteria, technical bid of the respective bidder shall be rejected.

The prospective bidders may note that only on fulfillment of above pre-qualification criteria, the technical bid may be considered for evaluation.

1.11 PAYMENT TERMS

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

- i) The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period.
- ii) Any increase in tax rates during the contract period will be borne by the Institute.
- iii) TDS under Income tax will be deducted at applicable rates.
- iv) The Institute reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.
- v) The Service Provider will raise the bill in duplicate on completion of the work. Payment will be made only after certification by the Institute officials and acceptance by the C&AG.
- vi) Advance payment may be drawn upto 30% of the total contract value against bank guarantee. Advance will be paid at least after one month from the date of commencement of the work.

1.12 PERIOD OF VALIDITY OF BIDS:

The bids shall be valid for a minimum period of 120 days (one hundred twenty days) from the date of opening of Technical Bid.

1.13 ACCEPTANCE OF BIDS & WITHDRAWALS:

The right of final acceptance of the tender is entirely vested with the Director, IIT Kharagpur, who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of IIT, Kharagpur to communicate with rejected bidders. After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.

1.14 NON DISCLOSURE AGREEMENT:

All bidders shall be required to submit a Non-Disclosure Agreement as per prescribed format duly signed and sealed.

1.15 GENERAL

The firm will be given access to all available legal documents, books of accounts, procurement documents, correspondence, and any other information associated with the assignment and deemed necessary.

2. SUBMISSION AND EVALUATION OF THE TENDER

SUBMISSION OF TENDER

The interested firms meeting the pre-qualification criteria (as mentioned in sl. no. 1.10) are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

2.1 **Prequalification-cum-technical bid** in **Annexure-A** along with all supporting documents along with Earnest Money Deposit (EMD) of **Rs.50000.00** and Tender Fee for **Rs.2000.00**, both in the form of Demand draft should be kept in a separate envelope super scribing **“TECHNICAL BID”**

2.2 Financial Bid in **Annexure- B** should be kept in a separate envelope super scribing **“FINANCIAL BID”**

All the pages of the Tender document including the annexes and copy of certificates/document should be signed by the authorized person of the Firm along with seal of the firm. Both Technical bid and Financial Bid envelopes should be kept in a separate envelope. The envelope should be superscribed:

**“TENDER FOR ENGAGEMENT OF FIRM FOR FIXED ASSET REGISTER FOR IIT
KHARAGPUR”**

Submitted by: **(Name, Address, E-mail and Telephone Number of the Firm)**

Submitted To: **The Registrar
Indian Institute of Technology Kharagpur
Kharagpur- 721 302, Dist. Paschim Medinipur, West Bengal, INDIA**

The Applicant can submit the Tender by Registered Post /Speed Post/Courier or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the Institute after the deadline shall not be accepted.

2.3 PRE-BID MEETING

The Pre bid will be held as per the following scheduled:

Date: 21/12/2017

Time: 16.00 Hrs.

Venue: Committee Room

The interested firms are requested to attend the said meeting.

2.4 LAST DATE OF SUBMISSION OF TENDER

Last date of submission of the Tender is **05/01/2018 upto 15.30 hours.**

2.5 DATE OF OPENING OF TENDER

The Tender will be opened for Technical Evaluation on 05/01/2018 at **16.00 hours** in the Committee Room of the Institute. The authorized representatives must carry authorization letter to attend the bid opening. The date of opening of financial bids will be communicated later.

2.6 EVALUATION OF BIDS:

2.6.1 PRE-QUALIFICATION CRITERIA:- As mentioned in Clause 1.10

2.6.2 TECHNICAL PROPOSAL

The Tender will be evaluated by Tender Evaluation Committee constituted by the Competent Authority, IIT Kharagpur. The method of evaluation for Technical and Financial Bids is tabulated below. The Firm selection will be made on combined scoring of Technical and Financial giving weightage of 70 and 30 respectively.

Technical bids of the firms, which meet the prequalification criteria and secure minimum of 42 marks out of 60, shall be taken up for financial evaluation. In case of non- fulfillment of any pre-qualification criteria, technical bid of the respective bidder shall be rejected.

The Financial bids of those firms will be opened who secured at least 42 marks out of 60 marks in the Technical Bids.

Allocation of marks for Technical competencies and on Financial Bid will be as under for evaluation of the Firm.

Sl. No.	Particulars	Marks	Allocation of Marks	Remarks
01	Experience of Firms			
	10 Years	5	1	
	>10 Years to 15 years		3	
	> 15 Years		5	
b)	Average Annual receipt as mentioned in Sl. No. 1.9 (5) of the Firm	10		
	Rs.100 Lakhs		6	
	> Rs.100 Lakhs to Rs.200 Lakhs		8	
	Above Rs. 200 Lakhs		10	
c)	Experience of handling same type of work as mentioned in Sl. No. 1.9 (6)	30	5 each	
	Within a period of preceding 5 years i.e. ending the Financial year 2016-17, year wise experience will be counted.			
	Sub Total (01)	45		
02.	Key Experts and Manpower			
a)	Number of Partners' in the	5		
	3 Partners		3	
	> 3 Partners		5	
b)	Number of Full Time staff on the roll of Establishment			

	Up to 10 Staff		5	
	>10 to 20 Staff	10	7	
	>20 Staff		10	
	Sub Total (02)			
03	Total Marks of Technical Evaluation (01+02)	60		
04	Score on Financial Proposal	40		
05	Combined Score (03+04)	100		

2.6.3 EVALUATION OF FINANCIAL PROPOSAL

The lowest evaluated financial proposal will be given maximum score of 42. The score of other firms would be calculated as per the formula:

$$F \text{ (Other than lowest bidder)} = (\text{Price Quoted by Lowest Bidder} / \text{Price Quoted by the bidder}) \times 40$$

Total amount of the price bid will be taken for evaluation

2.6.4 CORRECTION OF ARITHMETIC ERRORS:

If there is an arithmetical error, the error shall be corrected and the same i.e. the corrected figure shall be considered for evaluation.

2.6.5 AWARD OF CONTRACT:

Contract will be awarded to the bidder whose composite evaluated score stands highest. In of tie in the Composite Evaluated Score, the firm, quoted the lowest amongst them will be eligible for contract.

2.7 SETTLEMENT OF DISPUTES:

It is incumbent upon the bidder to avoid litigation and disputes during the tenure of the contract. However, if such disputes take place between the parties, efforts shall be made to settle at the level of IIT, Kharagpur through mutual discussion. The Bidder shall make request in writing to the Director for settlement of any dispute within 30(thirty) days of arising of the cause of dispute failing which no disputes/claims shall be entertained by IIT, Kharagpur. The decision of the Director, IIT, Kharagpur will be final and binding on the parties. If differences still persist, the settlement of the dispute may be sought in the court of law having territorial.

2.8 JURISDICTION:

The Court of Kolkata in the State of West Bengal only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.

PRE-QUALIFICATION-CUM-TECHNICAL BID

Sl. No.	Criterion	Firm's Strength & Capacity	
1.	The firm should be based at West Bengal/Kolkata or have a branch at Kolkata (Submit supporting document regarding address)	Name of the Firm	
		Address of the Firm	
		Address of Branch at Kolkata	
		Name and address of the authorized Official	
		Telephone No. Mobile : E-mail :	
2.	The Chartered Accountant firm should have at least five partners;	Provide certificate of practice from the Institute of Chartered Accountants of India	
3.	The Chartered Accountant firm should be registered with the Institute of Chartered Accountants of India. They must have Income Tax Permanent Account Number (PAN) and Goods and Service Tax Registration (Provide all registration certificates)	If registered then mention Registration Number	
		PAN of the firm	
4.	The firm should be in operation for at least 10 years after its Registration	Year of Registration/ Starting of operation	
		Nos. of years in operation	
5.	Average Annual Income of the firm for the last 3 (three) years ending on 31st March, 2017 must be equal to or greater than Rs.75 Lakhs. [Provide copies of the Audited Financial Statements for 2014-15, 2015-16 & 2016-17	Average Annual Income (i.e. Average Gross Professional Fees received/earned) of the CA Firm in last 3 (three) years ending on 31st March, 2016) Rs.....(in figure) Rs. (in words)	
6.	The firm should have experience in preparation of Fixed Asset Registrar of Educational Institutions fully Funded by the Govt. / PSUs/ Govt. Organization within last preceding five (5) years (Details to be provided in proforma A-2 Attach copies of work order/works completion as evidence)	Nos. of Educational Institution fully funded by the Govt. /PSU/Other Educational Institution where similar service was provided within preceding five (5) years ending the financial year 2015-17 Nos. (in words)..... Nos. (in figure).....	
7.	Nos. of Payroll staff (Full Time)/ Article ship incumbent/Apprentices (if any)	i) Nos. of Semi Qualified Staff : ii) No. of Payroll staff (Full Time) : [Excluding Sl. No. (i)] iii) Nos. of Article-ship incumbent :	

SEAL: Signature : _____

Date: Name & Designation : _____

Proforma to Annexure-A

PROFORMA : A-1

**Details of Firm's Professional Income
[Gross Professional Fees earned]**

Particular	Financial Year 2014-15	Financial Year 2015-16	Financial Year 2015-17	Average Annual Income
Annual Income* (Rs. in lakh)				

* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3(three) years

SEAL:

Signature -----

Date:

Name & Designation -----

**Details of Firm's Experience of Similar Services in
Other Educational Institution Fully Funded By Govt. /PSU/Govt. Organization
[during preceding (5) years ending the financial year 2016-17].**

Sl. No.	Name of the Project	Duration of the Project [Start & End Date]	Name of the Organization / Institute	Nature of the Assignments	Nature of the supporting documents provided

* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

SEAL:

Signature -----

Date:

Name & Designation -----

Details of Partner of the Firm

Sl. No.	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1					
2					
3					
4					
5					

*** Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format**

SEAL: Signature -----

Date: Name & Designation -----

FINANCIAL BID

Sl. No.	Description of Fees	Fees		Payment Schedule	
		Rupees in figure	Rupees in word		
A	Professional Fees for Preparation of Asset Register upto 31.03.2017*				
B	Any other expenses to be included for the work (if any)				
C	Out of Pocket Expenses (if any)				
D	Tax (Please specify the type and rate of tax and amount on which tax has been charged)				
E	Total Fees to be paid (A+B+C+D)				

* The quoted fee should be inclusive of professional fee, travelling, food and other expenses.

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

SEAL:

Signature -----

Date:

Name & Designation -----

Check list

Envelop No 1 must be super scribed by "Envelop -1: General Qualifying Documents"

and should contain the following documents:

- a) The firm is West Bengal based or have a branch in West Bengal.
- b) The firm have at least 3 (Three) partners.
- c) The firm is registered with The Institute of Chartered Accountants/Cost Accountants of India.
- d) Copy of Income Tax Permanent Account Number (PAN) and Goods and Service Tax Registration.
- e) The firm is in operation for at least 10 years after its registration.
- f) Average Annual receipt towards professional and consultancy fees of the firm in the last 3 financial years ending on March 31st 2017 is at least Rs.100 lakh.
- g) The firm have experience in preparation of Fixed Asset Register of Educational Institutions Fully Funded by the Govt./ PSUs/ Govt. Organization during last preceding five (5) years.

All the documents must be self attested.

Envelop No. 2 must be super scribed by "Envelop -2: Technical Documents".

and should contain the following documents:

- a) Form "A", "A-1", "A-2", "A-3" duly filled up and signed. All self attested documents in support of the information given in the form.
- b) Drafts for Tender Fee and EMD

Envelop No. 3 must be super scribed by "Envelop -3: Financial Documents" and should contain only Form 'B'

All the above 3 (Three) envelops should be put into a big envelop with the following information on the envelop:

- a) Tender for Asset Register vide Tender No. ----- Dated -----***
- b) Complete address, Phone number and e-mail of the contacting person***

and send
to
The Registrar
Indian Institute of Technology Kharagpur
Kharagpur, Paschim Medinipur
West Bengal, PIN - 721302