

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
G T Road, Naramau, Kanpur – 209217
“TENDER DOCUMENT”
of Tender No. Fixed Asset/17-18/ dated: 8th Mar’18 Due on 23rd March’18

Date :8th Mar’18.

To,
M/s _____

Dear Sir,

Artificial Limbs Manufacturing Corporation of India (herein after referred to as “ALIMCO”) wishes to engage partnership firms of Chartered Accountants/ Cost Accountants for carrying out the work of **Preparation of Fixed Assets, planning and verification** of the same for **Head Quarter** of the corporation at **Kanpur**.

ALIMCO has a Head Office and main manufacturing plant at Kanpur. Apart from this, the corporation has Auxiliary Production Units at Chandalon, Bhubaneshwar, Jabalpur and Bangalore with Marketing Centers at Delhi, Mumbai, Kolkata, Hyderabad and Guwahati.

Sealed quotations are invited in Single Bid with **EMD of Rs. 5,000.00**, in favor of “ALIMCO” “Professional profile with EMD” along with Price Bid is required to be submitted in a sealed envelope addressed to Manager (Finance), ALIMCO, G T Road, Kanpur so as to reach by **15.00 Hrs on 23rd Mar’18**.

01. SCOPE OF WORK:

- 1.1 The Bidder will prepare the Fixed Assets Register on the basis of records available with corporation.
- 1.2 The Bidder is required to go deep into the Books of Accounts of the corporation and arrange for extraction of details. However, it is quite possible that details of certain years are untraceable with complete details; for which, in case of non-retrievable information, the best practices and resolution should be provided by the selected party which can be placed before the Audit Committee.
- 1.3 After preparation of Fixed Assets Register, the empaneled party shall circulate the note for the modus operandi of **physical verification** along with guidelines of identifying marking of the specific asset.
- 1.4 The Selected Party shall depute a team for physical verification of the same and a final report shall be given to the corporation by 15th May’ 2018.
- 1.5 Any extension while conducting the job should be approved in writing only by the corporation.
- 1.6 At present, approximate number of Fixed Assets are more than 800 items and team deputed (1 Sr.Partner & 2 semi-qualified) for the assignment should work in three phases – a) preparation of Fixed Assets Register based on documents, which need approx. 20 days. b) Marking and verification of the Fixed Assets need approx. 25 days and c) Reconciliation of the Physical Assets with Register approx. 15 days.
- 1.7 Thereafter, final report with conclusive Fixed Asset Register needs to be submitted to the Corporation showing Fixed Asset Details, identification mark and location with Gross Value and WDV as on 31.03.2018

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2.0 ELIGIBILITY OF TENDERER:

- 2.1 The Tenderer should be a Cost Accountant/ Chartered Accountant Partnership firm(s) having exposure to Preparation of Fixed Assets or Physical Verification of Fixed Assets of any PSU/ Listed Company having a turnover of at least Rs 75.00 Crores and an asset base (Gross Block) of Rs 50.00 Crore. Proof of Experience to be submitted along with FRN / registration detail with the Institute. Client certification is required to be submitted with the Bid.
- 2.2 The Tender Paper can be uploaded from the website www.alimco.in
- 2.3 Rates for the assignment clearly specifying the rate quoted in figures and in words and taxes, if any should be spelt out clearly. In case no tax is quoted, the rates shall be presumed to be inclusive of all taxes and levies.
- 2.4 The professional fee with Tax along with TA & DA for the complete assignment is required to be quoted. The comparison of the quotes shall be done on Cost to the Corporation basis.
- 2.5 Cost to the Corporation shall be as follows:-

Professional Fee
Add: TA & DA expenses for the entire assignment.

(Since Input Credit can be availed by the corporation, GST amount shall not be considered in arriving at the Cost to Corporation. GST portion shall be released only after availing and matching of Input Credit)

3.0 SECURITY DEPOSIT:

- 3.1 For fulfillment of the contractual obligation of Fixed Asset assignment, the Earnest Money deposited of a successful firm shall be converted into Security Deposit. Balance amount making Security Deposit 5% of the total value of job awarded has to be additionally deposited before start of assignment.
- 3.2 The Security Deposit shall be refunded on successful completion of the assignment without any interest.
- 3.3 EMD of unsuccessful bidders shall be refunded without interest on award of assignment against this tender.

4.0 VALIDITY OF OFFER/QUOTATION:

- 4.1 The offer/quotation submitted against this Tender shall be valid upto 90 days from the date of opening of the "Price Bid" as per Annex A.
- 4.2 The Tenderers shall be bound by terms of this tender documents, if notification of acceptance of the offer against this tender is issued within the validity period.

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5.0 GENERAL TERMS & CONDITIONS OF TENDER:

- 5.1 The time is the essence of the contract. The assignment should be taken up within a week from finalization and shall be completed by 15th May 2018. However, any extension, shall be with the written consent of the Corporation.
- 5.2 The liquidated damages shall be levied for delay from the above timelines, if extension giving full justification is not obtained within the time period stipulated, which shall be 0.5% every week subject to a maximum of 10%.
- 5.3 Any offer submitted against this tender in deviation from the terms of this tender will stand rejected.
- 5.4 The successful firm shall not sub - contract the assignment.
- 5.5 All entries in the offer shall be either typed or neatly hand written. Tenders having over writings/fluid application/cutting etc. without proper authentication will be rejected. Conditional Offer / Quotation shall not be acceptable.

6.0 ARBITRATION:

- 6.1 If any dispute/question or controversy arises in respect of or arising out of the assignment / Job Work Contract, the matter in dispute shall be referred to the arbitration of the Chairman & Managing Director of ALIMCO or its nominee and the decision of the Chairman and Managing Director or nominee shall be final and binding on both the parties.
- 6.2 The provision of the ARBITRATION & CONCILATION ACT, 1996 as amended from time to time shall apply to such arbitration proceedings.
- 6.3 Arbitration proceedings shall be held at Kanpur only and the Kanpur City Court will have the jurisdiction in the matter.

**Manager (Finance)
ALIMCO, KANPUR**

Annexure A

Price Bid for Head Quarter, Kanpur

Sl No	Particulars	Amount (in Rupee)
1.	Professional Fee	
2.	TA & DA expenses for the entire assignment	
3.	GST	
	TOTAL	

Total Amount (in word) _____

Signature of Partner

Seal of the Firm