



EXPRESSION OF INTEREST FOR PHYSICAL VERIFICATION OF MOVABLE FIXED ASSETS OF THE INSTITUTE AT HEADQUARTERS DELHI, KOLKATA OFFICE (12 SUDDER STREET & 4TH FLOOR EIRC OFFICE), NOIDA OFFICE AND HYDERABAD CENTRE OF EXCELLENCE

The Institute of Cost Accountants of India (Statutory Body under an Act of Parliament) invites EOI from Cost Accountant firms for physical verification of its movable fixed assets located at Headquarters Delhi, Kolkata Office (12 Sudder Street & 4th Floor of EIRC Office), Noida Office and Hyderabad Centre of Excellence.

Scope of Work

The scope of work for physical verification of movable fixed assets and reconciling the same with audited books of accounts is attached as Annexure-I, which is indicative.

Period of completion of work

The period of engagement shall be for a single term for F.Y. 2025-26. Three weeks' time will be given from the date of appointment. The engagement may be renewed for further 2 years on satisfactory completion of service on same terms and conditions.

Team for verification

The Cost Accounting Firm should consist of required number of qualified/semi qualified staffs led by a senior partner (FCMA) of the firm. Details may be furnished as prescribed in Annexure- II.

Consultancy Fees

The consultancy fees will be ₹ 1.50 Lakhs per year plus applicable taxes. The Institute will not pay any type of incidental expenses. Payment shall be made against invoice after completion of work and on submission of report. Taxes as per Income Tax Act / Rules will be deducted at applicable rates from payment made by the Institute.

Minimum Eligibility Criteria

1. The firm must have its offices at Delhi/Kolkata/Hyderabad.
2. The firm should be a partnership firm/LLP in existence for 03 (three) or more years and should be in active status as per the Membership data base of the Institute.
3. The firm should have minimum 03 (three) partners out of which minimum 2 partners should be fellow members of the Institute.
4. The firm should have experience of similar assignment.
5. The firm must provide PAN Number and copy of Income Tax return of last 3 years.
6. The firm must provide GSTN Number and copy of GST return of last 3 years.
7. The average annual turnover of the firm during the last three financial years i.e. FY 2021-22, FY 2022-23 & FY 2023-24 must not be less than ₹ 10 lakhs (supporting documents to be enclosed)



Selection and Award Criteria

The weightage for selection and award of the work will be done based on the overall suitability of the firm and having experience in similar assignment (Pls. refer Annexure –II).

The Cost Accountant firm/LLP will be debarred from getting the assignment in following cases:

1. If the firm/LLP obtains the appointment on the basis of false information/false statement.
2. If the firm does not meet the terms and conditions of the EOI and submit their offer in any other format other than the specified format mentioned in this EOI.
3. If the firm does not submit the necessary supporting documents forming part and parcel of this EOI.
4. If the firm/LLP do not have adequate credentials in similar nature of work.
5. A Firm/LLP will not be eligible for empanelment if any of its partners or staff (as a related party defined in Company's Act 2013) is/was associated as an office bearer in any Managing Committee of Chapter/Regional Council/Central Council of the Institute for the last 8 years. A declaration confirming such non association should be given by the partner along with the application for empanelment.

Annexure –I

Scope of Physical Verification of movable fixed assets

1. The selected firm should physically verify the list of all the movable fixed assets and reconcile the same with the Ledger as on 31.03.2025 and put the words "verified and found physically (good condition/damaged condition)" in the list. Also, identify those assets in the list which are not found physically and mark them as "not found physically" in the list. They should identify those assets physically verified but not found in the list so that later on it can be included in the Movable Fixed Assets Register.
2. The firm should verify the Fixed Asset Register to be provided by the Headquarters Delhi and Kolkata Office.
3. The firm must identify that, the assets which are condemned or retired from active use are excluded from the Fixed Asset Register.
4. The firm must ensure that for each new item of the asset is tagged and coded as per the asset class group.
5. Segregate those assets which are damaged/broken beyond repair/obsolete and put temporary non-removal tag so that these can be easily identified and get the same stacked wherever possible for action in the future. Items meant for write off should also be included in the list in separate category.
6. Segregate those assets which are damaged/broken but repairable and put temporary non-removal tag so that these can be easily identified and get the same stacked at a designated place for repairing and reinstallation.
7. To check that the movable fixed assets are reasonably and adequately protected against loss.
8. To identify the change of location of movable fixed assets during the period of physical verification and to report the same.



Format of Submission of Offer

1. Name of the Audit Firm :
2. Address :
- i. Permanent Address :
- ii. Correspondence Address :
- iii. Telephone/Mobile Number :
- iv. E-mail Address :
- v. PAN Number :
- vi. GSTN Number :

SL. NO.	Particulars	Information provided by firm	Marks
1.	Year of establishment & registration of firm (s) with the Institute of Cost Accountants of India	The firm should be a partnership firm/LLP in existence for 03 (three) or more years and should be in active status as per the Membership data base of the Institute.	Upto 3 yrs :05 More than 3 yrs & less than 10 yrs :10 Above 10 yrs :20 Total Marks allotted :20
2.	No. of offices in India (provide details of offices at Kolkata, New Delhi, Hyderabad)		Registered Office/Branch Only at Kolkata :15 Only at New Delhi :15 Only at Hyderabad :10 Both Kolkata and Delhi :25 Kolkata, New Delhi & Hyderabad :30 Total Marks allotted : 30
3.	Number of partners in the Firm		At least 3 partners (min. 2 FCMA) :05 More than 3 partners (min. 2 FCMA) :10 Total Marks allotted :10
4.	Number of qualified assistants (Cost Accountant) in the Firm	Provide individual name, Membership number and year of passing	upto 2 assistants :05 more than 2 assistants :10 Total Marks allotted : 10
5.	Number of similar types of assignment conducted in State/Central /PSU/Corporates	Please furnish the copy/copies of work order(s) of similar assignment with a declaration of Asset Value (Gross Block)	Asset value (gross block) Upto ₹ 10.00 crore : 15 More than ₹ 10.00 crore and less than ₹ 20.00 crore : 20 More than ₹ 20.00 crore : 30 Total Marks allotted :30
			Total Marks distribution: 100 Qualifying marks : 60 out of 100 marks



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

CMA BHAWAN, Headquarters, 3, Institutional Area, Lodhi Road, New Delhi Office-110003.

Note:

1. Documentary evidence of all the information as stated above is to be furnished.
2. All the pages of the terms & conditions and documents submitted are to be signed with the seal of the firm.

SUBMISSION AND EVALUATION OF THE EOI

Interested firms meeting all the pre-qualification criteria above may submit their offer in the prescribed Annexure/ sub-Annexure of this EOI.

The EOI should reach the following address latest by **17:00 hours of, 23rd June 2025 by registered post/courier:**

The Additional Director (Finance),

The Institute of Cost Accountants of India
CMA Bhawan, 12, Sudder Street, Kolkata-700016

Dropping the applications in Tender Boxes will not be considered as valid applications.