



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**  
**(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)**  
**12, SUDDER STREET, KOLKATA – 700 016**

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**EXPRESSION OF INTEREST FOR PHYSICAL VERIFICATION OF FIXED ASSETS AND PREPARATION OF FIXED ASSET REGISTER:**

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 fixed assets located at Headquarters, Kolkata and Delhi Office along with preparation of fixed asset register.

**Scope of Work**

The scope of work for physical verification of Fixed Assets and preparation of Fixed Assets register is attached as Annexure-I, which is indicative.

**Period of Audit**

The period of engagement shall be for a single term and to be completed within one month of receiving the order.

**Audit Team**

The audit team should consist of adequate number of qualified/semi qualified staffs led by a senior partner (FCMA/ACMA) of the firm. Details may be furnished as prescribed in Annexure- II.

**Audit Fees**

The fees of **Rs. 30,000/- (plus applicable taxes)** each for HQ, Kolkata and Delhi Office are to be paid after submission of final Fixed Assets report of both headquarters Kolkata and Delhi Office. No travelling and out of pocket expenses will be paid. A firm can apply for either one or both the offices.

**Minimum Eligibility Criteria**

1. The firm must have its offices , either or both, at Kolkata and Delhi.
2. The firm should be a partnership firm/LLP in existence for 03 (three) or more years and must be empanelled with the Institute of Cost Accountants of India (supporting documents to be enclosed).
3. The firm should have minimum 03 (three) partners.
4. The firm should have experience of similar assignment.
5. The firm must be registered under Income Tax Act & provide PAN Number.
6. The firm must be registered and must provide GSTN Number.

**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. (Annexure –II)

The CMA firm will be debarred from getting audit of Fixed Asset verification and preparation of Fixed Asset register in the following cases:

1. If the firm obtains the appointment on the basis of false information/false statement.

2. If the firm does not take up audit in terms of appointment letter.
3. If the firm does not submit the audit report complete in all respect in terms of appointment letters.
4. If the performance of audit found to be unsatisfactory.
5. If the firm has been appointed as Internal Auditor or has been assigned any other job in last 03 (three) years.
6. A Firm 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 08 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 Fixed Assets**

1. The selected firm should physically verify all the fixed assets of headquarters Kolkata as well as Delhi Office and reconcile the same with General Ledger.
2. The firm will prepare department wise list of fixed asset with segregation of usable and unusable item.
3. The firm must ensure that the assets which are not in active use are excluded from the Fixed Asset register.
4. Ensure that all the fixed assets both in Headquarters and Delhi office are tagged and coded through a bar coding system.
5. To check that the fixed assets are reasonably and adequately protected against loss.
6. To check the applicable depreciation rates and calculation of depreciation.
7. To check whether the assets are impaired or not and submit a certificate that there is no impairment of Asset.
8. A detailed report of movement of fixed assets during the period of physical verification is to be prepared.

#### **Annexure – II**

##### Format of the offer

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

SL. NO.	Particulars	Information provided by firm	Marks
1.	Year of establishment & registration of firm (s)		3 yrs :5 4-yrs-10 yrs :10 Above 10yrs :15
2.	No. of offices in India (provide details- offices in Kolkata, Delhi compulsory)		Both Kolkata and Delhi: 30 Either of the cities:15
3.	Number of partners in the Firm		More than 3: 10 3:5
4.	Number of qualified assistants (Cost Accountants / Chartered Accountants) in the Firm.	Provide individual name, Institute Name And Membership number	More than 4: 15 4 or Less :10
5.	Number of similar types of assignment conducted in State/Central /PSU (provide appointment letters)		More than 3: 30 3 or Less :15

Total Marks distribution: 100

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 TENDER**

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

The tender should reach the following address latest by **15:00 hours of 2<sup>nd</sup> March 2020:**

**The HOD (Finance),**

**CMA Bhawan, 12, Sudder Street, Kolkata-700016**

Sd/-  
Soma Banerjee  
HOD (Finance)