

**Tender Document for Physical Verification of Assets and  
Preparation of Asset Register**

<b>Tender No.: -</b>	<b>NIAMT/EM/Contract/41/2022-23</b>
<b>Publication Date: -</b>	<b>01/02/2023 (Wednesday)</b>
<b>Last Date &amp; Time of Submission: -</b>	<b>24/02/2023 (Friday) at 03:00 PM</b>
<b>Date &amp; Time of Bid's Opening: -</b>	<b>24/02/2023 (Friday) at 03:30 PM</b>



**राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान**

**(पूर्व नेशनल इंस्टीट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी)**

**हटिया, राँची - 834 003 (झारखण्ड)**

**National Institute of Advanced Manufacturing Technology  
(Formerly National Institute of Foundry and Forge Technology)  
Hatia, Ranchi – 834 003 (Jharkhand)**



राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान  
(पूर्व नेशनल इंस्टीट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी)  
हटिया, राँची - 834 003 (झारखण्ड)

**National Institute of Advanced Manufacturing Technology**  
(Formerly National Institute of Foundry and Forge Technology)  
Hatia, Ranchi – 834 003 (Jharkhand)

सं No. – NIAMT/EM/Contract/35/2022-23

दिनांक Date –01/02/2023

### **A. About the Institute**

In pursuit of excellence in manufacturing, National Institute of Advanced Manufacturing Technology (Formerly NIFFT) was established in 1966. The Institute is conducting training, education, and research with a particular focus on Mechanical Manufacturing. The Institute is presently offering Advanced Diploma, B. Tech, M. Tech and Doctoral programmes. The Institute is fully funded by the Ministry of Education, Govt. of India.

The capital items are housed mostly in Workshops, Departments, Lecture Hall Complex. The list of building along with built-up area and balance sheet for last 3 Financial Year is attached in Annexure I & II respectively.

### **B. Introduction**

NIAMT invites tender in prescribed format from Firms of Chartered Accountants/ Cost & Management Accountants so as to reach this office on or before scheduled date and time for receipt of bids, as per specifications given in the Annexure attached to the Tender form. All offers should be made in English and should be written in both figures and words. Tender forms can be downloaded from the website ([www.nifft.ac.in](http://www.nifft.ac.in)) of the Institute.

The bidders are requested to read the tender document carefully and ensure compliance with all specifications / instructions herein. Non-compliance with specifications / instructions in this document may disqualify the bidders from the tender exercise. The Director, NIAMT reserves the right to cancel the tender wholly or partly without assigning any reason. Incomplete tenders, amendments, and additions to tender after opening or late tenders are liable to be rejected.

### **C. Scope of Works**

1. Identification and Physical Verification of Assets of the Institute located in the campus.
2. Codification and pasting of Identification Number Stickers (Using Alphanumeric characters with Barcode only) on the fixed assets.
3. Preparation of Asset Register as per prescribed format of GFR-2017.
4. Following aspects should be reflected in the asset register:

Asset Information	Accounting and Regulatory Compliances	Accountability
<ul style="list-style-type: none"><li>• Asset class &amp; description</li><li>• Unique asset number</li><li>• Model no. and Manufacturer's serial number of the asset</li><li>• Location</li></ul>	<ul style="list-style-type: none"><li>• Date of purchase</li><li>• Name of the supplier</li><li>• purchase order number &amp; date</li><li>• Invoice number &amp; date</li><li>• Date of commissioning</li><li>• Acquisition cost</li><li>• Gross amount (at valuation)</li><li>• Depreciation rate and method</li><li>• Accumulated depreciation</li><li>• Net book value</li><li>• Estimated useful life</li></ul>	<ul style="list-style-type: none"><li>• Asset custodian</li><li>• Program / Activity Department</li><li>• Warranty period and warranty end date.</li></ul>

5. All applicable Standard Accountancy Practices are to be adhered in execution and out put of the work.
6. Deliveries: Asset Register duly signed by authorized signatory of the organization/ agency along with other schedules & annexures (both in hard copies and soft copies).
7. Completion period – within 3 months from the date of issue of Work Order.

Note: - List of Major Buildings and Financial Statements (Income and Expenditure Account and Balance Sheet) of last three years are given in **Annexure-I** and **Annexure- II** respectively for information and reference of the prospective bidders.

#### **D. Eligibility Criteria**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Documents to be attached</b>
<b>1</b>	The authorized signatory should have valid registration with the Institute of Chartered Accountants of India or Institute of Cost & Management Accountants of India or any other Govt./ Statutory Body as a valuer.	Self-attested copy of certificate issued by ICAI/ICMAI/ Govt./Statutory Body.
<b>3</b>	The Agency/Firm must have at least <b>Five (5)</b> years of existence.	Self-attested appropriate proof to be furnished.
<b>4</b>	Average Annual Turn Over should not be less than Rs. 25 lacs (during last 3 financial years).	Income tax return for last 3 financial years & certificate of CA for annual turnover.
<b>5</b>	The applicant Agency/Firm must have record of satisfactory completion of similar work in at least one of the following:- a. Central Govt. -Institute/Organization/Department/University. b. State Govt. - Institute/Organization/Department/University c. Public Sector Undertaking d. Public Sector Banks e. Local Authority	Copies of work order & satisfactory completion certificate/ Payment Release order. Brief Relevant Experience in <b>Annexure- III</b>

#### **E. Payment Schedule**

100% after satisfactory completion of work within 30 days of receipt of Bills.

#### **F. Documents mandatory to be submitted**

##### **1. Technical Bid**

- EMD
- Documents as per clause D (Eligibility criteria).
- Particular of firm as per **Annexure – IV**

##### **2. Price Bid**

- Rates quoted as per **Annexure – V**

### **G. Criteria for selection**

- i. The submitted technical bids and credentials will be evaluated by a committee of the Institute and financial bid of only the technically qualified bidders will be opened.
- ii. The Financial Bids of technically qualified firms will be considered for evaluation and the assignment shall be awarded to the lowest Financial Bidder.
- iii. If the lowest financial bidder does not agree to undertake the assignment within the prescribed period or if the competent authority of the Institute 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.

### **H. Instruction for Bid Submission**

1. Interested Firms may submit their bids in two sealed envelopes – (1) Technical bid (Annexures -I, II, III, IV and V) and EMD (3) Financial Bid. 2 sealed envelopes stated above should be put in a Master Envelope superscribing Pre-bid for “Physical Verification of Fixed Assets and preparation of Fixed Asset Register” Notification No./Date.
2. The sealed envelope may be sent by post so as to reach on or before last date of submission of bid to “Assistant Registrar (EM and S&P), National Institute of Advanced Manufacturing Technology Hatia, Ranchi – 834003.

The sealed envelope may also be put in the Tender Box kept in” Store & Purchase Section, 1<sup>st</sup> Floor, Administrative Building, NIAMT, Ranchi”.

### **I. General Terms and Conditions**

1. Earnest Money Deposit (EMD): EMD of Rs. 10,000/- (Rupees Ten Thousand Only) shall be submitted in the Institute A/c as detailed below.
  - a. Name of Beneficiary: **National Institute of Advanced Manufacturing Technology (NIAMT)**
  - b. Account No.: **2730101006939**
  - c. IFS Code: **CNRB0002730**
  - d. Name of Bank: **Canara Bank, NIAMT Campus Branch**
  - e. Bank Address: **Hatia, Ranchi -834003 (Jharkhand)**

The EMD shall be refundable in the case of the unsuccessful bidders within 45 days of award of tender to the successful bidder. 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.

2. The Professional Fee quoted by the bidders shall be inclusive of all charges and incidental expenses. The Institute will not bear any additional expenditure, however, GST at the applicable rate shall be payable extra.
3. The Authority of the Institute 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.
4. If the selected Firm fails to accept the work order of the Institute within the prescribed time period or conditionally accepts the same, the work order will automatically stand cancelled without entertaining any further correspondence.
5. Incomplete and Conditional Bids will be summarily rejected without assigning any reasons thereof.
6. Bids shall remain valid for acceptance for a period of 120 days from the last date of submission of the bid.
7. In case of any dispute, the decision of the Institute shall be final and binding on the bidders.
8. Legal matters shall be limited to any court of law having Jurisdiction over Ranchi city.

**Annexure -I****List of majors' buildings**

<b>Sl. No.</b>	<b>Name of Building</b>	<b>Number of Floors</b>	<b>Total Built-up Area (In Sq. ft)</b>
1	Administrative Building	3	29295
2	Multipurpose Building	3	26685
3	Laboratory Building	5	8530
4	Labrary Building	4	18510
5	Auditorium	2	6175
6	Faculty Building	2	32760
7	Maintenace Office	1	2660
8	Lecture Hall Complex	3	61860
9	Workshop Building	2	31830
10	Jagdish Chandra Bose Chhatrawas	4	157340
11	Homi J Bhabha Hostel	3	111151
12	Visveshwarya Hostel	4	91180
13	Nirala Hostel	4	53400
14	Cafeteria Building	2	12720
15	Vikram Sharabhai Hostel	3	13950
16	Kalpana Chawla Girls Hostel	4	26710
17	NIFFT NIWAS	2	7335
<b>Total (in sq. ft)</b>			<b>692091</b>

# Annexure - II

## NATIONAL INSTITUTE OF FOUNDRY AND FORGE TECHNOLOGY HATIA, RANCHI-834003

BALANCE SHEET AS ON 31st March, 2020

SOURCES OF FUNDS		Schedule	Current Year 2019-20	Previous Year 2018-19
CORPUS/CAPITAL FUND		1	1,10,38,23,585.65	1,21,27,38,608.94
CURRENT LIABILITIES		2	91,43,19,063.70	3,37,66,729.20
HEFA LOAN		2(A)	2,23,45,881.00	-
	TOTAL		1,43,94,88,530.35	1,24,65,07,338.14
APPLICATION OF FUNDS		Schedule	Current Year 2019-20	Previous Year 2018-19
FIXED ASSETS		3		
a) Tangible Assets			14,61,20,395.37	14,01,86,444.28
b) Capital work-in-Progress			78,03,83,547.00	75,66,66,139.00
c) Intangible Assets			95,98,691.00	30,61,937.40
CURRENT ASSETS		4	34,77,54,826.92	27,64,15,632.40
LOANS, ADVANCES & DEPOSITS		5	15,56,31,070.06	7,01,77,185.06
	TOTAL		1,43,94,88,530.35	1,24,65,07,338.14

AS INTERNAL AUDITOR

For: M/s Kumar Vikash & Co. (CHARTERED ACCOUNTANTS)

CA. Vishwajit Kumar (Proprietor)  
MEMBERSHIP NO.: 423928



*(Signature)*  
Deputy Registrar

Registrar/Dy. Registrar  
NIFFT, HATIA, RANCHI

*(Signature)*  
Registrar  
NIFFT, RANCHI  
NIFFT, HATIA, RANCHI-3



# NATIONAL INSTITUTE OF FOUNDRY & FORGE TECHNOLOGY

HATIA, RANCHI-834003

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH, 2020

INCOME				Schedule	Current Year	Previous Year
ACADEMIC RECEIPTS				6	3,36,90,522.00	3,66,46,152.00
GRANTS				7	32,48,58,018.00	31,75,95,000.00
INCOME FROM INVESTMENT				8	-	7,00,975.50
INTEREST EARNED				9	11,06,160.00	25,57,387.00
OTHER INCOME				10	31,41,655.02	19,17,067.00
			TOTAL(A)		36,27,96,355.02	35,94,16,591.50
EXPENDITURE				Schedule	Current Year	Previous Year
STAFF PAYMENT & BENEFITS (Establishment Expenses)				11	24,71,28,164.00	19,71,75,111.00
ACADEMIC EXPENSES				12	3,56,15,739.00	4,56,05,315.00
ADMINISTRATIVE AND GENERAL EXPENSES				13	3,11,11,172.00	3,05,08,464.00
TRANSPORTATION EXPENSES				14	9,50,756.00	9,13,312.00
REPAIR & MAINTENANCE EXPENSES				15	1,00,52,187.00	65,03,567.00
DEPRECIATION				3	2,38,18,360.31	2,77,84,035.23
			TOTAL(B)		34,86,76,378.31	30,84,89,804.23
Balance Being Surplus/(Deficit) Carried to Capital Fund (A-B)					1,41,19,976.71	5,09,26,787.27

AS INTERNAL AUDITOR

For M/s Kumar Vikash & Co (CHARTERED ACCOUNTANTS)

CA Vikash Kumar (Proprietor)  
MEMBERSHIP NO.: 423928

*Vikash Kumar*  
Deputy Registrar

For Registrar/Dy. Registrar  
NIFT, Ranchi

*Vikash Kumar*  
Director

Registrar  
NIFT, RANCHI

# NATIONAL INSTITUTE OF FOUNDRY AND FORGE TECHNOLOGY

HATIA, RANCHI-834003

BALANCE SHEET AS ON 31st March, 2021

SOURCES OF FUNDS	Schedule	Current Year 2020-21	Previous Year 2019-20
CORPUS/CAPITAL FUND	1	1,15,05,09,184.78	2,10,38,23,585.65
CURRENT LIABILITIES	2	13,30,46,427.89	31,43,19,063.70
HEFA LOAN	2(A)	5,45,97,502.00	2,13,45,881.00
EARNMARKED FUND	2(E)	75,66,877.40	-
TOTAL		1,34,57,19,992.05	1,43,94,38,530.35
APPLICATION OF FUNDS	Schedule	Current Year 2020-21	Previous Year 2019-20
FIXED ASSETS	3	28,52,66,048.52	24,61,20,395.37
a) Tangible Assets		70,62,38,473.00	78,03,93,547.00
b) Capital work-In-Progress		2,59,00,294.73	95,98,691.00
c) Intangible Assets	4	15,77,59,361.60	34,77,54,826.92
CURRENT ASSETS	5	17,05,55,814.20	15,56,51,070.06
LOANS, ADVANCES & DEPOSITS		1,34,57,19,992.05	1,43,94,38,530.35
TOTAL		1,34,57,19,992.05	1,43,94,38,530.35

AS INTERNAL AUDITOR  
For M/s Mannohan Singh & Co.

Chartered Accountants  
CA J. P. Sharma  
(Partner)  
MNO. 401555

Deputy Registrar

Registrar

# NATIONAL INSTITUTE OF FOUNDRY & FORGE TECHNOLOGY

HATIA, RANCHI-834003

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH, 2021

INCOME		Schedule	Current Year 2020-21	Previous Year 2019-20
ACADEMIC RECEIPTS		6	2,02,17,165.00	3,35,90,522.00
GRANTS (OH-31 and OH-36 from MOE)		7	29,20,47,982.00	32,48,58,018.00
INCOME FROM INVESTMENT		8	-	-
INTEREST EARNED		9	89,595.00	11,06,160.00
OTHER INCOME		10	19,62,943.20	31,41,655.02
<b>TOTAL(A)</b>			<b>31,45,17,685.20</b>	<b>36,27,56,355.02</b>
EXPENDITURE		Schedule	Current Year 2020-21	Previous Year 2019-20
STAFF PAYMENT & BENEFITS (Establishment Expenses)		11	24,30,67,810.00	24,71,28,164.00
ACADEMIC EXPENSES		12	2,60,54,737.00	3,56,15,739.00
ADMINISTRATIVE AND GENERAL EXPENSES		13	2,13,83,087.96	3,11,11,172.00
TRANSPORTATION EXPENSES		14	4,30,193.00	9,50,756.00
REPAIR & MAINTENANCE EXPENSES		15	19,38,143.00	1,00,52,187.00
DEPRECIATION		3	4,17,69,115.11	2,38,18,360.31
<b>TOTAL(B)</b>			<b>33,46,38,066.07</b>	<b>34,85,76,378.31</b>
Balance Being Surplus/(Deficit) Carried to Capital Fund (A-B)			<b>[2,03,20,400.87]</b>	<b>1,42,19,976.71</b>

For M/s Manmohan Singh & Co.



*Manmohan Singh*  
Deputy Registrar

*Manmohan Singh*  
Registrar

**NATIONAL INSTITUTE OF ADVANCED MANUFACTURING TECHNOLOGY**  
**HATIA, RANCHI-834003**

**BALANCE SHEET AS ON 31ST MARCH 2022**

SOURCES OF FUNDS		Schedule	Current Year 2021-22	Previous Year 2020-21
CORPUS/CAPITAL FUND		1	1,20,16,00,773.91	1,15,05,09,184.78
CURRENT LIABILITIES		2	15,51,82,224.88	13,30,45,427.88
MSFA LOAN		2 (A)	8,64,41,921.00	5,45,97,502.00
EARMARKED FUND		2 (B)	1,06,20,163.40	75,66,877.40
	TOTAL		1,45,38,45,083.19	1,34,57,19,992.06
APPLICATION OF FUNDS		Schedule	Current Year 2021-22	Previous Year 2020-21
FIXED ASSETS		3		
a) Tangible Assets			29,53,51,443.88	28,52,66,048.53
b) Capital work-In-Progress			80,54,15,139.00	70,62,38,473.00
c) Intangible Assets			2,62,60,019.26	2,59,00,294.73
CURRENT ASSETS		4	16,98,67,175.99	15,77,59,361.60
LOANS, ADVANCES & DEPOSITS		5	15,69,51,305.06	17,05,55,814.20
	TOTAL		1,45,38,45,083.19	1,34,57,19,992.06

**AS INTERNAL AUDITOR**

For M/s Mannohan Singh & Co.  
Chartered Accountants

  
 Registrar  
  
 Director

CA J.P. Sharma  
 (Partner)  
 M.NO. 402655

# NATIONAL INSTITUTE OF ADVANCED MANUFACTURING TECHNOLOGY

HATIA, RANCHI-834003

## INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31ST MARCH, 2022

I N C O M E		Schedule	Current Year 2021-22	Previous Year 2020-21
ACADEMIC RECEIPTS		6	2,03,05,206.00	3,36,90,522.00
GRANTS (OH-31 and OH-36 from MOE)		7	34,09,98,681.00	32,48,58,018.00
INCOME FROM INVESTMENT		8	-	-
INTEREST EARNED		9	2,30,989.00	11,06,160.00
OTHER INCOME		10	81,95,641.75	31,41,655.02
	TOTAL(A)		36,97,30,517.75	36,27,96,355.02
E X P E N D I T U R E		Schedule	Current Year 2021-22	Previous Year 2020-21
STAFF PAYMENT & BENEFITS (Establishment Expenses)		11	29,23,10,772.98	24,71,28,164.00
ACADEMIC EXPENSES		12	2,23,09,311.27	3,56,15,739.00
ADMINISTRATIVE AND GENERAL EXPENSES		13	2,67,45,034.25	3,11,11,172.00
TRANSPORTATION EXPENSES		14	5,08,579.00	9,50,756.00
REPAIR & MAINTENANCE EXPENSES		15	50,84,867.00	1,00,52,187.00
DEPRECIATION		3	4,78,07,166.12	2,38,18,360.31
	TOTAL(B)		39,47,65,730.62	34,86,76,378.31
Balance Being Surplus/(Deficit) Carried to Capital Fund (A-B)			(2,50,35,212.87)	1,41,19,976.71

As Internal Auditor

For M/s Mannohan Singh & Co.

Chartered Accountants



*(Signature)*

CA J. P. Sharma

(Partner)

M.NO. 402655

*(Signature)*  
Director

Registrar

*(Signature)*  
Deputy Registrar

**Brief of Relevant Experience**

Experience of Physical Verification and Preparation of Fixed Assets Register in Central

a. Central Govt. -Institute/Organization/Department/University.

b. State Govt. - Institute/Organization/Department/University

c. Public Sector Undertaking

d. Local authority: -

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

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 Authorized 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	No. of Years of Firm's Existence & Date of establishment of Firm	
7	Details of Sole-Proprietor / Partners: (Name, Membership Number, Contact No if any)	
8	Income Tax returns for the Assessment Years 2019-20, 2020-21 and 2021-22 (Attested copies to attached)	

(Signature and Date of Authorized person)

Name:

Seal:

Annexure - V

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

<b>Item or Activity</b>	<b>Professional Fees Amount ( in Rupees)</b>
Physical Verification, Codification, Inscribing the Asset Serial Number of the Fixed Assets of the Institute, Ranchi and Preparation of Fixed Asset Register (As per the Scope of Work)	<b>Rs. (in figure)</b> _____/- <b>Rupees (in word) :</b> ..... ..... Per item of asset (Not in lumpsum)
<b>Rate of Applicable Tax (GST)</b> (to be calculated on lumpsum as per actual)	_____ %

**Note:** GST will be payable as Applicable.

(Signature and Date of Authorized person)

Name:

Seal: