



॥ अंतरी पेटवू ज्ञानज्योत ॥
कवयित्रीबहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव
उमविनगर, जळगाव - ४२५००१, ☎ : ०२५७-२२५७२३६,२३७

निविदा सूचना

कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठासाठी 'स्थावर मालमत्तेची प्रत्यक्ष पडताळणी सॉफ्टवेअर तयार करणे (Software Expression of Interest (EOI) for Updating of fixed Asset Register, Physical Verification of Assets and Reconciliation with books of account' साठी मान्यताप्राप्त निविदाधारकां कडून सिलबंद निविदा मागविण्यात येत आहेत.

त्यासंबंधीची कोरी निविदा संपूर्ण माहिती, अटी व शर्तीसह विद्यापीठाच्या संकेतस्थळावर (Website: www.nmu.ac.in) उपलब्ध करून देण्यात आली आहे. संबंधित सॉफ्टवेअर तयार करणाऱ्या पुरवठाधारकांनी सदरची निविदा विद्यापीठ संकेतस्थळावरून डाऊनलोड करून भरलेली निविदादि. २९/०७/२०२२ कार्यालयीन वेळेत कामकाजाच्या दिवशी विद्यापीठाच्या वित्त विभाग, कबचौ उमवि, जळगाव येथे जमा कराव्यात.

सदर निविदा सादर करण्यासाठी शुध्दीपत्रक अथवा मुदतवाढ दिल्यास त्या संबंधीची सूचना फक्त विद्यापीठाच्या संकेत स्थळावर प्रसिध्द करण्यात येईल.

जा.क्र.: कबचौउमवि/८/स्थिर मालमत्ता/४३८/२०२२
दिनांक : ०७/०७/२०२२

प्रभारी वित्त व लेखाधिकारी



॥ अंतरी पेटवू ज्ञानज्योत ॥
कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

वित्त विभाग (Finance Department)

Ref No:- EOI No. KBCNMUJ/8/1/434/2022, Dated 07.07.2022

EXPRESSION OF INTEREST (EOI) FOR
Updating of Fixed Asset Register, Physical verification of
assets and Reconciliation with books of accounts at
KAVAYITRI BAHINABAI CHAUDHARI NORTH MAHARASHTRA
UNIVERSITY, JALGAON (KBC NMU), Jalgaon 425001.

Important Dates

Last Date and Time of submission of EOI	Till 4.30 P.M. on 29th July 2022
Date of Pre-financial Bid Meeting	1st August, 2022 at 3.00 P.M
Date of submission of Financial Bids	3rd August, 2022 till 4.00 P.M.
Opening of Financial Bid	5th August, 2022 at 3.00 P.M.

The dates stated above may change under unavoidable circumstances. The Authority of KBCNMU, Jalgaon 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.

(S. R. Gohil)
Finance and Accounts Officer, KBC NMU, Jalgaon.
Contact No 94222 11248, 70280 21239

Tender Handling fees : Rs. 1,500/- (Rs. One Thousand Five Hundred only) Non refundable.

कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव
Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon

वित्त विभाग (Finance Department)

Notice Inviting Expression of Interest (EOI)

“NAME OF THE WORK: Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts at KAVAYITRI BAHINABAI CHAUDHARI NORTH MAHARASHTRA UNIVERSITY (KBC NMU), JALGAON 425001

GENERAL INSTRUCTIONS TO BIDDERS

- 1) Institute invites sealed bids from reputed & qualified bidders for the following work:

Name of work	Completion Period	EMD (INR)
Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts at KBC NMU, Jalgaon 425001 as of 31.03.2022	50 days	Earnest Money Deposit (EMD) DD in INR 25,000.00(Rupees Twenty-Five thousand only) (Refundable without Interest)
Tender Handling fees : Rs. 1500/- (Rs. One Thousand Five Hundred only) Non-refundable.		

The EOI in two bid system being invited for the above-mentioned service. KBC NMU reserves its right to award the work to the successful bidder.

- 2) The EOI bids in two bid system are invited through two separate envelopes: “**Envelop-1: EMD and Pre-Qualification/Technical Bid**” and “**Envelop-2: Financial bid**”. should be mentioned as- “**Envelop-1: EMD & Prequalification/Technical Bid for Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts at KBC NMU**” and “**Envelop-2: Financial Bid for Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts at KBV NMU**” respectively.
- 3) Last date of submission of EOI bid shall be up to **02:00 PM on 29-July-2022**. Expression of Interest (EOI) should be addressed to The Finance and Accounts Officer, KAVAYITRI BAHINABAI CHAUDHARI NORTH MAHARASHTRA UNIVERSITY (KBC NMU)

- 4) The Institute reserves the right to reject any prospective application without assigning any reasons whatsoever.
- 5) A bid which is not accompanied by EMD will not be considered. The EMD will be returned to the bidder if their bid is not accepted by the Institute but without interest. The EMD paid by the successful bidder shall be held/ encashed by the KBC NMU, Jalgaon as security for execution and fulfilment of the contract. No interest shall be paid on this deposit.
- 6) The bidder must use only the bid forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the EOI form made by the bidder shall not be valid and shall be treated as null and void.
- 7) Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the EOI must be attested by initials of the bidder. Overwriting of figures is not permitted.
- 8) Each Page of the EOI document should be signed by the authorized person or persons submitting the EOI in token of his/their having acquainted himself/themselves with the terms & conditions of contract as laid down. Any bid with any of the documents not so signed will be rejected.
- 9) The Earnest Money Deposit (EMD) of the successful bidder shall be converted into Performance Security Deposit (PSD). The security deposit of the successful bidder will be forfeited if they fail to comply with any of the conditions of contract. No interest will be paid on Security Deposit withheld by the Institute. The PSD will be refunded to the successful bidder after successful completion of all the obligations of the contract.
- 10) The Institute does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the bids, either in whole or in part, without assigning any reasons for doing so.
- 11) The rates shall also be firm and shall not be subject to change. The quoted amount in EOI must include in their rates, applicable GST and any other tax and stamp duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, stamp duty or levy whether existing or future, shall be entertained by the Institute.
- 12) The intending bidder can obtain any clarifications regarding the EOI document, scope of work etc. if any by contacting to Mr. S.R. Gohil on his mobile-094222 11248 or through email srgohil@nmu.ac.in on any Institute`s working day.
- 13) The successful bidder shall provide the services strictly in accordance with scope of work and as per detailed instructions of the Institute`s.

- 14) In all matters of dispute arising on the work, the matter shall be referred to **the Vice Chancellor, KBC NMU, Jalgaon** for a decision and subject to jurisdiction of Hon. Court Jalgaon, Jalgaon 425001. The procedural law of the arbitration shall be the Indian law. The award of the arbitral tribunal shall be final, conclusive and binding upon the Successful Bidder and the Institute.
- 15) Payment Terms: Payment shall be made after successful completion of service and submission of report against the certified invoice for the completed activities.
- 16) Completion Period: The total time period allowed for completion of all the work shall be 50 days. However, you may need to coordinate and get clearance of HOD for the respective activities as per availability of data, access to physical verification of assets and reconciliation with books of accounts. Accordingly, work schedule to be prepared for 50 days.
- 17) Penalty Clause: Time allowed for carrying out the work is 8 weeks, which shall be strictly observed by the successful bidder and it shall be reckoned from the 4th day of issue of work order. If the valuer fails to complete the service within the specified period he shall be liable to pay compensation at the rate of 1% per week subject to a maximum amount of 5% of the contract amount.
- 18) Termination Clause: Without prejudice to any other remedy available to the Institute, in case of default on the part of the contractor in the performance of this contract or in the discharge of any contractual obligations arising out of this contract or if the contractor commits substantial breach of his obligations and such breach is not corrected within 7 (seven) days from the date of receipt of the notice specifying the breach, by the contractor, the Institute may terminate this contract by giving a 15 (fifteen) days written notice of intended termination to the contractor.

(S. R. Gohil)

Finance and Accounts Officer, KBC NMU, Jalgaon.

LETTER OF OFFER

(on company letterhead)

Date _____

To,
The Finance and Accounts Officer,
KAVAYITRI BAHINABAI CHAUDHARI
NORTH MAHARASHTRA UNIVERSITY (KBC NMU),
JALGAON 425001,

Subject: EOI for Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts at KBC NMU, Jalgaon.

Dear Sir,

With respect to your above mentioned EOI, we hereby submit our bid in the required format along with Company Profile and supporting documents.

Should this EOI be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the general terms and conditions as stated hereto so far as they may be applicable or in default thereof to forfeit the EMD.

We have deposited amount of Rs. 25,000/- by DD No..... dated / /2022 as an earnest money convertible into security deposit to the KBC NMU, which will not bear any interest till the completion of work assigned. Should we fail to execute the contract when called upon to do so. We do hereby agree that this sum shall be forfeited by the KBC NMU.

We have carefully gone through the terms and conditions prescribed and we accept the same in to without any alterations / modifications.

Yours faithfully,

Signature
Name &
seal of Bidder

(The bidder should submit the Letter of Offer on their company letterhead.)

PRE-QUALIFICATION CRITERIA

• **Pre-Qualification Documents to be submitted by Bidder along with EOI:**

- 1) The bidder should be a Partnership firm/Company having appropriate registration (like Partnership Deed/Article of Association or Certificate of Incorporation etc.).
- 2) The bidder valuer should have experience of at least 5 years in the field of preparation of asset register, physical verification of assets, calculating depreciation of assets and reconciliation with books of accounts.
- 3) The Bidder should have valid PAN, Goods and Service Tax registration number (GST).
- 4) The bidder should have completed at least three assignments at any organization for Preparation of fixed asset register, physical verification of asset and reconciliation with books of accounts during the period of last three years. The bidder should submit a copy of work orders/appointment letters/contract agreement etc.
- 5) The bidder should have average annual turnover of Rs. 10 Lac in last three financial years and should submit the copy of Audited Income & Expenditure Account and Balance Sheets and income tax returns (or CA certificate for the turnover) for last three financial years (i.e.,FY 2018-19, FY 2019-20, FY 2020-21 & F Y2021-22 if possible).
- 6) Composition of Project implementation Team: The applicant should have at least Chartered Accountant with requisite qualifications and having 5 years of experience, as partners or employees of the company/firm as on the bid submission date, who will become the part of Project implementation Team. Having experience of at least 5 years for fixed asset management project in any organization having SAP environment. Must be able to depute SAP experienced personnel as and when required for the completion of assignment.
- 7) Either the Registered Office or one of the Branch Office of the bidder should be located in Jalgaon district.

(S. R. Gohil)

Finance and Accounts Officer, KBC NMU, Jalgaon.

Information to be furnished by the bidder:

Sr. No	Item	Information to be filled by Bidder
1	Name of the bidder	
2	Address	
3	Telephone Number: Office /Res: Mobile Number: E-Mail address:	
4	Details of Registration (number & date) if applicable:	
5	Month and Year in which the firm / company was formed/ incorporated.	
6	Type of organisation (Partnership firm, Pvt Ltd., Public Ltd., etc.)	
7	Enclose copy of partnership deed, Articles of Association or Affidavit (in case of firm)	
8	Copy of GST registration certificate	
9	Copy of PAN card	
10	Provide details of Composition of Project implementation Team: at one CA with more than 5 Year Experience and able to depute SAP FICO Hands-on expert.	
11	Turnover of Bidder in last 3 financial years (Rs in Lakh) (2018-2019, 2019-2020, 2020-2021)	
12	Bank Account Details with Signature with company seal	A/c No.IFSC: Bank Name:
13	The bidder should not have been blacklisted by any Central/State Government/Public Sector Undertaking/Institute of Govt. of India. Should submit the undertaking as per Annexure-	
14	Demand Draft no of cost of tender Fee Rs.1500/- Demand Draft no of Earnest Money Deposit Rs.25,000/-	

Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company and enclosed in a cover, to be submitted along with the EOI duly stamped and signed by the authorized person of the bidder.

SCOPE OF WORK

Part A: - Scope of Work for the bidder:

- 1) Updating/Correcting the assets available in Fixed Asset Register (FAR) as of 31-March -2022 as maintained in 'SAP ECC6FICO Assets Module with addition and deletion by way of purchased, sales, discarded if any, with Class of Assets, Useful life, Depreciation key etc. Restore or discard the assets by reverse mechanism systems in view of useful life of the assets.
- 2) The numbering, barcoding, printing of barcodes and tagging of all the assets for Physical verification of all the Assets by using the portable handheld Barcode scanner and data entry in the software.
- 3) Calculate the depreciation on value of all the old fixed assets and calculate closing balance.
- 4) Relocate the assets if any and make necessary entries in the software.
- 5) Write off and adjustments in the fixed asset register to match books of accounts.
- 6) Reconciliation of Fixed Asset Register as per books of accounts and finalize the FAR for FY2021-22.
- 7) Import the final FAR in excel sheet.
- 8) Submission of detailed report with category wise list and value of assets updated in software and in the form of Excel/PDF.
- 9) The successful bidder should coordination and visit to the respective departments or HOD's to collect the required details of new assets (as per FAR format) to update FAR.
- 10) The successful bidder should collect the copy of account vouchers of assets and copy of books of accounts from accounts department required for conciliation and finalization of FAR.
- 11) The successful bidder should coordinate with SAP ECC6 FICO module, if any problem or support required.
- 12) Preparation work schedule/grant chart in coordination with the respective department/HOD's so as to plan the whole activity within 50 days.
- 13) The successful bidder should depute the required and qualified manpower at site as and when required to complete this whole assignment.

Part B: - Details to be provided by the Institute:

1. The Institute will provide one laptop along with the access to the SAP ECC6 FAR Module.
2. The Bidder will introduce proper system for physical verification of assets with Bar Code or any other stationery as required.
3. The Institute will provide Accounts voucher for purchased or sold assets to the extend of its availability. Else bidder is required to suggest the appropriate way to maintain the assets, for going forward.
4. The Institute will provide the copy of books of accounts with value of assets for reconciliation and final preparation of FAR.
5. The Institute will provide access to the custodian/location of asset for physical verification in coordination with respective department.
6. The Institute will inform the successful bidder additional work or any specific work if any from time to time during the progress of this assignment.

I/We hereby declare that I/we have read and understood the above scope of work with Part A & Part B. The same shall be binding upon me/us upon being declared as the Successful Bidder.

For M/s _____

Authorized Signatory with Name & Contact No.

Place:

Date:

with company seal

Annexure

FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT UNDERTAKING

(To be executed & attested by Public Notary / Executive Magistrate on Rs.200/- non judicial Stamp paper by the bidder)

To,

The Finance and Accounts Officer,
KAVAYITRI BAHINABAI CHAUDHARI
NORTH MAHARASHTRA UNIVERSITY (KBC NMU),
JALGAON 425001,

We hereby confirm and declare that we, M/s _____, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

I/We hereby declare that I/we have read and understood the above terms and conditions. The same shall be binding upon me/us upon being declared as the Successful Bidder.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected/cancelled by University and EMD / SD shall be forfeited. In addition to the above University will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Name _____

Address _____

Authorized Signatory with Name & Contact with
company seal

Attested:

(Public Notary / Executive Magistrate)

Place:

Date:

(To be furnished on company letter head only)

FINANCIAL BID

To,

(Env-2)

The Finance and Accounts Officer,
KAVAYITRI BAHINABAI CHAUDHARI
NORTH MAHARASHTRA UNIVERSITY (KBC NMU),
JALGAON 425001,

Dear Sir,

We hereby confirm and declares with reference to Expression of Interest : EOI/ NMUJ/8/1/2022 Dated 05/07/2022 that we, M/s -----, are able to undertake the assignment of **Updating Fixed Asset Register in software, Physical verification of assets and Reconciliation with books of accounts at KBC NMU, Jalgaon. In accordance with scope of work and general terms & conditions.**

Sr.No	Summary of Scope of work to undertake	Professional fees inclusive of Taxes
1	Updating Fixed Asset Register in SAP Software	Rs.
2	Physical verification of assets with Bar Code or appropriate systems of physical verification for going forward.	Rs.
3	Reconciliation with books of accounts with reference to queries raised by statutory auditors in their various reports.	Rs.

I / we accepts that, the **75%** payment will be made after successful completion of each stage. And the final payment will be made only after completion of entire work assigned on acceptance of all reports. No Advance or TADA will be claimed. Professional Fees as stated above is all inclusive of taxes and levies whatever applicable to us. Institute shall deduct the TDS and GST TDS as per its applicable rates.

For M/s _____

Authorized Signatory with Name & Contact No.

Place:

with company seal

Date: