



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुड़ी परिसर/Neelakudi Campus, तिरुवारूर/Thiruvavur- 610 005.

☎ : 04366-277359 / email: purchase@cutn.ac.in;

EXPRESSION OF INTEREST FOR PHYSICAL VERIFICATION OF ASSETS, PREPARATION OF FIXED ASSET REGISTER, BAR CODING AND SUPPLY OF SOFTWARE FOR STORES AND ASSET MANAGEMENT

Tender No.03/2019-20

Date of Issue: 20.05.2019

Date of closing: 11.06.2019

Central University of Tamilnadu, Thiruvavur, an University setup by an Act of Parliament invites EOI for Physical verification of assets; Preparation of Asset Register, bar coding and supply software for Asset Management from reputed companies/firms/individuals/societies etc. those are in the business for the last 02 (two) years.

1. The interested reputed Companies/Firms/Agencies may send their Tender Documents supported by prescribed annexure; Pre-Qualification Criteria & Technical bid and Financial Bid duly placed in separate sealed envelopes each marked as "Envelope-1: Pre-qualification Documents & Technical Bid" and "Envelope-2: Financial Bid" respectively. Both the sealed envelopes i.e. Envelop-1:Pre-Qualification Criteria & Technical Bid and Envelop-2: Financial Bid are to be placed in another big cover super-scribing the same as 'Expression of Interest for Physical Verification of assets, Preparation of Fixed Asset Register, Bar coding and supply of software for Stores and Asset Management' addressed to Registrar, Central University of Tamilnadu, **Neelakudi Campus, Thiruvavur 610 005.**

The bids will be received up to 14.00 hrs. **11.06.2019**. No tender will be accepted after due date and time under any circumstances whatsoever.

2. The envelopes Marked "Pre-qualification Documents & Technical Bid" shall be opened on **11.06.2019** at 15.00 hrs. Price bid will be opened for the Pre-qualified & technically qualified bidders only. The date of opening of price bid shall be informed by University later on.
3. The tender documents may be downloaded from the website <http://cutn.ac.in>
4. The University reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason. The decision of the University, in this regard shall be final and binding on all.
5. Bidders are advised to visit and examine the site, its surroundings and familiarize themselves with the existing facilities and environment, and collect all other information which they may require for preparing and submitting the bid and entering into the Contract. Claims and objections due to ignorance of existing conditions or inadequacy of information will not be considered after submission of the Bid and during implementation.
6. Bids will be opened on **11.06.2019** at 15.00 hrs in the presence of bidders or their authorized representatives who wish to participate in the bidding process with authorization letter. If the opening date happens to be a closed day/holiday, the tender will be opened on the next working day.

Place of opening the Tenders: Conference Hall, Central University of Tamil Nadu, Administrative Block, Nellakudi Campus, Thiruvavur – 610005

7. Validity of Tenders: **180 days** from the date of opening of tender.
8. The Company/Agency shall be responsible for providing all materials, equipment's, and services, specified or otherwise, which are required to fulfil the intent of ensuring operability, maintainability, and reliability of the work covered under this specification within their quoted price. This work shall be in compliance with all applicable standards, statutory regulations and safety requirements in force of the date of award of this contract.
9. The bidder should have experience in similar works in supply, installation and implementation of asset management, physical verification and barcoding and maintaining the data through software.
11. The bidders are required to submit the tender documents completed in all respects after satisfying each and every condition laid down in the tender document.
12. All rates shall be written both in figures and in words. Corrections, if any are to be made by crossing out, initialling and rewriting. In case of discrepancy between the words and the figures, the rates indicated in the words shall prevail. All cutting, insertion needs to be authenticated. **No over writing / usage of correction fluid will be permitted.**
13. Any future clarification(s) and / or corrigendum(s) shall be communicated by the through the website <http://cutn.ac.in>.

14. NATURE AND SCOPE OF WORK:

The University is looking for a complete solution for physical verification of its asset located at Thiruvavur. The University is presently having 22 departments & 22 sections. The bidder is expected to propose detailed solution for Physical verification of fixed Assets, Preparation of fixed Asset Register and asset management with barcoding, supply of web based software (**shall be compatible with and be integrated version of Tally ERP along with 100 % data synchronisation**) , data entry, and tally the same with book of accounts. The bidder may physically inspect the site before submitting the proposal and understand the scope of work. The bidder will be a single point contact and has to provide the overall solution for the same like procuring software, physical verification, bar coding, data entry, labels, barcode printer etc.

A BROAD SCOPE OF WORK IS AS FOLLOWS:

1. The selected firm should verify physical assets of University including that of all Departments, Centres, and Schools of the University and any other assets available in the University whether specifically indicated in this document or not.
2. The firm should check and compile the Fixed Asset Register as per the Generally Accepted Accounting Principles, Accounting Standards, Common Formats of Accounts as prescribed by MHRD and amended from time to time and applicable other statutory parameters.
3. The firm will prepare Department wise list of fixed asset with segregation of usable and unusable item.
4. The firm must ensure that, the assets which are condemned or retired from active use are excluded from the Fixed Asset Register.
5. The firm will fix barcoding enabled code on each item of the asset.

6. The selected firm must ensure that the value of the Asset Register is in agreement with the asset value shown in the Balance Sheet of the University.
7. The selected firm has to make satisfactory reply of any query raised by the C & AG on preparation of asset register, calculation of depreciation, provision for depreciation, write off of assets and any other matter included in the final scope of work.
8. It may be noted that the Library Books and Journals are outside the scope of work.
9. The firm will need to maintain the Fixed Asset Register for a period of 1 (one) year from the date of initial preparation.
10. Supply of software for fixed asset register as per the Central University of Tamilnadu, Thiruvavur and statutory requirement for physical Stock verification /fixed assets register including store and inventory of all Departments/ Sections and also capable of creating labels.
11. Entering the data in the software in respect of each Asset including stores & inventory since inception.
12. Physically verifying the existence of assets in the campus and creation of data bank of all physical assets of the University in digital format.
13. Ensuring that all assets in the campus are tagged and coded through a Bar coding system.
14. Reconciliation of asset base including store and inventory (value and number wise) with that appearing in the fixed asset register and books of Accounts and other documents regarding Store and Inventory being maintained by the University and report of differences. Suitable adjustment/ accounting of the excess and shortage are to be provided.
15. A complete report of shortage and excess of the fixed assets including stores and inventories is to be prepared separately giving full details as to the locations and purchase value etc. in respect of each Department.
16. A complete report of obsolete/unserviceable fixed assets including stores and inventories is to be prepared separately giving full details as to the locations and purchase value etc
17. A detailed report of movement of assets including assets and inventories during the period of physical verification is to be prepared.
18. Physical verification report is to be confirmed with counter signature and acceptance by the official of the Institute.
19. Items meant for write off should also be included in the list in separate category.
20. The agency shall send their team to Central University of Tamil Nadu for carrying out the physical verification and make reports for interim submission
21. The agency has to create three separate lists of assets: one is for Institute items, secondly for items purchased exclusively through Project Funds and assets provided by other agencies.
22. Design simple and sustainable fixed asset SOP.

23. The software will be web enabled so that all users can access and update the same remotely. Software will be standards compliant and without the use of proprietary software. Software should take of accounting treatment and depreciation as per statutory norms
24. Software shall be compatible with and be integrated version of Tally ERP along with 100 % data synchronisation
25. Software should facilitate to record assets movement from location to another.
26. Software should be licensed in the name of CUTN.
27. Training to staff should be provided thrice along with the module.
28. Warranty Period: All supplies should have 12 months warranty from date of completion of work.

16. **PRE-QUALIFICATION CRITERIA/DOCUMENTS & TECHNICAL BID** :-

Expression of interest must be accompanied with the following documents/information

- a) Detail proposal of implementation of the work along with **GANTT Chart**
- b) Detail of the software with specification
- c) Detailed profile of the Agency :-
 - Name of the firm, Address, email and Telephone Number :
 - Name of the Contact Person, Telephone/ Mobile / Email :
 - Name of the bank (With full address Type of account, Account Number, IFSC Code & RTGS Details)
 - Certificate of Incorporation. (Copy to be enclosed)
 - PAN /GST registration certificate. (Copy to be enclosed)
 - Turn over for last 02 YEARS (copy to be enclosed)
 - Experience of working on similar assignments with Central Govt/P.S.U/Autonomous Institutions etc.
 - All the vendors will require demonstrating their software and at the same time have to submit a soft copy of their presentation for evaluation of technical bid.
 - Should provide at least two client reference with copy of work order and completion certificate.

17. Preference will be given to chartered account firms having experience in the said work.

18. **Criterion for Evaluation of Tenders:**

The evaluation of the tenders will be made ***first on the basis of technical information furnished in the Technical Bid*** and then on the basis of commercial information furnished in Commercial Bid. The Commercial bids of only such firms found valid based on technical parameters and will be opened on a date to be communicated to bidders who have qualified in the technical bid stage. It must be kept in view that the decision given by the Tender Evaluation Committee or any inferences drawn during the meeting of this committee by the tenderers or their representatives will be their own view and the University will not be responsible and abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of supply order will be further subject to any specific terms and conditions of the contract of this University. During evaluation of bids, the University may, at its discretion, ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing.

19. The software should be web based and should have minimum following specification :-

Particulars	Requirements
Web Based Fixed Asset Management Software	<ul style="list-style-type: none"> • As per Trust Act and IT Act • Unlimited Master and User creation • Acquisition, Sale, Discard, AMC and Insurance • Reminders and Attachment • Barcode and Label Printing • Verification • Depreciation and Closing Balance • Relocation and Split Option • Write Off and Adjustment • All MIS Reports and Statutory Reports • Admin Utility and Rights Manager • Auto and Manual Backup / Restore • Data Importing By Excel • Reports In Excel, Word and PDF • General Reserve and Asset Life Based Calculation • All Standard Features and Reports • Report and Letter Writer • Unlimited User Creation and Access • Software shall be compatible with and be integrated version of Tally ERP along with 100 % data synchronisation

20. Schedule for completion of work :- The delivery of the software and completion of the actual complete work relating to physical verification, e-fixed assets register, barcoding, asset tracking, data entry, reconciliation with books of account should be completed within 120 days of receipt of the work order/purchase order. The vendor must adhere strictly to the implementation schedule. Delay in the said work will attract a penalty of 0.25% of the contract value per week or part thereof subject to a maximum of 10% of the contract value.

21. Vendor is expected to visit each and every department and identify and account assets to build the asset register. This is one time exercise.

22. Training and sop has to be provided by the experts in this field. Training on operation application and maintenance of the software/hardware to be provided for the requisite number of staff of all the department for using the software and enable them to do the data maintenance and day to day changes necessary in the system.

23. Each vendor has to give their presentation on implementation of the work to the committee.

24. Cost: Bidders are requested to quote firm price excluding GST. GST shall be specified. No cost escalation will be accepted for the rates quoted.

25. **Performance security clause:**

10 % of the total value of work done (Bill) will be withheld from their final bill by the University as Retention Money (RM). The Retention Money shall be released to the bidder after successful completion of 12 months of Defect Liability or warranty Period. In case of the contractor request the Security Deposit (i.e. RMD) will be held in the form of Bank Guarantee of an approved scheduled Bank/Institute in the Performa to get approved by the employer till the satisfactory completion of defect liability period of **12months**. The RMD deposit of the successful tenderer will be forfeited if; he fails to comply with any of the conditions of contract. No interest will be paid on RMD withheld by the Institute.

26. Payment Terms:-After successful completion of work.

PRE-QUALIFICATION-CUM-TECHNICAL BID

SI No.	Particulars	Compliance	Please mention the Page No's of the Documentary proof enclosed (If any)	
1	Detail proposal of implementation of the work along with GANTT Chart	Enclosed : Yes/No		
2	Detail of the software with specification	Enclosed : Yes /No		
3	Profile of the Agency			
	Name of the Firm			
	Address of the Firm			
	Name of the Authorised representative of the Firm/Contact Person			
	Email Address of the Authorised representative/Contact person			
	Telephone Nos. of the Firm and Authorised representative/contact person			
4	Bank Detail of the Agency			
	Name of the bank (With full address Type of account, Account Number, IFSC Code & RTGS Details)			
5	Date of Incorporation (Enclose Documentary Proof)			
6	PAN No. of the Agency (Enclose Documentary Proof)			
7	GST No. of the Agency (Enclose Documentary Proof)			
8	Turn over for last 02 years		Please enclose documentary proof.	
	2016-17			
	2017-18			
9	Experience of working on similar assignments with Central Govt/P.S.U/Autonomous Institutions etc.	Please submit the details as per Annexure A		
10	Two client reference with copy of work order and completion certificate. (Details will include Name, Address and contact details of the Firm)	CLIENT – 1 DETAILS	CLIENT – 2 DETAILS	Please enclose documentary proof.
11	Is the Firm registered with the Institute of Chartered Accountant of India, If yes please provide details of such registration and enclose copy thereof.			

Name of the Firm:

Seal and Signature with date

Details of Firm's Experience of Similar Services in Other Educational Institution Fully Funded by Govt. /PSU/Govt. Organization [during preceding (3) years ending the financial year 2018-19].

Sl. No.	Name of the Project	Duration of the Project [Start & End Date]	Name of the Organization / Institute	Nature of the Assignments	Nature of the supporting documents provided

Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

SEAL:

Signature -----

Date:

Name & Designation -----

FINANCIAL BID

(Detailed Solution for Physical verification and asset management with barcoding, creating asset register, data entry in the software and the tally of the same with Book of Accounts)

Please note that the tasks are indicative only and the Company/ Agency shall be responsible for providing all materials, Equipment's and services specified or otherwise, which are required to fulfil the intent of ensuring operability, maintainability and reliability of work covered under this EOI with in the quoted price.

PART A: MANDATORY

SI No.	Description	Quote (In Rs.)	Taxes	Total Amount
1	Physical verification of Assets of the University & Detailed Solution for Physical verification, preparation/creating of Asset Register and reconciliation with Book of Accounts and asset management with barcoding, supply of web based software (shall be compatible with and be integrated version of Tally ERP along with 100 % data synchronisation) data entry in the software with bar coding and Tagging and the tally of the same with Book of Accounts.			
Grand Total (In Words)				

PART B (OPTIONAL)

SI No.	Description	Quote (In Rs.)	Taxes	Total Amount
1	Physical Stock Verification Annually. (Subsequent Years)			
Grand Total (In Words)				

Note: - Please note that the price should be inclusive of all. No extra amount will be paid for any item/work