



# 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](mailto:purchase@cutn.ac.in);

## NOTICE INVITING TENDER FOR PHYSICAL VERIFICATION OF ASSETS, PREPARATION OF FIXED ASSET REGISTER AND BAR CODING AT CENTRAL UNIVERSITY OF TAMILNADU

**Tender No.2020-21/09**

**Date of Issue: 20.02.2021**

**Date of closing: 15.03.2021**

Central University of Tamil Nadu, Thiruvavur, an University setup by an Act of Parliament invites bids for **Physical Verification of Assets; Preparation of Fixed Asset Register and Bar Coding at CUTN** from reputed Service Providers/companies/firms/individuals/societies etc. those are in the business for the last 03 (three) years.

1. The interested reputed and experienced 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. Envelope-1:Pre-Qualification Criteria & Technical Bid and Envelope-2: Financial Bid are to be placed in another big cover super-scribing the same as 'Tender for Physical Verification of Assets, Preparation of Fixed Asset Register and Bar Coding at CUTN addressed to The Registrar, Central University of Tamil Nadu, **Neelakudi Campus, Thiruvavur 610 005.**  
The bids will be received up to 16.00 hrs. 15.03.2021. 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 15.03.2021 at 16.30hrs. Price bid will be opened for the 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. Bidders have to sign a Bid securing declaration as **Annexure – II** accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of one year from being eligible to submit Bids for contracts. Firms who are registered with National Small Industries Corporation (NSIC) or Small Scale Industries (SSI) or Micro, Small & Medium Enterprises (MSME) have to submit valid NSIC/SSI/MSME Certificate along with Bid Security Declaration.
5. 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.
6. 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.

7. Bids will be opened on 15.03.2021 at 16.30 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, Administrative Block, Central University of Tamil Nadu, Neelakudi Campus, Thiruvavur – 610005

8. Validity of Tenders: **180 days** from the date of opening of tender.
9. The University will provide the required materials, equipments,(i.e Printers, Barcode Labels, Ribbon/Cartridge and other Stationeries required if any) which are required to fulfil the intent of ensuring operability, maintainability, and reliability of the work covered. 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.
10. The bidder should have experience in similar works in asset management, physical verification and bar coding and maintaining the data through software (Tally).
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 through the website <http://cutn.ac.in>.
14. The bidder should submit a Mandatory form for payment through EAT Module in PFMS as **Annexure – III** along with the technical bid.

#### **15. 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 27 departments & 39 sections/Cells (Number of Departments/Sections/Cells provided is tentative. It may be increase / decrease at the time of Physical Verification). The bidder is expected to propose detailed solution for Physical verification of fixed Assets, Preparation of fixed Asset Register and asset management with bar coding, **(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 physical verification, bar coding, data entry etc.,.

#### **A BROAD SCOPE OF WORK IS AS FOLLOWS:**

1. The selected firm should take physical stock of all fixed Assets of University including that of all Departments, Sections, 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 Ministry of Education and amended from time to time and applicable other statutory parameters in coordination with Finance Department and Purchase Department of CUTN.
3. The firm will prepare Department wise database (in excel) with all required fields to upload/data entry in the software (Tally ERP) and validation of Reports/Fixed Asset Register

generate in Tally ERP after importing the database, in coordination with various departments of the University.

4. The firm must ensure that, the assets which are condemned or retired from active use are to be included in the Fixed Asset Register with present status of the Asset in the remarks column.
5. The firm will validate a unique Asset Code generated in the Software in order to generate barcode from the software after importing the Database. The firm will fix bar coding 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. The firm will enter the data in the software (Tally) in respect of each Asset including stores & inventory since inception.
11. Physically verify the existence of assets in the campus and creation of data bank of all physical assets of the University in digital format.
12. Ensure that all assets in the campus are tagged and coded through a Bar coding system.
13. Reconcile 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.
14. 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.
15. 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
16. A detailed report of movement of assets including assets and inventories during the period of physical verification is to be prepared.
17. Physical verification report is to be confirmed with counter signature and acceptance by the official of the Institute.
18. Items meant for write off should also be included in the list in separate category.
19. The agency shall send their team to Central University of Tamil Nadu for carrying out the physical verification and make reports for interim submission
20. The agency has to create three separate lists of assets: one is for University items, secondly for items purchased exclusively through Project Funds and assets provided by other agencies.
21. All the works shall be carried out and completed to the satisfaction of Finance Department and Purchase Department of CUTN.

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

Technical Bid must be accompanied with the following documents/information

- a) Detailed proposal of implementation of the work along with GANTT Chart.
- b) 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 (Audited P & L Statement copy to be enclosed)

- Bidders should not have been blacklisted in past 5 years by Govt./BFSI/PSU Govt. Dept. /Regulator/statutory body. Bidder must provide a self-declaration for the same.
  - The Bidder must have 3 years experience of assignments of recording, verification and reconciliation of Fixed Assets..
  - Firms should have satisfactory completion certificate(s) of at least one similar work with Central Govt/State/P.S.U/Autonomous Institutions etc.
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 qualified based on technical parameters and will be opened on a date to be communicated to bidders. 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.
20. **Schedule for completion of work :-** The 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.
21. **Liquidated damages:** Delay in the said work will attract a penalty of 0.5% of the contract value per week or part thereof subject to a maximum of 10% of the contract value.
22. Vendor is expected to visit each and every department and identify and account assets to build the asset register. This is one time exercise.
23. 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 deployed staff of CUTN for using the software and enable them to do the data maintenance and day to day changes necessary in the system.
24. Each vendor has to give their presentation on implementation of the work to the committee.
25. Cost: Bidders are requested to quote firm price excluding GST. GST % shall be specified separately. No cost escalation will be accepted for the rates quoted.
26. **Liability Period:**  
The modules created/service rendered for Physical Verification of Assets, Fixed Asset Register and the related services shall be user friendly and free from any defects, errors during the liability period of a year from the date of Handing Over. In case, any failures/defects/errors noticed during the liability period, the Contractor is liable for rectification/renewal/replacement of the defects/errors etc., at free of cost failing which the rectification work shall be carried out at the risk and cost of Contractor including forfeiture of Security Deposit/ Performance Guarantee furnished by the Contractor.
27. **Performance security:**  
3% of the total value of Work Order to be submitted in the form of Bank Guarantee (in the format as provided in **Annexure-IV** of the bidding documents) issued by any Nationalized / Scheduled /Private Banks approved by RBI/ GOI having their branches in India acceptable to the University for a period of **16 months** and with a claim period of 60 days or a Demand Draft favouring, **Central University of Tamil Nadu** payable at **Thiruvarur**.

28. **Payment Terms:-** 90% within 15 days of successful completion of work and submission of Original Invoice along with Fixed Asset Report, Work Completion Certificate duly authorized by the University Officials/User Department and balance 10% including PBG will be released after Liability period.
29. Strict confidentiality should be maintained with respect to all aspects of the assignment. Need to hold strict confidence regarding all information obtained and should not disclose any information to others or use such information except required by Law.
30. The Contractors shall have to arrange their own transport and accommodation, etc., for their personnel in connection with the work. CUTN shall not provide accommodation, transportation, etc., to the contractor's personnel.

## PRE-QUALIFICATION-CUM-TECHNICAL BID

SI No.	Particulars	Compliance	Please mention the Page No's of the Documentary proof enclosed ( If any)
1	<b>Detailed proposal of implementation of the work along with GANTT Chart</b>		
2	<b>Profile of the Agency</b>		
	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		
3	<b>Bank Detail of the Agency</b>		
	Name of the bank (With full address Type of account, Account Number, IFSC Code & RTGS Details)		
4	<b>Date of Incorporation</b> (Enclose Documentary Proof)		
5	<b>PAN No. of the Agency</b> (Enclose Documentary Proof)		
6	<b>GST No. of the Agency</b> (Enclose Documentary Proof)		
7	Annual Turnover for last 02 years		Audited P & L Statement copy to be enclosed
	<b>2017 -18</b>		
	<b>2018 -19</b>		
8	The Bidder must have 3 years experience of similar assignments of recording, Physical verification and reconciliation of Fixed Assets and Bar Coding.	<b>Please submit the details as per Annexure-I</b>	
9	Firms should have satisfactory completion certificate(s) of at least one similar work with Central Govt/State/P.S.U/Autonomous Institutions etc. . (Details will include Name, Address and contact details of the Firm)	Please enclose documentary proof.	
10	Is the Firm registered with the Institute of Chartered Accountant of India, If yes please provide details of such registration and enclose copy thereof.		
11	Whether Bid Security Declaration attached? Yes/No		

**Declaration by the Tenderer:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Encl.:**

1. Declaration for Bid Security
2. Firms who are registered with National Small Industries Corporation (NSIC) or Small Scale Industries (SSI) or Micro, Small & Medium Enterprises (MSME) have to submit valid NSIC/SSI/MSME Certificate.
3. Terms & Conditions (each page must be signed and sealed)
4. Technical Bid
5. Commercial Bid.

Place:.....  
Date:.....

**(Signature of Tenderer with seal)**

Name:  
Address  
Phone No (O):  
Fax No. (O):  
E-mail:

Annexure-I

**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 2019-20]**

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

**Name of the Firm:**

**Seal and Signature with date**

## FINANCIAL BID

(Detailed Solution for Physical verification and asset management with bar coding, creating asset register, data entry in Tally ERP and match the same with Book of Accounts)

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

CUTN will provide equipments, materials for fulfil the services.

### PART A: MANDATORY

SI No.	Description	Quote (In Rs.)	Taxes		Total Amount In Rs.
			%	In Rs.	
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 Bar Coding, data entry in the existing Tally ERP 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 in Rs.
			%	In Rs.	
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

Place:.....

Date:.....

**(Signature of Tenderer with seal)**

Name & Address of the Tenderer with Office  
Stamp



**BID SECURITY DECLARATION FORM**

**(In lieu of EMD, as per the directions of MOF,DOE, GOI. OM No.F.9/4/2020-PPD dated 12.11.2020)**

Date: \_\_\_\_\_

Tender No. \_\_\_\_\_

To

The Registrar,  
Central University of Tamil Nadu,  
Thiruvavur.

Sir/Madam,

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am/We are in a breach of any obligation under the bid conditions, because I/We

- (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Name: \_\_\_\_\_

Duly authorized to sign the bid for an on behalf of M/s. \_\_\_\_\_

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal:

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

## MANDATE FORM FOR PAYMENT THROUGH EAT MODULE IN PFMS

DETAILS OF ACCOUNT HOLDER:

Name of the Vendor/Beneficiary	
Name of the Bank	
Account Number	
IFSC Code	
PAN Number	
GST Number (if applicable)	
Address (Including City, Pin code etc.)	
Mobile No./email id	

I hereby declare that the particulars given above are correct and complete.

DATE:

SIGNATURE

**FORM OF PERFORMANCE SECURITY (GUARANTEE) BY BANK**

1. This deed of Guarantee made this day of \_\_\_\_\_ between Bank of \_\_\_\_\_ (hereinafter called the “Bank”) of the one part, and Central University of Tamil Nadu, Thiruvavur (hereinafter called “the Purchaser”) of the other part.
2. Whereas the Purchaser has awarded the contract for Supply, Installation, Commissioning, Integration and Validation of \_\_\_\_\_ (name of the equipment) (hereinafter called the contract) to \_\_\_\_\_ (hereinafter called the Supplier); (Name of the Supplier)
3. AND WHEREAS the Supplier is bound by the said Contract to submit to the Purchaser a Performance Security for a total amount of Rs. \_\_\_\_\_ (Amount in figures and words).
4. Now, I/we the undersigned, being fully authorized to sign and to incur obligations for and on behalf of and in the name of \_\_\_\_\_ (Full name of Bank), hereby declare that the said Bank will guarantee the Purchaser the full amount of Rs. \_\_\_\_\_ (Amount in figures and words) as stated above.
5. After the Supplier has signed the aforementioned Contract with the Purchaser, the Bank is engaged to pay the Purchaser, any amount up to and inclusive of the aforementioned full amount upon written order from the Purchaser to indemnify the Purchaser for any liability of damage resulting from any defects or shortcomings of the Supplier under the Contract mentioned above, whether these defects or shortcomings are actual or estimated. The Bank will deliver the money required by the Purchaser immediately on demand without delay without reference to the Supplier and without the necessity of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the Bank the liability or damages resulting from any defects or shortcomings of the Supplier. The Bank shall pay to the Purchaser any money so demanded notwithstanding any dispute/disputes raised by the Supplier in any suit or proceedings pending before any Court relating thereto and the liability under this guarantee shall be absolute and unequivocal.
6. This Guarantee is valid for a period of thirty six months from the date of signing. (Initial period for which this Guarantee will be valid must be for at least thirty (30) days longer than the anticipated expiry date of warranty period).
7. At any time during the period in which this Guarantee is still valid, if the Purchaser agrees to grant a time extension to the Supplier or if the Supplier fails to complete the work within the time of completion as stated in the Contract, or fails to discharge himself of the liability or damages as stated under Para 5 above, the Bank shall extend this Guarantee under the same conditions for the required time on demand by the Purchaser and at the cost of the Supplier.
8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the Supplier.
9. The neglect or forbearance of the Purchaser in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Purchaser for the payment hereof shall in no way relieve the bank of its liability under this deed.
10. The expressions “the Purchaser”, “the Bank” and “the Supplier” hereinbefore used shall include their respective successors and assigns.

In witness whereof I/We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_ (Month & Year) being herewith duly authorized.

For and on behalf of the \_\_\_\_\_ Bank.

**Signature of Authority**

Bank official Name: ..... Designation: .....

Stamp/Seal of the Bank: .....

Signed, sealed and delivered for and on behalf of the Bank by the above named \_\_\_\_\_ in the presence of:

<b><u>Witness 1</u></b>	<b><u>Witness 2</u></b>
Signature .....	Signature .....
Name .....	Name .....
Address .....	Address .....