

**Request for Proposal (RFP) for
Physical Verification of the Fixed
Assets, Coding of the Fixed Asset and
Preparing the Fixed Assets Register**

Last Date of Bid Submission: 08th March, 2021 (15:00hrs.)

Ref. No.: KNU/EO/Tender/13/21

Date: 25.02.2021

NOTICE INVITING TENDER

Kazi Nazrul University invites bids in sealed envelope from reputed and experienced Service Providers for **“Physical Verification of the Fixed Assets, Coding of the Fixed Asset and Preparing of the Fixed Assets Register.”** For more details, interested parties may visit www.knu.ac.in

Last date for submission of bid is **8th March, 2021 up to 3:00 PM**

Sd/-
Estate Officer (Addl. Charge)
Kazi Nazrul University

Copy forwarded to:

1. The Finance Officer, KNU;
2. The Registrar, KNU;
3. The Accounts Officer (Addl. Charge), KNU;
4. The System Administrator with a request to upload the notice on the Website;
5. PA to the Vice Chancellor for kind information to the Hon'ble Vice Chancellor.

SECTION I: RELEVANT INFORMATION AT A GLANCE

Proposals are invited by Kazi Nazrul University from eligible and experienced Service Providers for ***Physical Verification of the Fixed Assets, Coding of the Fixed Asset and Preparing of the Fixed Assets Register.***

1	Project	<i>Physical Verification of the Fixed Assets, Coding of the Fixed Asset and Preparing of the Fixed Assets Register</i>
2.	Scope	Please refer Section III.
4.	Last date, time and address for submission of Bids	05.03.2021, up to 3 PM addressed to: The Estate Officer (Addl. Charge), Kazi Nazrul University, Nazrul Road, P.O. – Kalla (C.H.), Asansol – 713340
5.	Technical Bid, Financial Bid Opening Date	The dates shall be communicated through the website www.knu.ac.in under the link of this tender and the bids would be opened even if bidders are not present.
6.	RFP Validity	90 days from last date of submission of bids.
7.	Submission of bids	Technical bid (Form A and B) and Financial bid (Form C) should be kept in separate sealed envelopes super scribing ‘Technical Bid’ and ‘Financial Bid’ and the two bids be placed again in a single envelope super scribing “Physical Verification of the Fixed Assets, Coding of the Fixed Asset and Preparing of the Fixed Assets Register” .
8.	Delivery Timelines	Within 120 Calendar days from the date of receipt of Work Order
9.	Tender Query	Prospective bidders desirous of participating in tender process may submit their written queries to eo@knu.ac.in latest by 27.02.2021(5 PM) .

SECTION II: INSTRUCTIONS TO BIDDERS

1. All the terms and conditions will be those mentioned in this document and no change/alterations in the terms and conditions by the bidder will be acceptable.
2. Upon verification, evaluation / assessment, in case, any information furnished by the bidder is found to be false / incorrect, their bid shall summarily be rejected and no correspondence on the same shall be entertained.
3. No deviation from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
4. Bidder shall submit letter of authorisation, authorising the person signing the RFP document on behalf of the bidder and the written power of attorney in the name of person who is empowered for making such authorizations.
5. The person signing the RFP document, shall sign all changes, alterations, corrections in the RFP document in full with date. No eraser and/or over writing without authentications is/are permissible.
6. KNU will not be responsible for any misinterpretation or wrong assumption by the bidder, while responding to the tender.
7. KNU may, for any reason whether at its own initiative or in response to the clarification requested by the prospective Bidder, issue amendment in the form of addendum during the Bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of the Tender document and Bidder shall submit 'original' addendum duly signed and stamped in token of his acceptance. For addendum issued during the Bidding period, Bidder shall consider the impact in his Bid. For addendum issued subsequent to receiving the Bids, Bidder shall follow the instructions issued along with addendum with regard to submission of impact on quoted price/ revised price, if any.
8. The bidders are advised to go through the tender document and advertisement carefully to understand the documents required to be submitted as part of the

bid. Please note the number of cover in which bid document have to be submitted, number of documents – including the name and content of each of the document that need to be submitted. Any deviation from these may lead to rejection of the bid.

9. Bid submitted shall be in the prescribed formats as given herein and shall also have the relevant documents including documentary evidences. The complete RFP document along with the documentary evidence should be numbered and cross-referenced/linked with RFP Clause Number.
10. The Bidder shall submit its Bid in two (2) parts, namely; Part-I will have Technical Bid and Part-II will have Financial Bid in the specified format given herein, in separate envelopes. Technical Bid and Financial Bid shall be submitted on the Bidder's letter head.
11. Bidder must submit the original 'Technical Bid' and 'Financial Bid' in separate sealed envelopes and put again in a sealed envelope, superscribed ***“Physical Verification of the Fixed Assets, Coding of the Fixed Asset and Preparing of the Fixed Assets Register.*”**
12. The Bids completed in all respects as specified in this RFP Document shall be submitted to:

The Estate Officer (Addl. Charge)
Kazi Nazrul University,
Nazrul Road, Kalla More, P.O. – Kalla C.H.
Asansol, Dist. – Paschim Bardhaman, West
Bengal – 713340.
13. The Bids shall be valid for a period of 90 days from the last date for submission of the Bid.
14. Last Date & Time of submission of Bid: **08.03.2021 up to 3 p.m.**
15. The complete bid document should be submitted before due date and time as given at Clause 14 above. Bid received after the stated time and date would not be considered and is liable for rejection.

16. KNU reserves the right to select or reject any/all the bid(s) including the lowest bid without assigning any reason and no correspondence in this regard shall be entertained. KNU takes no responsibility for delay, loss, or non- receipt of response to this RFP.
17. The bidder shall carefully examine and understand the conditions of RFP and seek written clarifications, if required, to ensure that they have understood all conditions of RFP.
18. The Bidder shall authorize a representative for interacting with KNU during evaluation of the Bid.
19. The successful Bidder shall be required to enter into an agreement with KNU, within fifteen (15) days of the receipt of the Letter of Intent or within such extended period, as may be specified by KNU in this regard.
20. Submission of illegible documents shall lead to disqualification of the bidder.
21. Date & Time of opening of Technical Bid and Financial Bid shall be communicated through our website www.knu.ac.in
22. No enquiry shall be made by the bidder(s) during evaluation of the Bids, till final decision is conveyed to the successful bidder(s). However, KNU can make any enquiry / seek clarification from the bidder(s), which the bidder must furnish within the stipulated time else bid of such defaulting bidder will be rejected.
23. Amount shall be written in both words and figures. In the event of difference, the amount in the words shall be valid and binding.
24. The financial bid shall be evaluated for completeness and accuracy.
25. Bidders are not allowed to submit more than one Bid.

26. KNU reserves all rights to reject any bid at any time, at any stage, fully or partly for whole process and/or for particular bidder and also reserves all rights at any time to add, alter, modify, change, edit & delete any condition at any stage and/or vary all or any of these terms and conditions or replace fully or partly for whole process and/or for particular bidder or vary all or any of these terms and conditions or modify without assigning any reasons whatsoever. In this regard, the decision of KNU shall be final and binding on all the participants.

SECTION III: SCOPE OF WORK

Background:

Kazi Nazrul University was established under the **West Bengal Act XIX of 2012**. The Assent of the Governor was first published in the Kolkata Gazette Extraordinary **16th August 2012**. KNU has its own campus at Kalla, Asansol, West Bengal on almost **15.6** acres of land. Presently it is running **46** no. of courses under 19 Different departments and with **1394** No. of students at its own campus.

SCOPE OF WORK

KNU is looking for prospective bidders who are having good expertise in ***Physical Verification of the Fixed Assets, Coding of the Fixed Asset and Preparing of the Fixed Assets Register*** on both online and offline mode. The brief scope of work includes as under:

1. To carry out Physical Verification of the Fixed Assets and perform Coding of the Fixed Assets w.r.t. the Fixed Assets present at KNU campus located at Asansol, West Bengal.
2. Preparation of Fixed Assets Register in respect of above with requisite details i.e. details of asset purchased, description, unique identification number, date of purchase, name of the supplier, voucher no., voucher date, invoice number, invoice date, date of installation, quantity purchased, location, purchase consideration etc. from 16.04.2012 to 31.03.2021 taking the entries from Accounting Ledger.
3. To prepare a reconciliation report between fixed assets register and list of Fixed Assets (prepared in accordance with point No.1) as on 31.03.2021.
4. To suggest course of action/entries to be passed in the books of accounts.

SECTION -IV

General Conditions of the Contract

1. APPLICATION

These general conditions shall apply to the extent that provisions in other parts of this document do not supersede them. For interpretation of any clause in the RFP or the Agreement arising there under, the interpretation /clarification of KNU shall be final and binding on the Bidder.

2. CLARIFICATIONS

During technical evaluation of the bids, KNU may, at its sole discretion, ask Bidders for clarifications on their bids. Any word used in singular shall have the connotation of plural as well.

3. AMENDMENTS

At any time prior to deadline for submission of bid, KNU may for any reason, modify the Tender conditions. The Bidders shall be notified of the amendments by posting the same at KNU's Website www.knu.ac.in and such amendments shall be binding on them and if the amendments are notified after submission the Bids, the bidders shall follow the instructions as may be issued by KNU.

4. PARTNERSHIP /COMPANY

If the Bidder is a Partnership Firm/Company/LLP, the full details of the composition of the organization in detail should be submitted along with copy of the Articles of Association /MOA/Partnership Deed/Power of Attorney/any other relevant document as the Case may be.

5. DISQUALIFICATIONS

KNU may, at its sole discretion and at any time during the evaluation of Bid, disqualify any bidder, if the bidder has; Submitted the Bid documents after the response deadline; Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations etc. in any project in the preceding three years; submitted bid that is not accompanied by required documentation or is non-responsive; Failed to provide clarifications related thereto, when sought; Submitted more than one Bid; Declared ineligible by the Government of India or any other body for corrupt and fraudulent practices or blacklisted; or modified the terms and conditions of RFP.

6. PREPARATION OF BID

The Bidder shall comply with the related information during preparation of the Bid. The Bid and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Bid. The Bid shall be typed or written in indelible ink and shall be signed by the Bidder or duly authorized person(s) to

bind the Bidder to the contract. The letter of authorization shall be supported by written power of attorney and shall accompany the Bid.

Bidders are not permitted to modify, substitute, or withdraw bids after its submission.

7. SUBMISSION, RECEIPTS AND OPENING OF BIDS

Technical and financial bids must be submitted in sealed envelopes. The bids shall be opened on the specified date & time at the designated venue.

8. DEADLINE FOR SUBMISSION OF BIDS

Bids from Bidders, complete in all respects must be received by KNU at the address and by the date specified herein.

9. PAYMENT TERMS

KNU will remit payment to the Service Provider within thirty (30) days from the date of receipt of invoice subject to successful execution of work as per the scope of work specified. The payments will be subject to TDS as applicable under the Income Tax Act, 1961.

10. INDEMNITY

- a) The Service Provider shall keep KNU indemnified against all actions, suits and proceedings and any costs, charges, expenses, loss or damage incurred, suffered, caused to/sustained by KNU by reason of infringement of intellectual property rights of third party or any default or breach or lapse or negligence or non-observance of any rules, regulations, laws, byelaws etc. or non- performance or any non- payment by/on behalf of Service Provider.
- b) The Service Provider shall, at its own expense, defend, indemnify, and hold KNU harmless for damages, liabilities, claims, losses, costs, demands, suits, actions, and reasonable expenses (*including but not limited to reasonable attorneys' fees and settlement costs*) (collectively, "Damages") arising out of or related to any third party suits or claims brought against KNU (i) arising out of or related to the Service Provider's violation of any applicable laws, gross negligence, or willful misconduct, or (ii) arising out of or related to any physical damage to property, or personal injury or death, caused by Service Provider or any of its Affiliates, officers, directors, and employees.
- c) If any action in any court of law is brought by a third party against KNU or any of its representatives /officers for the failure or neglect on the part of Service Provider to perform any acts, matter, covenants or things under the Contract, or for any damage or injury caused by the alleged omission or negligence on the part of Service Provider, its agents/representatives or employees, Service Provider shall in all such cases be responsible and indemnify and keep KNU and/ or its representative/officers harmless from all losses, damages, expenses or decrees arising out of such action.

11. RESOLUTION OF DISPUTES

In case any dispute arises between the parties in relation to any of the terms and conditions of RFP or meaning or interpretation thereof or the contract arising there under, in the first instance, the parties shall try to resolve the dispute amicably, failing which the dispute shall be referred to the sole arbitrator to be appointed mutually by the parties. The Arbitration and Conciliation Act, 1996 and any statutory modification

or re-enactment thereof, shall apply to these arbitration proceedings. The Seat of Arbitration shall be at Asansol and the language of the arbitration proceeding and that of all documents and communications between the parties shall be in English. The decision of the arbitrator shall be final and binding upon both the parties. All arbitral awards shall be in writing and shall state the reasons therefor. The expenses of the arbitration as determined by the arbitrator shall be shared equally by the parties.

12. JURISDICTION

Subject to the arbitration clause herein contained, all disputes between the parties pertaining to this contract shall be subject to the jurisdiction of the competent Courts at Asansol only.

13. CONFIDENTIALITY

- a) Confidential Information means any information or data, in any form or storage medium whatsoever, of any nature in relation to KNU that may be provided by KNU to the Service Provider on confidential basis in terms of the Contract.
- b) The Service Provider shall, at all times, during the continuance of the Contract or otherwise (i) keep all Confidential Information confidential and accordingly shall not disclose any such Confidential Information to any third party under any circumstances; (ii) not use or cause the use of any Confidential Information for any purpose whatsoever other than that contemplated under this Contract; (iii) take all care to ensure that all persons including the officials as well as employee(s) of the Service Provider who handle the Confidential Information keep(s) the same confidential and not use the same except for the purposes for which it is meant for.
- c) The obligations of the Service Provider under this clause shall survive the termination of the contract.

14. STANDARDS OF PERFORMANCE

The selected Bidder shall perform and carry out their obligations under the Contract with due diligence and efficiently. The Service Provider shall always act in respect of any matter relating to this contract as faithful advisor to KNU. The Service Provider shall always support and safeguard the legitimate interests of KNU in any dealings with the third party. The Service Provider shall conform to the requirements laid down in RFP in totality.

15. TAXES AND DUTIES

The Bidder(s) shall fully familiarize themselves about the applicable taxes such as GST, on amount payable by KNU under the contract. The Bidder shall pay such tax, duties, fees and other impositions (wherever applicable) levied under the applicable law.

16. ASSIGNMENTS

The Service Provider shall not assign the work to any other Agency/individual, in whole or in part, to perform its obligation under the Contract, without KNU's prior written consent.

17. LIABILITY

In case of any loss that might be caused to KNU due to any lapse on the part of service provider or its employees discharging assigned duties and responsibilities, the same shall be borne by service provider and in this connection, KNU shall have the right to deduct appropriate amount from the bills of service provider to make good such loss to KNU. In case of frequent lapses on the part of service provider or the employees deployed by service provider, KNU shall be within its right to terminate the Contract forthwith without assigning any reason whatsoever and/or take such other action, as it may deem fit.

18. DELIVERY SCHEDULE

The Service Provider shall complete the work of Physical Verification of the Fixed Assets, Coding of the Fixed Asset and Preparing of the Fixed Assets Register within 120 days from the date of receipt of Letter of Intent/work order.

19. TERMINATION

KNU may terminate the contract by giving 15 days prior notice in writing to the other party without assigning any reason therefor.

SECTION -V

Eligibility Criteria

1. The bidder should have valid Registration No. of GST and PAN No. (Copies to be enclosed).
2. 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.
3. The bidder should have an average annual turnover of at least Rs.20,00,000/- (Rupees Twenty Lakhs) only during last three financial years i.e. 2019-20 and 2018-19 and 2017-18. Copies of the last three years Audited P&L Account and Balance Sheet duly certified by a Chartered Accountant must be closed with the Bid.
4. The Bidder must have experience of assignments of recording, verification and reconciliation of Fixed Assets.
5. The bidder should have executed minimum 1 assignment of physical verification, recording and reconciliation of Fixed Assets in last 5 years.
6. The Bidder should have self-owned/associates offices at Asansol.

Technical Scoring Sheet

S. No	Technical Parameters – Checklist	Max score
1.	Bidder should have executed minimum 2 assignment of organisation 1 - 2 assignment – 20 Marks 3 - 4 assignment – 30 Marks Above 4 assignment – 40 Marks	40
2.	Average Annual Turnover for last three years (Year 2019-20, 2018-19 and 2017-18) 20 Lakh to 50 Lakhs – 20 Marks Above 50 Lakhs –30 Marks	30
3.	Year of experience 3 to 5 years – 20 Marks Above 5 to 8 years – 30 Marks	30
	Total	100

**Form A: Eligibility/Technical Details to be filled by Bidder on Letter Head:
Physical Verification of the Fixed Assets, Coding of the Fixed Asset and
Preparing of the Fixed Assets Register**

S. No	Items	Information to be Filled by Bidder	Attachments (If any)& Page Number
1	Name, Address, Mobile, Landline, email and other details	(Please Specify)	
2	Name and address of the directors/proprietor/partners	(Please Specify)	
3	Year of Establishment and Nature of business carried by the company	(Please Specify)	Registration Certificate
4	GST, PAN and Bank Account Details	<i>(Please specify)</i>	GST, PAN and Cancel Cheque
7	Persons authorized by the company to execute documents on its behalf, with KNU	(Please specify)	
8	Bidder experience(years)	(Please specify)	Self-Declaration
9	Total Number of Clients	(Please specify)	Self-Declaration
10	Average Annual Turnover for last three years (Year 2019-20, 2018-19 and 2017-18)		Audited Balance Sheet

Note: KNU may ask further Detailed supporting documents for point number 1 to 10 during the evaluation process.

Form-B: Covering Letter (On Bidders Letter head)

Date:

To,

Estate Officer (Addl. Charge),
Kazi Nazrul University
Asansol – 713340.

Dear Sir,

**Sub: *Physical Verification of the Fixed Assets, Coding of the Fixed Asset
and Preparing of the Fixed Assets Register***

Having examined the RFP, I/we, M/s_____, offer our proposals for the subject works and are in full conformity with the said RFP. We have read the provisions of RFP and confirm that these are acceptable to me/us. I/We further declare that additional conditions, variations, deviations, if any, found in my/our bid, it shall not be given effect to.

I/We agree to abide by the terms and conditions of this Bid, including this letter, the Technical and Financial Bid, the duly notarized written power of attorney, and all attachments and it shall remain binding upon me/us and may be accepted by you at any time before the expiry of the validity period.

I/We hereby declare that all the information and statements made herein and in the bid are true and any misleading/false information contained in it may lead to our disqualification.

We understand that you reserve the right to accept or reject any bid.

Dated this [date / month / year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Bid for and on behalf of [Name of Respondent]

Name of Firm: Address:

Note: This will be enclosed in original along with both Technical & Financial Bid.

Form C: Financial Bid (On the Letterhead of the Bidder): *Physical Verification of the Fixed Assets, Coding of the Fixed Asset and Preparing of the Fixed Assets Register*

The Bidder is required to submit financial bid in the following format.

Sr.No.	Particulars	Cost in INR (excluding GST)
1	<i>Physical Verification of the Fixed Assets, Coding of the Fixed Asset and Preparing of the Fixed Assets Register</i>	

Note:

- KNU will not pay any other cost except quoted above.

Name:

Date:

Sign:

Address with Phone No and E Mail ID:

Stamp: