



बसु बिज्ञान मन्दिर

Bose Institute

P-1/12, C.I.T. Scheme VII-M, Kolkata 700 054

**“Expression of Interest for Engagement of Firm / Valuer
for Preparation of Fixed Asset Register”**

Tender No. BI/T/EOI/03/2013-14 dt. 31.7.2013

Bose Institute, Kolkata invites sealed offers in two bid systems from interested firms / valuers for preparation of Fixed Asset Register. For details please visit the Institute website : www.boseinst.ernet.in

The last date for submission : 20.8.2013 upto 13:00 hrs. (IST)

Registrar

bipurchase@jcbose.ac.in

Expression of Interest for Engagement of Firm/Valuer for Preparation of Fixed Asset Register at Bose Institute Kolkata”

*Bose Institute Kolkata invites sealed offers in two bid systems from interested firms / Valuers for preparation of Fixed Asset Register of Bose Institute, **Kolkata**.*

*The offer will have two parts namely – Technical & Financial. The financial bids of only those firms which **are found to be** technically sound will be considered. Offers in prescribed formats duly filled in, **with the technical bid and financial bid in separate sealed covers, duly super scribed, both the bids placed in a single bigger cover duly superscripted** must reach the undersigned by **13.00 hrs.(IST) on 20.08.2013**. The tender will be opened at **13.30 hrs (IST)** on the same day. Participating parties are welcome to remain present during **opening of tender**.*

*The Director, Bose Institute has the right to reject any offer **either in part or in full** if found **non-compliant with requirements of the Tender**. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.*

Sd/-
Registrar
Bose Institute

TERMS OF REFERENCE FOR APPOINTMENT OF FIRMS AND /OR VALUERS FOR PREPARATION OF FIXED ASSET REGISTER OF BOSE INSTITUTE, KOLKATA

INTRODUCTION

The Terms of Reference comprises of two parts

- (i) Analysis of Professional Achievements and experience/technical competence – Technical bid
- (ii) Financial involvement – Financial bid

These two parts are to be submitted in separate sealed covers duly super scribed with detailed break up. The financial bid of those firms who qualify in the technical bid will only be opened and considered for further processing in selection of the successful bidder.

The selected firm/Valuer shall be engaged for the specific purpose of preparation of Fixed Asset Register of the Institute.

BACKGROUND

Bose Institute is a Society registered under Society ACT XXI of 1860, founded by Acharya Jagadish Chandra Bose in 1917. The Institute has evolved over the years into a multi-disciplinary research organization in **Basic Sciences** with stress on fundamental research in its pursuit of advancement of knowledge in Science and at the same time developing highly competent and able scientific manpower for the country. The Institute has its staff of highly qualified and experienced scientists working in different fields of science. It has 11 departments spread into seven campuses within West Bengal.

OBJECTIVES

A fixed assets register is an accounting system which lists all the Fixed Assets of an organization. The financial values of the assets are recorded and depreciation is calculated to get the latest picture of all Fixed Assets.

The objective of the current assignment is to seek a professional opinion on the Fixed Asset position of Bose Institute. The Firm or Valuer has to ensure that all the assets owned by and assets in operation for the purpose and activities of Bose Institute are recorded, documented in the Books of the Institute. In addition to that it must ensure that the values are derived by applying Generally Accepted Accounting Principles, Accounting Standards and other statutory parameters. Also depreciation is charged as per the practice followed by Institute. Total value of Fixed Assets shown in the Balance Sheet has to be justified with the physical existence of the individual items or with necessary documentary existence. **The**

firm/valuer should physically verify the asset and prepare the list for (a) scheme asset and (b) Council asset separately, locationwise.

SCOPE

The selected firm/Valuer has to cover all the Departments, Projects spread within seven campuses of the Institute. The selected firm/Valuer is to ensure that all the assets existing physically and supported by entries in cashbook as well as in the general ledger. In conducting the assignment, specific attention should be given to the following:

- (a) The selected firm/Valuer should verify physically assets of all Departments, Projects of entire seven campuses of the Institute. The verification report can be cross checked with the departmental verification reports, list of condemned assets etc.
- (b) The firm/Valuer should check and compile the Fixed Asset Register as per the General Accepted Accounting Principles, Accounting Standards and applicable other statutory parameters.
- (c) The firm/Valuer must ensure that in case of assets acquired out of project funds', accounting is done in line with the project proposal and guidelines issued by funding authorities.
- (d) The firm/Valuer must ensure that, the assets which are condemned or retired from active use are excluded from the Fixed Asset Register.
- (e) The firm/Valuer must ensure that, the Depreciation on Fixed Asset are charged as per the rules and regulation regularly followed by Bose Institute.
- (f) After completion of the assignment the selected firm/valuer has to provide after service on rolling basis, for updating the Asset Register and the associated database for the new assets that would be acquired by the Institute and codification of the same on mutually agreeable terms and conditions and price, to be decided thereon.
- (g) The selected firm/valuer should also be agreeable, after completion of the assignment, to ascertain the reserve prices of the items that would be declared condemned, in later stages, on mutually agreeable terms and conditions and price, to be decided thereon.

The records available for the purpose are:

- 1) Details of addition to the fixed assets during last five accounting years reconciled with annual accounts.
- 2) Balance sheets with schedules for the past years showing Gross Block for each class of asset.
- 3) Asset list available department wise.

Location of the Assets

The assets are located in different locations which are as follows:

- 1) Centenary Building (Kankurgachi)
- 2) Main Campus (Rajabazar)
- 3) CAPSS (Salt Lake)
- 4) Madhyamgram Experimental Firm
- 5) Shyamnagar
- 6) Falta Experimental Firm
- 7) Darjeeling.

Type of Assets

Land, Building, Books and Journals, Apparatus and Equipments, Furniture and Fixtures, Air Conditioners, Vehicles, Electrical Installations, Workshop Apparatus, Internet facilities, Internal Telephones, EPABX Systems, Computer, Software, Different Scientific equipments, Mural Paintings e.t.c.

Steps of work

- 1) Physical stock taking has to be carried out in a preplanned manner in every department/unit.
- 2) Data collected have to be reconciled with the available records.
- 3) The final list is to be prepared in discussion with the authority.
- 4) The job is to be completed within a specified time frame.
- 5) The registers are to be prepared as (a) scheme asset and (b) Council asset in case of completed projects/schemes the items are to be capitalized with special mention.
- 6) For items where individual costs are not available total costs as per the books of accounts will be taken as base, allocating on individual items utilizing standard acceptable practice.
- 7) The asset registrar is to be prepared on prescribed format.
- 8) Depreciation will be calculated at the rates followed by the Institute.
- 9) Any other work depending on the spot requirement.

DELIVERABLES & TIME FRAME

The firm/Valuer will complete their assignment alongwith the Asset Register prepared by Bose Institute (for last five years), the total value of assets must tally with the value shown in the Balance Sheet for the Financial Year 2012-13 in the format given as **Annexure C**. The Assets must also be codified and codename must be embossed in the specific asset. Time Frame for completion of assignment will be communicated at the time of issue of engagement order. **The Asset Registers are to be prepared Department wise as well as a centralized Asset Registrar (both hard copy and soft copy) has to be prepared.**

GENERAL

The firm/Valuer will be given access to all legal documents, books of accounts, procurement documents, correspondence, and any other information associated with the assignment and deemed necessary.

Submission of EMD

The interested bidders must submit EMD to the tune of 5%of their quoted value in the form of Account Payee Demand draft drawn in favour of Bose Institute Kolkata, on any nationalized bank. The bid security should remain valid for a period of forty five days beyond the final bid validity period.

FINANCIAL BID

Interested bidders are requested to quote their rate for the assignment in sealed cover. The financial involvement should be furnished in a logical manner to ascertain the total cost involvement for doing the job.

**Selection of firms / valuers
for Preparation of Fixed Asset Register at Bose Institute, Kolkata**

Expression of Interest is invited from firms/Valuers (With at least four full-time FCA/FICWA/Chartered Engineer/Registered Valuers as partners or employees) in the prescribed format for **selection** for the engagement ***for Preparation of Fixed Asset Register of BI*** as per the enclosed Terms of Reference. They must have working experience of at least 20 years in similar line. **Preference** will be given to those having **working experience in scientific and research organizations** and for similar type of assignments in Govt. /Semi Govt. /Autonomous Bodies/Public Sector Undertakings etc.

1. The Expression of Interest in specified format and in sealed cover must reach by post / by hand to the office of the Registrar, Bose Institute by **20.08.2013 (upto 13.00 hrs IST)**. Incomplete formats **/quotations/** formats received after the scheduled **date** and time will not be **considered**. The bids will be opened by the authorized committee at **13-30 hrs.** on the same day in presence of the interested bidders or their authorized representatives.

The Expression of Interest must be addressed to:

**Registrar
Bose Institute
P-1/12, C.I.T. Scheme VII M
Kolkata - 700054**

2. A formal contract will be entered into with the successful bidder in N.J. stamp paper.
3. The term full time partner / employee does not include those persons who are:
 - (i) Partners in other firms
 - (ii) Employed part-time / full-time elsewhere.
4. The Expression of Interest must be submitted in the prescribed format given in the attachment. Only the Expression of Interest in the prescribed format accompanied with all requisite documents would be considered.
5. Firms/Organizations are required to enclose the following documents along with the Expression of Interest.
 - (i) A copy of constitution certificates of firm issued by the ICAI/ICWAI /Registered valuer/Chartered Engineer certificate containing inter-alia.

- (a) Date of formation of the firm(s)/organization(s)/**consortium** with full time FCAs / FICWAs/Chartered Engineers/Valuers
 - (b) Details of partners / Employees as on 1st January 2013, date of joining the firm(s)/organization(s) date of becoming FCA/FICWA, Chartered Engineer/Registered Valuer their other interest, if any.
- (ii) A copy of the latest partnership deed in the case of partnership firms.
 - (iii) A copy of the acknowledgement of the IT return of the firm/organization and of all full time partners for 2012-13 (A.Y).
 - (iv) A copy of financial statement of the firm /organization along with schedules for the financial year 2011-12.
 - (v) Details of court cases / arbitration cases / or any other case pending against the firm /organization.
 - (vi) Credentials supporting carrying out of similar type of assignments.
6. All full time partners should invariably sign the undertaking appended as Section B to the Expression of Interest. Similarly, all the full time CA/FICWA/Chartered Engineer/Registered Valuer employees of the firm/organization should sign in the column provided at Annex A-3 to the format.

Note: Full time partners/employees joining the firm/ organization on or after 1st January of 2013 and firm/organizations constituted on or after this period should submit their latest available acknowledgement of IT return / computation statement.

The Director, Bose Institute has the right to reject any offer either in part or in full if found non-compliant with requirements of the Tender. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made

Expression of Interest for selection of

Firm / valuers for preparation of Fixed Asset Register of Bose Institute

Status of Firm Partnership Other Statutory Bodies

1. (a) Name of the firm/organisation (in Capital letters) _____
- (b) Address of the Head Office _____
 (Please also give telephone no. _____
 and e-mail address) _____
- (c) PAN of the firm/organization _____
- (d) TAN of the firm/organization _____
- (e) Service Tax Registration of the firm/organization _____
2. ICAI/ICWAI/Chartered Engineer/Registered Valuer No. _____ Region Name _____
3. (a) Date of constitution of the firm/organization:
- (b) Date since when the firm has four full time FCAs/FICWAs/Chartered Engineer/Valuer

4. Full-Time Partners / others of the firm/organization as on 01-01-2013

(Please fill up Annex A-1)

Sl. No.	Years of continuous association in the firm / organization	Number of Associate Member of CA/ICWA/Chartered Engineer/Valuer	Number of Fellow Member of CA/ICWA/Chartered Engineer/Valuer
(a)	Less than one year		
(b)	1 year or more but less than 5 years		
(c)	5 years or more but less than 10 years		
(d)	10 years or more but less than 15 years		
(e)	15 years or more		

5. Numbers of Part Time Partners /others if any, as on 01-01-2013 _____
(Please fill up Annex A-2)

6. Number of full Time CA/ICWA/Chartered Engineer/ Registered Valuer Employeesas on 01-01-2013
(Please fill up Annex A-3)

7. Number of audit/other staff employed full-time with the firm/organization
 (a) Articles / Audit Clerks/Others
 (b) Other Audit Staff
 (With knowledge of book keeping and accountancy)
 (c) Other Professional/Technical Staff (Please specify)

8. Whether the firm/organization is engaged in any similar assignment of any Govt. Companies / Corporations etc. Yes / No
 If yes, details may be given Annex 'B'

9. Whether there are any court / arbitration / any other legal case against the firm /organization Yes / No

(If yes, give a brief note of the case indicating its present status)

SECTION –B Undertaking

We the following partners /others of M/S..... do hereby jointly and severally verify and declare –

- i) That the particulars given are complete and correct and that any of the statements made or the information so furnished in the application form is later found to be incorrect or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the relevant Act and regulations framed there under.
- ii) That the firm/organization or any of its proprietor or partners has not been debarred or cautioned by ICAI/ICWAI or any other professional body during the last three years. (if debarred, give details);
- iii) That the constitution of the firm/organization as on 1st January of 2013 shown in the expression of interest is same as that in the constitution certificate issued by the ICAI/ICWAI/**Other professional bodies/Chartered Engineers/Registered Valuers certificates** where applicable.

Sl No.	Name of the partner/ Others	Membership registration no.	PAN	Dates of payment of the fees for 2013 for membership/ for issue of certificate of practice	Signature of partner/ Others

(Seal of the Firm/ Organization)

Place:

Date:

Enclosures : Pages

(Annex A-1)

Firm's/Organization's Name.....

Details of Full Time Partners /Others of the firm/Organization (Please refer to Sl. No. 4 of the Expression of Interest format)

Sl No.	Name of the Partner / Other	Membership No	Whether Associate or Fellow Member	Date of Joining the Firm/Org. (full time)	Date of becoming Fellow Member	Station & Region where residing at present	Whether acknowledgement of Income Tax return for 2012-13 attached Yes/No

(Annex A-2)

Details of Part time Partners /Others of the firm/Organization (Please refer to Sl No. 5 of the Expression of Interest format)

Sl No	Name of the Partners/ Others	Membership No	Whether Associate or Fellow Member	Date of becoming Fellow Member	Date of Joining Partnership/ Organisation	No of other firm/organization in which he is partner	Whether practicing in his own name	Whether employed elsewhere (Yes/No)

Enclosures: Pages

(Annex A-3)

Details of Full Time CA/ICWA/Chartered Engineer/ Registered Valuer Employees (Please refer to Sl. No. 6 of the Expression of Interest format)

Sl No.	Name	Membership No.	Whether Associate or Fellow Member	Date of joining the firm/organization as full time employee	Signature of the Employee

(Annex B)

Sl No.	Name of the organisation	Nature of assignment	Period of assignment

(Annex C)

Note: Particulars furnished in respect of no. of personnel and other items should be related to West Bengal only.

FIXED ASSETS

Schedule :04

(Amount in Rs.)

Description	Council				Governing Body			Total Balance as On 31.03.2012	
	Balance as 31.03.11	Addition During 2011-12	Total	Depreciation for the year 2011-12	Balance as on 31.03.12	Balance 31.03.11	Addition		Total
FIXED ASSETS									
1. Land									
i) Kolkata									
ii) Darjelling									
iii) Shyam nagar									
iv) Madhyamgram									
v) Kankurgachi									
vi) Salt Lake city									
2. Building									
i) AJC Bose Centenary Building									
ii) Renovation works Main & Centenary Campus									
iii) Hostel Building									
iv) Kolkata									
v) Shyamnagar									
vi) Madhyamgram									
vii) Boundary Well at Madhyamgram									
viii) Metal Road at Madhyamgram farm									
ix) Laboratory & Remodelling Madhyamgram									
x) Glass House									
xi) Darjeelling									
xii) Falta									
TOTAL (A)									

Description	Council					Governing Body			Total Balance as On 31.03.2011
	Balance as 31.03.10	Addition	Total	Depreciation for the year 2011-12	Balance as on 31.03.10	Balance 31.03.10	Addition	Total	
3. Other assets		During 2011-12		Other Assets					
i) Books & Journals									
ii) Apparatus & Equipment									
iii) Furniture & Fixture									
iv) Air Conditioning									
v) Vehicle									
vi) Electrical Installation									
vii) Work shop Apparatus									
viii) Internet/ website facility									
ix) Internal Telephone									
x) EPABX System									
xi) Computer & Software									
xii) Plant Growth chamber									
xiii) Trans. Green House									
xiv) Cycle									
xv) Mural Painting									
Total (B)									

	Opening	Addi- tion	Total	Deletion	as on 31.03.11				Net
4. Work-in-Progress									
i) Council									
E-Goverance									
Renovation of MB									
Unified Campus									
ii) B.I. Modernization Fund Invesment									
iii) Import of Equipment in Progress									
TOTAL ©									
GRAND TOTAL (A+B+C)									