

**IISWBM****NOTICE INVITING TENDER****Notice Inviting Expression of Interest for Physical Verification and Preparation of Register of Fixed Assets of Indian Institute of Social Welfare & Business Management (IISWBM)**

Expression of Interest (EOI) in the prescribed Format is invited from the reputed firms of Chartered Accountants to undertake the assignment of physical verification of Fixed Assets of IISWBM located at the Management House, College Square West, Kolkata – 700073 and preparation of Fixed Asset Register.

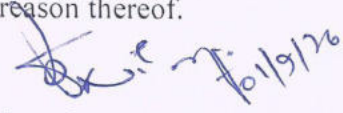
Interested Chartered Accountants Firms may submit their EOI directly to the Director of IISWBM in two parts – (1) Technical bid (Annexures -1, 2, 3, 4 and 5) and Financial bid (Annexure -6). Both the bids should be submitted in two separate envelopes marked Technical Bid and Financial Bid and properly sealed. Both Technical and Financial Bids should be placed in a Master Envelop superscribing the Notification No. and Date. The Master Envelop should be properly sealed and addressed to the Director, Indian Institute of Social Welfare & Business Management, Management House, College Square West, Kolkata – 700073. Alternatively, the Envelop may be submitted to the Reception Office of the Institute through hand delivery.

Only the Financial Bids of the technically qualified firms will be opened for evaluation and the assignment shall be awarded to the lowest Financial Bidder. If the lowest financial bidder does not agree to undertake the assignment within the prescribed period or if the competent authority of the Institute deems it unfit for any reason (reasons to be recorded in writing), the job may be awarded to the immediately next lowest financial bidder provided that the firm agrees to undertake the job. However, the work may only be awarded to a technically qualified bidder.

Important Dates:

1.	Pre-bid Meeting	15 th September 2026 at 2.30 P.M.
2.	Last Date and Time of submission of Tender/Bid	Till 4.30 P.M. on 22 nd September 2026
3.	Opening of Technical Bids	23 rd September 2026 at 2.30 P.M.
4.	Evaluation of Financial Bids	25 th September 2026 at 2.30 P.M.

The Authority of IISWBM does not bind itself to accept the lowest price bid and reserves the right to reject any or the entire bids received without assigning any reason thereof.


Superintendent

Scope of Works

1. Physical Verification of Fixed Assets of IISWBM located at the Management House, College Square West, Kolkata – 700073
2. Classification of the Fixed Assets
3. Codification and inscribing Serial Number (Manually / Using Barcode; as per the decision of the Institute authority) on the Fixed Assets.
4. Valuation of Fixed Assets, wherever necessary.
5. Preparation of Fixed Asset Register of all the Fixed Assets of the Institute both in softcopy (in MS Excel) & in hardcopy.
6. Following aspects should be reflected in the Asset Register:

Asset Information	Accounting and Regulatory Compliances	Accountability
▪ Asset Class & Description ▪ Unique Asset Number ▪ Serial Number ▪ Location	▪ Date of Purchase ▪ Purchase order Number ▪ Invoice Number and Date ▪ Acquisition Cost ▪ Gross amount (at valuation) ▪ Valuation basis ▪ Depreciation method ▪ Accumulated depreciation ▪ Net book value ▪ Estimated useful life	▪ Asset custodian ▪ Program / activity Department ▪ Warranty Period and Warranty End Date ▪ Source of Fund for procurement

- Deliveries: Fixed Asset Register duly signed by Chartered Accountants along with the Valuation Report, other Schedules & Annexures (both in hard copies and soft copies).

General Terms and Conditions

- (1) **Payment Terms:** Progressive payment shall be made as follows:
 - (a) After completion of serial no. 1, 2 and 3 of the Scope of Works and submission of the list of such assets with asset number codifications – 40% of the Professional Fee of the CA Firm.
 - (b) After completion of the valuation of the assets and submission of the valuation report (serial no.4 of the Scope of Works) - 30% of the Professional Fee of the CA Firm.
 - (c) After completion of the Fixed Assets Registrar (Serial No.5 of the Scope of Works) – 20% of the Professional Fee of the CA Firm.
 - (d) After submission of the Final Report along with all schedules (both hardcopy and softcopy) – 10% of the Professional Fee of the CA Firm.Payment will be made on submission of the Tax Invoices and other documents as stated above to the Finance Officer, IISWBM. No advance payment will be made.
- (2) **Completion period:** The C.A. Firm shall within seven (7) days of receipt of the letter of assignment submit to the Finance Officer, IISWBM a detailed programme schedule. **The work should preferably be completed within two (2) months.**
- (3) **Earnest Money Deposit (EMD):** The amount of EMD shall be Rs.15,000/- (Rupees Fifteen Thousand) only. The same is to be in the form of Demand Draft in favour of "IISWBM", payable at Kolkata, drawn on any Nationalized Bank/ Scheduled Bank. The EMD shall be refundable in the case of the unsuccessful bidders. However, the EMD shall be released to the successful bidder after fulfilment of the terms and conditions of the Assignment. No interest is payable on such refund of the EMD. EMD shall be forfeited if the selected firm accepts the letter of assignment but is unable to fully execute the same.
- (4) The Professional Fee quoted by the Firms shall be inclusive of all charges and incidental expenses. The Institute will not bear any additional expenditure. GST at the applicable rate shall be payable extra.
- (5) **Acceptance of Bid:** The Authority of IISWBM does not bind itself to accept the lowest price bid and reserves the right to reject any or the entire bids received without assigning any reason thereof.
- (6) If the selected Firm fails to accept the offer / appointment letter of the Institute within the prescribed time period or conditionally accepts the same, the appointment /offer will automatically stand cancelled without entertaining any further correspondence.
- (7) **Incomplete and Conditional Bids** will be summarily rejected without assigning any reasons thereof.
- (8) **Period of Validity:** Bids shall remain valid for acceptance for a period of 90 days from the last date of submission of the bid.
- (9) In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.

Criteria for Selection of the Firm of Chartered Accountants

- The firm should have the **head quarter in Kolkata, West Bengal.**
- The firm must be empaneled with the Comptroller and Auditor General of India. A self-attested copy of the **CAG communication providing Empanelment Number (having validity)** is to be furnished.
- The Firm should have valid **Certificate of Practice from the Institute of Chartered Accountants of India** (self-attested copy to be furnished).
- The firm should **have at least 2 FCA's** (details to be mentioned in Annexure -3).
- The firm should be auditors or should have carried out fixed assets verification and preparation of assets register for **at least one reputed University/Higher Educational Institution/ State Govt./ Semi Govt./ PSU/ Development Authority.** (details to be mentioned in Annexure -4).
- The applicant Firm must have adequate experience in the works as stated in the Scope of Works (appropriate proof is to be furnished).
- The firm must have **at least seven (7) years' experience** (Self-attested appropriate proof to be furnished).
- The firm must give **an undertaking in writing to deploy 2 experienced assistants** to execute the assignments and **at least 1 FCA / ACA to supervise their jobs.**

Annexure – I

Letter of Expression of Interest

To
The Director
IISWBM
College Square West
Kolkata – 700 073

Dear Sir,

We, the undersigned, offer to provide the service of Physical Verification and Valuation of Fixed Assets of IISWBM at Management House, College Square West, Kolkata - 700073 and Preparation of Fixed Asset Register in accordance with your Notification No. IISWBM/EOI/F.A. Verif/01/26-27/ dated 01st September 2026

We are submitting our Proposal in association with: [Insert a list with full name and address of the firm]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal (Annexure - 5) are valid till 90 days from the last date of submission of the quotations. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that IISWBM is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

We hereby undertake that if we are selected by the Institute for the job, we shall deploy two (2) experienced assistants to execute the job and at least 1 FCA / ACA for regular supervision of the job.

I confirm that I have authority of [Insert Name of the C.A. Firm] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

(Signature of Authorised person with seal)

Annexure – II**Particulars/Details of the Firm**

Sl. No.	Particulars	
1	Name of the Firm	
2	Address of the Firm	
	Type of ownership – partnership/sole-proprietorship/LLP	
	Head Office	Phone No: Email id: Mobile No:
	Date of establishment of the Firm	
3	Firm Income Tax PAN No. (Attached copy of PAN Card)	
4	Firm GST Registration No (Attached copy of GST Registration Certificate)	
5	Firm Registration No. With ICAI (Attach copy of the Registration Certificate)	
6	Empanelment No with C & A.G. (Attached copy of empanelment with C&AG for the current year)	
7	No. of Years of Firm's Existence & Date of establishment of Firm	
8	Details of Sole-Proprietor / Partners: (Name , Membership Number, Contact No if any)	
9	Income Tax returns for the Assessment Years 2018-19, 2019-20 and 2020-21	

(Signature of Authorized person with seal)

Annexure – III**A. Details of Sole-Proprietor / Partners of the Firm**

Sl. No.	Name	Qualification	Membership No.	Contact No.
1.				
2.				
3.				
4.				

(Separate Statement may be enclosed if necessary)

B. Details of Qualified Staff (Chartered Accountants/Others)

Sl. No.	Name of the Staff	Length of Association with the Firm (in years)	Educational Qualifications	Membership No	Relevant Experience
1					
2					
3					
4					
5					

(Separate Statement may be enclosed if necessary)

(Signature of Authorised person with seal)

Annexure – IV**Brief of Relevant Experience****A. Experience of audit in University/ Higher Educational Institutions/State Govt./ Central Govt. / Semi Govt. Organizations /PSU etc.**

Sl. No.	Name of the Auditee Organization	Types/ Nature of Assignment	Scope and Coverage of the Assignment	Duration of Completion of Assignment

Note: At least three current proofs (e.g., copy of the letter of Assignment awarded by the Auditee Organizations) are to be attached.

B. Experience of Physical Verification, Valuation and Preparation of Fixed Assets Registrar in University/ Higher Educational Institutions/State Govt./ Central Govt./ Semi Govt. organizations /PSU etc.

Sl. No.	Name of the Auditee Organization	Types/ Nature of Assignment	Scope and Coverage of the Assignment	Duration of Completion of Assignment

Note: At least three current proofs (e.g., copy of the letter of Assignment awarded by the Auditee Organizations) are to be attached.

(Signature of Authorized person with seal)

NIT No. IISWBM/EOI/F.A. Verif/01/26-27

Date :- 01st September 2026

Annexure – V

FORMAT FOR FINANCIAL BID
(To be placed in the Letterhead of the Firm)

Item or Activity	Fees Amount (in Rupees)
Physical Verification, Valuation, Codification, Inscribing the Asset Serial Number of the Fixed Assets of IISWBM, College Square West, Kolkata - 700073 and Preparation of Fixed Asset Register (as per the Scope of Work)	Rs. (in figure) _____/- Rupees (in words)
Professional Fee of the CA Firm	

Note: GST will be payable as Applicable.

(Signature of Authorised person with seal)

Date :