

**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
2A & 2B RAJA S C MULLICK ROAD,
JADAVPUR, KOLKATA – 700032**

QUOTATION NOTICE NO. : 1.508/PHYSICAL VERIFICATION, DATED: 06.09.2019

Subject :: Quotation for the work of identification, marking of the assets and then Writing of Fixed Assets Registers of IACS for Financial Year 2017 – 2018 and 2018 – 2019 amounting to Rs. 11,41,66,232.34 and 2018-19 for Rs. 25,40,34,330.89 respectively..

Sealed quotations are invited from the Kolkata based empanelled Chartered Accountants Firms possessing experience of writing Fixed Assets register in the similar scientific research institutes. The last date and time of submission of the quotation to the Office of the Registrar is **27.09.2019 within 3.00 p.m. and quotations will be opened on 27.09.2019 at 3-30 p.m.**

The job descriptions and other terms and conditions are given below:-

1. The Assets Registers will be prepared for the financial **years 2017 - 2018 and 2018- 2019** by identifying, verifying and marking the assets and then writing the transactions/data for the respective years.
2. The relevant information / data related to assets registers will be collected / obtained, verified and marked on the assets physically by the firms by visiting the departments concerned.
3. The assets registers will be prepared and updated as per format of **GFR –24 (vide GFR 2017 rule 211(II) d . (Annexure – I)**
4. Payment is made in ORACLE ERP systems as there are records of assets in the system. The eligible firm during compilation of the said registration will have to make reconciliation with the oracle system.
5. The firms will have to abide by the instructions of IACS as may be issued during the course of the work.
6. A tentative time schedule to execute the work will be drawn and mentioned in the quotation by the firms.
7. The rates quoted and approved by the IACS will be the final payable amount on account of the work assignment and additional expenditure on any other account will not be paid.
8. The fees shall be paid on satisfactory completion of work.
9. The Association reserves the right to accept or reject any or all the quotations at its own without assigning any reasons to any of the firms.
10. The Association also reserves the right to cancel the assignment at any time after award of the work due to any administrative reasons or due to dissatisfactory performance of the firm on any account.
11. The tenure of the selected firm may be likely to be continued for **4 years** on the same terms and conditions or as may be approved by the Competent Authority.
12. The quotation should be submitted on the letter head of the firm in the format given at **Annexure – II.**
13. The firm will have to mention the details of contact person viz. Name, Designation, Mobile No., Phone No. (Office), and Email id etc.
14. The selected firm would be offered the work assignment through letter/Email.

15. In the event of the rate being the same, the eligibility would be ascertained based on experience as CA firm, average amount of transaction and account audit done in the last three years, experience to work in research & educational institute & university etc
16. Minimum ascertained amount Rs. 38,000/-
17. Place of work : Kolkata based.
18. Any query in this regard may be addressed to Shri Apu Chakraborty, Finance & Accounts Officer – II on his official Email Id – admac@iacs.res.in , Extn. 1109.

Acting Registrar