



स्थिर संपत्तियों का भौतिक सत्यापन और मूल्यांकन के लिए
अभिरुचि की अभिव्यक्ति
Expression of Interest (Eoi)
for Physical Verification and Valuation of Fixed Assets

राजीव गाँधी विश्वविद्यालय
रोनो हिल्स, दोईमुख
RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

Dated the 2nd April, 2025

No.ST-204/SV/2014

अभिरुचि की अभिव्यक्ति
EXPRESSION OF INTEREST

Rajiv Gandhi University, Rono Hills, Doimukh (Itanagar) invites Expression of Interest (Eoi) in sealed quotations from eligible Chartered Accountants Firms for physical verification and valuation of fixed assets located at various units of this University.

Eligibility Criteria :

1. The Chartered Accountants Firms having experience in physical verification, valuation and codification of fixed assets and reconciliation with accounting records eligible to apply.
2. The firm should have PAN, UCN and CAG empanelment. The firm having service tax registration will have added advantage.
3. The firm shall not be eligible to apply if :
 - i) The firm or any of its partners has been declared guilty of any professional and other misconduct under the provision of the Chartered Accountants Act in immediate past five years.
 - ii) The firm or any of its partners have any pecuniary or other interest in the IAI such as faculty, examiner, observer etc.

Scope of Work :

1. The work shall be completed up to current Financial Year
2. Physical Verification of all fixed assets of the University including various projects, funds etc.
3. Preparation of Fixed Asset Register including various funds etc with all required relevant details.
4. Preparation of excel sheet of Assets including various funds etc with all required relevant details –
 - a) Department, Branch, Unit & Hostel wise data.
 - b) Validation of Asset after importing the database in coordination with various departments/branches/ units of this University.
5. Reconciliation of Fixed Assets Register with physical status.
6. Allotment of Unique ID on all assets. The ID number posted on the Fixed Assets should be prominent and durable for at least five years.
7. Bar codification of assets and listing of unserviceable assets.
8. Calculation of depreciation as per adopted policy.
9. Presentation of the whole subject to appropriate authority – concerned officials, internal auditor and C&AG Auditors and in preparation of audit replies.
10. Prepare a process manual of physical verification of Fixed Assets for routine control.



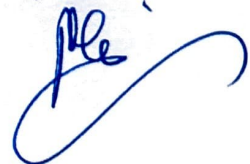
11. Training to the staff of Accounts and Administration for –
- Physical verification.
 - Maintenance of Assets Register.
 - Computerisation of Assets Register and methods of efficient storage & retrieval.
 - Year-wise physical record keeping.
 - Reports generations etc.

Terms and Conditions :

12. Documents like GST Registration, PAN Card, Bank Details etc. copy should be submitted along with the quotation.
13. Earnest Money for Rs. 50,000/- (Rupees fifty thousand) only should be deposited/ transferred to University Account No. 83420100000307, IFSC-BARBOVJARUN (Bank of Baroda). The deposited/transferred receipt must be submitted along with the Eol. The EMD shall be retained by the University as security deposit, without interest, till completion of the work.
14. Eol received without Bid Security/EMD amount will not be considered at all.
15. Eol fee (non refundable) for Rs. 2,000/- (Rupees two thousand) only should be deposited/transferred to University Account No. 83420100000307, IFSC-BARBOVJARUN (Bank of Baroda).
16. The prospective firms may download the Eol documents from the University website www.rgu.ac.in.
17. The work should be completed within scheduled time as fixed by the University and to its satisfaction.
18. The rate, tax, making charge, discount etc. should be mentioned separately. Bidders shall indicate their rates in clear/ legible figures as well as in words and should not contain overwriting.
19. The quoted rates must be valid for 180 days from the last date of submission of Eol.
20. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
21. The University shall not be responsible for any delay / loss or non-receipt of Eol by post / courier service.
22. No unsolicited correspondence shall be entertained after the submission of the offer. No enquiry shall be made by the bidders during the course of evaluation of the Eol till a final decision is conveyed to the successful bidder. However, the Purchase Committee (General) or its authorized representative can make any enquiry/seek clarification from the bidders. In such a situation, the bidder shall extend full cooperation.
23. Part delivery is not allowed,
24. The bidder may also attach documents of IT returns to the concerned Income Tax authority/ submit the exemption certificate. Taxes as applicable may be deducted from the bill(s) as per the instructions of the Government.
25. Late and delayed Eol will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/ opening.
26. Eol is not transferable.



27. The offer must be in English. The rates should be indicated both in figures and words. The rates and units shall not be over written, amount shall be both in figures and words. All corrections must be signed in full by the Firm.
28. A formal agreement on a Non-Judicial Stamp Paper of Rs. 50/- (Rupees fifty) only shall be executed before taking up the work.
29. Income tax deduction at source as applicable of the Income Tax Act will be made from your invoice while making payment thereof.
30. If the firm fails to complete the work within the stipulated time or such extension thereof as communicated by the University, the firm shall pay as compensation (Liquidated Damage) to the University @ 1% (one percent) of the total value of the work (Contract Value) for every week, the work remains unfinished subject to the maximum of 10% of the sad value of work.
31. The firm will submit an interim report that the work has started and the prospective planning of the work to be carried out in the current financial year before the finalization of annual report of this University. The firm will also submit a status/progress report to the University from time to time till the completion of the work.
32. In case of any dispute in respect of the Eol, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
33. The University may terminate the contract in whole / part and forfeit the EMD/ PBG incase the firm fails to meet the contractual obligations.
34. The firm should extend extensive in-house theoretical and practical training to the selected employee of Accounts and Administration to equip them in a way that they become conversant with the subject to carry out physical verification.
35. Payment shall be made after completion of work. No payment shall be made for unsatisfactory work.
36. All communication relating to the Eol may be made to Estate Officer, Rajiv Gandhi University.
37. Additional terms and conditions will be incorporated in the work order, if needed, to safe guard the interests of the University.
38. Any offer containing incorrect and incomplete information shall be liable for rejection. Rajiv Gandhi University, Doimukh, Itanagar reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof.
39. All the terms and conditions mentioned herein must be strictly adhered to by all the bidders. Conditional Eol shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the Eol submitted by vendors will not be binding on the University.
40. Any correspondence related to this Eol shall be uploaded in the website. Therefore, all bidders are requested to visit the website www.rgu.ac.in from time to time till the completion of this Eol process.



- Note :
- The sealed envelope should be super scribed Eol Reference No.
 - Last date and time of receipt of Eol : 21st May, 2025 up to 16.00 hours.

Sd/- Registrar

ज्ञापन संख्या/Memo No. No.ST-204/SV/2014/436 दिनांक/Dated the 28 April, 2025

Copy to:

1. All authorized firms for information and submit their bids.
2. The Jt. Director, Computer Centre for information and uploading the Expression of Interest (Eol) on the University website.
3. Notice Boards.
4. Guard File.
5. Office copy.



कुलसचिव/Registrar