



भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

(केन्द्रीय विश्वविद्यालय, भारत सरकार / A Central University, Govt. of India)
कोलकाता परिसर / Kolkata Campus

No: IMU-KC/Valuation of Assets/19-20

Date: 03/06/2019

Subject: Quotation for Physical Verification and Valuation of Assets at IMU-KC

Sealed quotations are invited for Physical verification and Valuation of Assets at IMU-KC.

General Scope of work:

1. Physical muster of movable / fixed inventory items in each room as well as of items outside the room of the campus as under:
Administrative Building, New Academic Building, Hostels, Mess, Guest House (inside the campus and at another location), Workshop and other minor buildings.
2. Grouping of the inventory items and determining total quantity of each type of items. An Excel sheet as per format enclosed is to be prepared.
3. A separate inventory register for inventory items (not consumables) having life of more than 1 (one) year and value of less than Rs. 5000.00 (e.g. monitor of computer) is needed to be prepared, for assets not included in Sl. No. 2 above. The format will be the same as the above mentioned format, excluding fields as directed by IMU-KC.
4. Reconciliation of these inventory items with Asset register and identifying discrepancies.
5. Valuation of inventory items for which original or current value is not available in the Asset Register.
6. Assessment of Civil structures for total plinth area, number of rooms and current value. If value is not available, then valuation to be based on contemporary similar structure for which cost is known.
7. Items which are damaged/not serviceable to be identified and listed as per GFR format 10, for the campus and its Guest House.
8. Post muster of items and reconciliation with existing Asset Register, a new Asset Register to be created having clearly identifiable items.
9. Marking the items to indicate linkage to Asset Register page number.
10. The list of assets prepared along with value should match with the value of assets as recorded in our Accounts Section.
11. Apportion the value in such a way that financial reconciliation is achieved.

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General Terms & Conditions:

1. The work is to be completed within 30 days of placing order.
2. The bidders are required to submit documentary proof of being certified valuers / chartered accountants / firms to authenticate and evaluate physical verification of assets.
3. Final Report is to be submitted to the Campus Director within 30 days of placing order. All the deliverables asked as per the scope should be duly signed and stamped by the authorized signatory of the firm.
4. The Professional fees for the service rendered shall be paid within 30 days on submission of final report, subject to clarifications if any, are provided to the satisfaction of IMU-KC. No advance payment shall be made.
5. The Professional fees shall be inclusive of all costs except GST.
6. In the event work not getting completed, as per prescribed schedule, LD will be imposed @ 0.5% of the cost of the contract per week.
7. If the work is not completed within 60 days from the date of placing of order, IMU-KC shall have the right to cancel the order and no payment shall be entitled for partially completed work.
8. Last date of submission of quotations is 24.06.2019.
9. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for Physical verification and Valuation of Assets".
10. The envelope should be addressed to the Dy. Registrar, Indian Maritime University, P – 19 Taratala Road, Kolkata — 700 088 and deposited in the Tender Box kept at the Dy. Registrar's office (1st floor, Room No. 130) or can be sent by post.
11. The envelopes are to be sealed properly with gum and not by stapler pin.
12. Payment will be made through Bank Transfer after successful completion of the work.
13. IMU-KC reserves the right to cancel the tender at any stage.
14. Pre-bid meeting for the said work is scheduled on 18.06.2019 at 1600 hrs.

Proposed bidders are advised to make a survey of the site which is situated at two places namely:-

- a) IMU Kolkata Campus, P-19, Taratala Road, Kolkata – 700088
- b) IMU Kolkata Campus Guest House, 73D, Peary Mohan Roy Road, Chetla, Kolkata - 700027.

Deputy Registrar of the campus can be contacted for facilitating visit to the Campus and the Guest House.

- Shri K. Kathirvel, Deputy Registrar, Phone No: (033)2401-5182 or E-mail : dradmin.kolkata@imu.ac.in

Anuraj
03/6/19
O.I.C. - Purchase