



INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
2A & 2B RAJA SC MULLICK ROAD, JADAVPUR,
KOLKATA-700032

QUOTATION NOTICE NO. : 1.508 / PHYSICAL VERIFICATION

DATED: 25/07/2016

Subject : Quotation for the work of identification, verification, marking of the assets and then Writing of fixed Assets Registers of IACS for the Financial Year 2014-15 and 2015-16.

Sealed quotations are invited from the Kolkata based CAG 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 **29 .08.2016 within 3.00PM.**

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

1. The asset registers will be prepared for the financial years **2014-15 and 2015-16** by identifying, verifying and marking the assets and then writing the transactions/data for the respective years.
2. The relevant information/data related to asset registers will be collected/obtained, verified and marked on the assets physically by the firms by visiting the departments concerned.
3. The asset registers will be prepared and updated as per format of **GFR-40**.
4. The firm will have to abide by the instructions of IACS as may be issued during the Course of the work.
5. A tentative time schedule to execute the work will be drawn and mentioned in the quotation by the firms.
6. The rates quoted and approved by IACS will be the final payable amount on account of the work assignment and additional expenditure on any other account will not be paid.
7. The fees shall be paid on satisfactory completion of work.
8. 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.
9. 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.
10. The tenure of the selected firm may be likely to be continued for 3 years on the same terms and conditions or as may be approved by the Competent Authority.
11. The quotation should be submitted on the letter head of the firm in the format given at Annexure-I.
12. The firm will have to mention the details of contact person viz. Name, designation, ` Mobile No., Phone No. (Office), and Email id etc.
13. The selected firm would be offered the work assignment through letter/Email.
14. Any query in this regard may be addressed to Shri Apu Chakraborty, Finance & Accounts Officer-II or Shri Shekhar Mallik, Technical Officer on their official Email Id-admac@iacs.res.in and wssm@iacs.res.in respectively.

Acting Registrar

QUOTATION

S.No.	Particulars	To be filled by the firm
1.	Name and official address Note. Only Kolkata based CAG empanelled firms are eligible.	
2.	Official Phone/Mobile No./FAX No.	Phone No. : Mobile No. : FAX No. :
3.	Official Email Id.	Email Id. :
4.	Particulars of authorized contact official/person	Name : Designation : Mobile No :
5.	No. of years of experience in writing/preparing of assets register in similar scientific research Institutes	No of years :
6.	Details of the Institute(s) where the similar work has been done	Name (s) of Institute(s): Contact details : (Copies of Work Orders: to be attached)
7.	Rates for the work to be quoted year-wise (inclusive of all expenses) + Service Tax as per rule	For Financial Year 1) 2014-15: Rs. 2) 2015-16: Rs.
8.	Tentative Time period to be consumed for writing of the assets registers for both the years	No of working days (Approx) :
9.	Any other information which the firm may like to add in support of their eligibility.	

Place: Kolkata

Date:

(Signature of the authorized)

(Signatory with official Seal)

