

Sub -:Limited Tender for Fixed Asset Management & its Verification

- 1) Oil Industry Development Board (OIDB) invites limited bids as per list enclosed for Asset Management & Verification, OIDB Bhawan, Sector-73, Noida as per the following schedule:

Sl.	Items	Description
(a)	Scope of Work	: Fixed Asset Management & its Verification
(b)	Type of Bid	: Single bid system: as per Annex-I
(c)	Availability of bid document	: Central Public Procurement Portal- https://eprocure.gov.in OIDB Website- www.oidb.gov.in
(d)	Earnest Money Deposit(EMD)	: Rs.20,000/- (through NEFT/RTGS in favour of Oil Industry Development Board A/c No.11084240909 State Bank of India, Main Branch Parliament Street, New Delhi, IFSC Code:SBIN0000691)
(e)	Date of uploading of tender document	: 17.12.2020-- 04.00 PM
(f)	Last date and time of submission of bid	: 01.01.2021 – 02:00 PM
(g)	Date and time of opening of bid	: 01.01.2021 – 03:00 PM
(h)	Contact person	: Shri Rajesh Mishra, Accounts Officer, OIDB, OIDB Bhawan, Sector-73, Noida

2) Bid Qualification Criteria:

- i. Bidder should be a Chartered Accountant Firm having experience of more than 15 years.
- ii. Bidder having experience of at least 5 years or more in the field of fixed assets management / verification in Govt. / Autonomous Body/ PSU / Reputed Limited Companies shall be preferred.
- iii. Bidder should be CAG empanelled.

3) Terms & Conditions of the contract:

- a) Tender document should be submitted with covering letter having index in which information of attached documents be given serial wise like name of the document with page numbering etc. Bidder will submit following documents duly signed and stamped: -
 - i. Copy of Bidder's empanelment with CAG.
 - ii. Copy of PAN No.
 - iii. Copy of GST Registration Certificate
 - iv. Copy of Tax Return for financial year 2015-16, 2016-17 & 2017-18.
 - v. Profile of Bidder
 - vi. Check format duly filled in as per **Annexure-II**.
- b) All pages of tender document will be signed by the authorized signatory with stamp of bidding firm as token of having accepted all the terms & conditions of the tender. Person signing the bid and other documents attached with tender must

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clearly write his/her name and also specify the designation and returned as having accepted the provisions, conditions, scope of work etc.

- c) OIBD reserves right to annul the process of tendering at any time without assigning any reason. OIBD will not be under any obligation for compensation on this account.
- d) Bidder must acquaint with site and the conditions prevalent and systems operating there.
- e) Validity of bids should be 90 days from the date of opening of Technical bid.
- f) Successful bidder shall furnish Security Performance Deposit of Rs.20,000/- within 10 days of placement of LOA. Security Deposit may be furnished in the form of A/c Payee Demand Draft / Fixed Deposit / Bank Guarantee as per **Annexure-III**. EMD submitted earlier can be adjusted for the purpose to the extent of its value. No interest will be paid on the EMD or Security Deposit. The Security Deposit should remain valid for a period of 60 days beyond completion of contract period and the same shall be refunded by OIBD after two months of successful completion of the contract period.
- g) Amendment to the NIT, if required, before submission of bid will be issued and displayed on CPP portal and OIBD's website.
- h) Successful bidder shall become Agency hence the term last bidder and Agency appearing in this tender shall denote same person before the bid and after the award of contract respectively.
- i) The Executing officer of this work shall be Rajesh Mishra, Accounts officer with whom on placement of Work Order you will contact for further instructions.

4. Scope of Work:

- i. Managing and administering the tracking, reporting and analysis of the assets of OIBD.
- ii. Collecting, reviewing, processing, transfers, adjustments, reclassifications, retirements etc. of data relating to Fixed Assets.
- iii. Facilitating, conducting and reconciling fixed asset physical inventories with records.
- iv. The following are stages/details of Scope of Work & approach methodology for Fixed Assets Verification activity-
 - a. Maintenance/Updation of Assets Register as per GFR-22
 - b. Scheduling
 - c. Physical verification of assets
 - d. Reconciliation
 - e. Classification and valuation as per Income Tax act
 - f. Submission of Report
- v. The starting point of assignment will be FAR provided by the client. Details of assets to be verified will be captured under the heads like:
 - a. Furniture & Fixtures (FF)
 - b. Office Equipment (OE)

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- c. Kitchen Equipment (KE)
- d. Plant & Machinery (PM)

vi. Physical verification -

- a. The owner will provide appropriate infrastructure including workstation, seating area etc to bidder.
- b. The owner will provide necessary system access, files and document & details to carry out the activity smoothly.
- c. All reports, information or data provided will be in MS Excel format.
- d. The group and subgroups for entering captured data will be mutually discussed and agreed upon.
- e. Timing for physical verification will be mutually discussed and agreed upon.
- f. As per finalized schedule, bidder will deploy team for carrying out physical verification of various assets. Owner will appoint coordinator for assisting bidder team in identification and location of each asset at various places. The process would include:
 - i. Establishment and identification of existing fixed assets.
 - ii. Details will be manually recorded in physical sheets in a pre-decided format.
 - iii. Non-tagable assets will be marked in the FAR (GFR-22) with relevant details.

vii. Reconciliation

- a. Based on physical verification Bidder will reconcile it with data provided by Owner.
- b. Difference owing to nomenclature will be clarified by owner.

viii. Classification & Valuation as per Income tax

- a. Post verification and reconciliation, Bidder will also check and correct classification as per Income Tax act.
- b. Agency will arrive at Written Down Value (WDV) of assets as per Income Tax Act.

ix) Submission of Report\Document

- a. Assets details recorded in the physical sheets will be punched into an excel sheet and the same along with soft copy shall be submitted.
- b. Agency will submit final report\document as per desired Format (GFR-22) attached herewith at **Annexure-IV**.
- c. Agency will also submit valuation of Assets as per Income tax act
- d. Fixed Assets Verification part will be closed upon the forwarding of the Final Excel Sheet along with soft copy and above documents\report.

The finalized schedule will be adhered by bidder and the client.

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5) Period of Contract:

The contract would be valid for 3 years (2019-20, 2020-21, 2021-22). Agency is required to complete all jobs as per scope of work within stipulated time frame. However, the contract will be reviewed on yearly basis based on satisfactory performance.

6) Deliverables:

The final report for the financial year 2019-20 should be submitted within 45 days from the date of award of contract. The final reports in respect of financial years 2020-21 and 2021-22 should be submitted within 45 days after closing of the respective financial years.

7) Payment Terms:

- i. Agency will submit bill in duplicate. Payment shall be released within 30-days after completion of work and submission of final report.
- ii. OIDB will not entertain any claim from contractor if payment gets delayed due to sorting out of the discrepancies, if any, in the bill. Payment will be released through Electronic Funds Transfer(NEFT)/RTGS. For this Agency has to submit its bank details i.e. Name of Agency, Bank name, Account No (All digits in case of CBS Branches), Place of Branch, Branch Code or a crossed cheque etc. to enable OIDB to release payment accordingly. All bank charges will be to Agency's account.
- iii. Income tax deduction shall be made from payment as per provisions of Income Tax Act as applicable from time to time. Agency will indicate PAN & GST registration number on the bill.

8) Penalty:

Penalty @ 01(one)% per week to a maximum of 10% of the contract value shall be levied for delay in completion of work.

9) Arbitration & Jurisdiction:

Dispute, if any, arising out of the contract, shall be settled by mutual discussion, failing which dispute shall be referred to arbitrator to be appointed by Secretary, OIDB and arbitration shall be considered as per Arbitration Act. Notwithstanding the place where work under this contract is to be executed, the Court of Delhi alone shall have the jurisdiction overall matter concerning this contract.

10) Statutory Obligations:

Agency will adhere to all applicable laws, rules and regulations that may be in force from time to time.

11) Termination of contract:

For premature termination of contract, one month notice from OIDB/Agency's side shall be required in writing. The decision of Competent Authority in OIDB shall be final and will be binding upon the Agency. However, OIDB reserves right to

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terminate contract without giving any notice in case Agency commits breach of any of the terms of contract. OADB's decision in such a situation shall be final and shall be accepted by Agency without any objection or resistance which may result in forfeiture of performance security deposit.

On termination of contract, Agency will hand over all the equipments/articles etc. if any provided by OADB, in good working condition, back to OADB.

12) Confidentiality:

The Consultant shall maintain absolute secrecy and confidentiality of all the material provided by OADB/Government and of the interim reports as well as final report and any other report or study that may get generated in the course of execution of job under this work order. All the reports and the material shall be exclusive property of OADB and it shall have proprietary rights over the same. The Consultant shall not ever directly or indirectly share, disclose or indicate any of the contents of the interim and final report and of the material used in preparation of such reports to any person whatsoever and for all times.

- 13)** The sealed bids should reach the Rajesh Mishra, Accounts Officer, OADB, OADB Bhawan, Sector-73, Noida on or before 01.01.2021 by 2.00 PM. The bids received after the cut off date/time and through e-mail shall not be accepted.

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**FIXED ASSET MANAGEMENT /VERIFICATION OF OIDB, OIDB BHAWAN SECTOR
-73, NOIDA**

Schedule of Rates

Sr	Item Description	Lump sum Amount (in Rs.)
1	Fixed Assets Management, verification, identification, classification, valuation as per Income Tax Act, reconciliation etc. and submission of report (hard and soft copy) /document as per GFR format-22.	
2	GST	
	Total (In figure)	
	Total (In words)	

- 1) GST as prevalent should be shown under S.No.2. The amount shall be payable after completion of work and submission of final report to the satisfaction of OIDB as per condition mentioned in NIT.
- 2) Quoted price shall be without any condition. Any offer with conditions shall be liable to be rejected.

(Authorized Signatory)

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**FIXED ASSET MANAGEMENT / VERIFICATION OF OIDB, OIDB BHAWAN SECTOR
-73, NOIDA**

Check Format

To be filled in by bidder/agency

1	Name of Work	Fixed Asset Management & its Verification
2	Bid No.	14/16/2020-OIDB
3	Office address of bidder/agency	
4	Tel No. & Mobile No.	
5	PAN No.	
6	GST No.	
7	Income tax return for financial year 2017-18, 2018-19 & 2019-20	
8	Confirm that you are not on holiday / negative list of GoI/OIDB/any PSUs	
9	Confirm, you agree to terms and conditions of tender documents in full	

Note: All documents relating to the above information to be submitted.

Signature of Bidder
Address/Tel.No./Seal/Date

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ON NON JUDICIAL STAMP PAPER OF RS.100/-

To

M/s Oil Industry Development Board
3rd Floor, G+3 block, OIIB Bhawan
Plot No. 2, Sector-73
NOIDA-201301

Sub: Performance Bank Guarantee.

Dear Sirs,

M/s..... having its Registered Office at..... have been awarded contract for Fixed Assets Management & Verification of Oil Industry Development Board(OIIB). As per the conditions of contract M/s..... have to pay a sum of Rs..... (Rupees in words) as Performance Security Guarantee, in the form that includes guarantee executed by a Nationalized Bank undertaking full responsibility to indemnify Oil Industry Development Board, in case of default.

The said M/s.....(Agency) have approached us and at their request and in consideration of the promises we..... (bank), having our Head office at have agreed to give such guarantee as hereinafter mentioned.

1. We..... (bank) hereby undertake that if any default shall be made by M/s.....in performing any of the terms and conditions of the contract awarded to them or in payment of any money payable to Oil Industry Development Board, we shall on a demand by you pay to you, in such manner as you may direct the said amount of Rs. (Rupees in words) or such portion thereof, not exceeding the said sum, as you may from time to time.
2. You will have the full liberty without reference to us and without effecting the guarantee, to postpone for any number time or from time to time the exercise of any of the powers and rights conferred or forebear from enforcing any powers or rights or by reason of time given to the said M/s.....(Agency) which under law relating to the sureties would but for the provision have the effect of releasing us.
3. Your right to recover the said sum of Rs..... (Rupees in words) from us in manner aforesaid will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the said M/s.....(Agency) and /or that any dispute or disputes are pending before any officer, Tribunal or Court.

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4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the said M/s.....(Agency) but shall in all respects and for all purpose be binding and operative until payment of all money due to you in respect of such liability or liabilities is paid.
5. Our liability under this guarantee is restricted to Rs.....(Rupees in words). Our guarantee shall remain in force until Unless a claim, under this guarantee is lodged with us tilli.e. within six months from the date of expiry of guarantee, all your rights under the said guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.
6. We have power to issue this guarantee in your favour under our Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney dated..... granted to him by the bank.

We.....(bank) lastly undertake not to revoke this guarantee except with your previous consent in writing.

Yours faithfully,

_____ Bank

By its constituted Attorney

Signature of a person duly Authorised

To sign on behalf of the Bank

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FIXED ASSET MANAGEMENT OF OIBB, OIBB BHAWAN SECTOR -73, NOIDA

Fixed Assets - Physical verification report Format : GFR-22

Name and description of the Fixed Assets _____

Date	Particulars of Asset	Particulars of supplier		Cost of the Asset	Location of the Asset	Remarks
		Name & Address	Bill No. & date			

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List of Agency

1. M/s Sudhakar Mishra
Chartered Accountants
55 Sanskrit Apartments
Plot No.3, Sector -14, Rohini
DELHI 110 085
(sudhakar_5578@yahoo.com)
2. M/s Deepak Bhargava & Associates
Chartered Accountants
A-166 Ground Floor, Sector-41
NOIDA 201303
Mob. 9810284680
(cadba1982@gmail.com)
3. M/s Ravi Chopra & Associates
Chartered Accountants
9/54 VikramVihar, Lajpat Nagar IV
New Delhi 110 024
(ravichopra57@gmail.com)
4. M/s AY K & Associates,
Chartered Accountants
C-24, Ground Floor,
Sector-2 , Noida
(anoop@aykca.com)

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