

(MDIG/Estate/2023-24/dated 25th July 2023)

**Management Development Institute Gurgaon
Mehrauli Road, Sukhrali, Gurugram-122007**

LIMITED TENDER DOCUMENT

for

“PHYSICAL VERIFICATION OF CAPITAL ASSETS AT MDI GURGAON”

Last Date for submission of bids to MDI Gurgaon: 2nd August 2023 by 3 p.m.

(Tender document is to be submitted in original in sealed covers, duly filled and signed in blue/black colour ink on all pages by Authorized Signatory/Proprietor with Company's seal stamped on each page).



INVITATION OF SEALED BIDS

“LIMITED TENDER FOR VERIFICATION OF CAPITAL ASSETS AT MDI GURGAON”

GENERAL INFORMATION TO THE BIDDERS

Management Development Institute (MDI) Gurgaon, (hereinafter referred to as the "Institute") established in 1972, is a top-ranking business school in India with the vision to be a 'Global Business School', a center of excellence in management education, high-quality research, executive management development programmes, and value-added consultancy. The institute integrates knowledge, research, industry experience and international exposure to offer comprehensive programs. It is the first Indian Business School and second in Asia to be accredited by 'Association of MBAs' (AMBA), UK. Various surveys have consistently ranked MDI amongst the top 10 B-Schools of the country. The Post Graduates Programmes in Management offered by MDI are recognized and accredited by the All-India Council for Technical Education (AICTE).

MDI Gurgaon (MDIG) invites sealed bids from reputed and experienced practicing Chartered Accountant firm/ company/ agency under one bid system "Financial Bid". The Tender form can be downloaded from Management Development Institute Gurgaon website: <https://mdi.ac.in> from 25th July 2023 onwards.

The bids duly filled in all respect enclosing necessary documents in a sealed envelope duly super-scribed as "**VERIFICATION OF CAPITAL ASSETS AT MDI GURGAON**" should be addressed to **Chief Administrative Officer (Institutional Services), Management Development Institute Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana)** so as to reach in physical form through Speed post /by hand only on or before **2nd August 2023 up to 3 p.m.**

Bids received after the last date and time (i.e. 02nd August 2023 up to 3:00 PM) will not be considered. MDI Gurgaon reserves the right to either accept or reject any or all of the tenders without assigning any reason whatsoever and decision of Director, MDI Gurgaon shall be final and binding.

The Tenderer shall sign and stamp each page of this tender document as taken of having read, understood, and complied with the Tender's terms and conditions. Incomplete bids shall be rejected without giving any reason.



INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria:

- a) The Chartered Accountant (CA) Firm should be in existence for not less than **10 years** from the date of publication of the tender and should be registered with appropriate government authorities. **Please attach a copy of Firm Registration Certificate from ICAI, as on date.**
- b) Should have minimum five partners as on date.
- c) Must have achieved minimum Average Annual Turnover of Rs. 18 Lakh during last three completed financial years i.e. 2020-21, 2021-22 and 2022-23. Please submit the balance sheet in support of the Turn Over for financial years 2020-21, 2021-22 and 2022-23.
- d) Should have their own Bank Account.
- e) Should be registered with Income Tax and GST departments. Attach Self-attested copy of GST registration certificate and PAN.
- f) The agency or any of its partners /directors etc. should not have been black listed/debarred by any of the government agencies/Private company or department or should not have been found guilty of commission of acts of moral turpitude or convicted for any economic offence or for violation of any labour laws etc. by any court or any authority appointed to enforce any labour laws or regulations including by PF/ESI authorities.
- g) Should have registered office at Gurugram. Please attach proof in support.

2. Scope of Work & Other Conditions

The bidder CA Firm (agency) is expected to carry out 100% Physical Verification of the Capital Assets - Tagged and Un-tagged both held at MDI Gurgaon. The bidder may physically inspect at MDIG campus to take a note of the scope of work before submitting the proposal. The broad scope of work includes the following:

- I. Physical verification of Capital Assets - Tagged and Un-tagged both (Approximately 14,572 tagged & 20,477 untagged capital assets).
- II. Verify Tagging/coding of the assets available as per the records of the MDIG with RFID code reader machine.
- III. Reconciliation and mapping of physically verified assets with the capital assets register/records and books of Accounts maintained by the Institute and report differences, if any, to MDIG.
- IV. Provide complete report of obsolete/unserviceable capital assets, including stores and inventories, giving all the details and attributes of the assets to MDIG.
- V. Before commencement of the verification and tagging, the agency shall obtain prior approval regarding the approach to be followed for assets verification and tagging, such as book-to-floor approach and/or wall-to-wall verification etc.



- VI. Before commencement of the capital asset verification, the agency is to submit a detailed work plan that should include complete schedule, resource/staffing deployment, timeline, and process flow for approval of MDIG.
- VII. The team deployed by the agency to perform the capital assets verification shall obtain prior approval from the MDIG authority before accessing any site, location, place, or asset. The team so deployed may be required to perform the work during odd hours based on the availability of the site or location. In such a condition, the agency or any team members shall not deny performing the work during odd hours. The team deployed by the agency should not take away any property(ies) which do not belong to them.
- VIII. The engaged agency should have sufficient number of own tools/equipment's and trained manpower for mapping of capital assets and prepare necessary reports for submission to MDIG.
- IX. **Schedule for completion of work:** - The entire work under scope should be completed within 21 days of receipt of the work order/purchase order. The agency must adhere strictly to the implementation schedule.
- X. **Liquidated damages:** Delay in the said work will attract a penalty @ Rs 5000/- per day and maximum of Rs 25,000/-. However, the competent authority of MDIG will have the right to waive of the penalty (in total or part of it) at its discretion.

CE, PI (Estate)
MDI



General Terms and Conditions of Contract

1. PAYMENT OF BILL

The payment for services under this contract shall be made on satisfactory completion of services as per the scope of work and acceptance of the same by the MDIG. The mode of payment shall be through online transfer only. The final payment shall, however, be made only after adjusting all the dues/claims of the MDIG. TDS as applicable at the current prevailing rate will be deducted at the source.

2. FORCE MAJURE:

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any floods, explosions, epidemics, quarantine restrictions or act of God (hereinafter referred to as events), provided notice of happenings of any such eventuality is given by either party within seven days from the date of occurrence thereof, neither party shall be due to reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance. The operation of the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the MDIG as to whether the operation has been so resumed or not shall be final and conclusive, provided further that if the performance in whole or in part of any obligation under his contract is prevented or delayed by reason of any such event for a period exceeding 21 days either party may at his option terminate the contract.

3. PENALTY

Penalty for complaint, non-adherence of terms & conditions specified in tender document, indiscipline & unsatisfactory operation of the services and the incidence given in the various clauses of this document for the purpose, may be levied up to Rs. 10,000/- on each occasion as per MDIG discretion which will be deducted/adjusted in subsequent monthly bill/security deposit. This will be in addition to the Liquidated Damage penalty mentioned elsewhere in the scope of work.

4. MDIG reserves the right to reject any Tender in whole or part without assigning any reasons thereof.
5. MDIG reserves the right to withdraw/relax/modify any of the terms and conditions mentioned in the tender document if necessary to benefit MDIG.
6. All certificates/supporting documents should be indexed and serially numbered.
7. The decision of the Director, MDIG will be final in all respect.
8. **Jurisdiction:** All disputes arising out of this contract will be subject to the jurisdiction of the appropriate courts located at Gurgaon only.



BIDDER DETAILS FORM

Sl. No.	Description	Information
1	Name of Tendering agency	
2	Date of Incorporation of Company. Attach Registration certificate including details of Partner's	
3	Name of Director	
4	Full Address of Registered Office at Gurugram: Telephone No.: FAX No.: E-Mail Address :	
5	PAN No./GIR No. (Attach attested copy)	
6	GST Registration No (Attach attested copy)	

AVERAGE ANNUAL TURNOVER DETAILS

Financial Year	Turnover Amount (Rs.)	Average Annual Turnover (Rs)
2020-21		
2021-22		
2022-23		

Enclose a copy of the Balance Sheet for the above three financial years in support.

Signature of authorized person

Date:

Name:

Place:

Official Seal



SELF-DECLARATION FOR NON BLACK LISTING

(To be printed on the agency Letterhead)

Date:...../...../.....

Chief Administrative Officer (Institutional Services)
Management Development Institute Gurgaon
Mehrauli Road, Sukhrali, Gurgaon-122007 (Haryana)

Dear Sir/Madam,

I / we hereby declare that presently our company / firm is not held ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our Company / firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken at any stage and the contract may be terminated and we shall be barred from bidding in future against any other tender.

Thanking you,

Place:.....

Date:.....

Signatures:.....

Name:.....

Official Seal



FINANCIAL BID

(To be printed on the CA Firm letter head)

“PHYSICAL VERIFICATION OF CAPITAL ASSETS AT MDI GURGAON”

Sr. No	Description of Items	Approximate Quantity of the Assets	Rate (Rs) (Exclusive GST)	GST Amount (Rs)	Total Amount (Inclusive of GST)
1	Capital Assets Tagged	14,572 Nos.			
2	Capital Assets Untagged	20, 477 Nos.			
Total					

Note: - The agency may note that actual number of capital assets may vary. The payment will be made as per actual numbers.

Name and Signature of
the Authorized person of the
agency

Date.....

Place.....

Official Stamp

