



भारतीय समुद्री विश्वविद्यालय  
**INDIAN MARITIME UNIVERSITY**  
(A Central University, Government of India)  
Established by an Act of the Parliament in 2008

Visakhapatnam Campus-Vangali-Sabbavaram-Visakhapatnam-531035

IMUV/Fixed Assets 2022/

10<sup>th</sup> March 2022

To, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sub: Notice inviting Quotation for Physical Verification and Valuation of Assets at IMU Visakhapatnam Campus at Sabbavaram (Vangali) and Gandhigram.

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- I. Quotation are invited for physical verification and valuation of Assets at Indian Maritime university, Visakhapatnam at Sabbavaram (Vangali) and Gandhigram Visakhapatnam.
- II. General scope of the work is as follows : -
  1. Physical muster of movable/ non movable fixed Asset / inventory items in each room of both the locations i.e. Gandhigram and Sabbaram as under : -
    - a) Sabbavaram (Vangali) - Admin Block, Hostels, Mess, workshop, Library, Generator room, class rooms and other buildings and areas in the control of the Campus.
    - b) Gandhigram - Admin Block, A Block , B block Hostel & E block hostel, Mess, maintenance block, class rooms, Director Bungalow, Guest house, Generator room and areas in the control of the Campus
  2. Grouping of the assets and determining total quantity of each type of asset separately for the two locations mentioned above. An excel sheet as per format enclosed is to be prepared. The finalised and approved (by IMU Vizag Campus) list is to be uploaded in the Fixed Asset Management Software maintained by M/s. Spine Technologies Ltd to generate bar codes for assets.
  3. Reconciliation of the assets with Asset schedule and identifying discrepancies, if any and preparation of Reconciliation statement.
  4. Valuation of assets for which original or current value is not available in the Asset Schedule.
  5. Items which are damaged/ not serviceable to be identified and listed as per GFR format.
  6. Post muster of items and reconciliation with existing Asset schedule, a new Asset Register as per the enclosed template to be created having clearly identified items.
  7. Unique asset tagging and their periodic scan for accuracy to be done i.e. through a serial code based system. Durability of the tag to be taken care.
  8. Apportion the value, wherever value is not available in such a way that financial reconciliation is achieved.

- III. General terms and conditions : -
1. The work is to be carried out at IMU Visakhapatnam Sabbavaram (Sabbavaram (Vangali) / Gandhigram). Necessary support in respect of provision of records and locating the asset would be provided by the IMU Vizag Campus.
  2. The work is to be completed within 45 days of placement of order.
  3. The bidders are required to submit documentary proof of being certified evaluators/ chartered accountants/ firm to authenticate and evaluate physical verification of assets and valuation.
  4. Final report is to be submitted to Campus Director 45 days of placement of order. All the deliverable asked as per the scope should be duly signed and stamped by the authorized signatory of the firm.
  5. 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 the IMU Vizag Campus. No advance payment shall be made.
  6. The professional fees shall be inclusive of all costs except GST.
  7. In the event work is not completed as per prescribed schedule, LD will be imposed @ 1 % of the cost of contract per week at a maximum of 10 % of the contract value.
  8. In case the work is not completed by end of 75 days from the date of placement order, IMU- Visakhapatnam Campus shall have the right to cancel the order and no payment shall be entitled for partially completed work.
  9. Strict confidentiality to be maintained regarding the data provided by IMU Vizag Campus. Any data theft / loss / misuse is punishable.
- IV. Proposed bidders compulsorily have to survey the locations to assess the quantum of work and requirement/output for having clarity on the scope of work. The following Nodal Officer can be contacted for facilitating visit to the Campus :
- Shri PVS Yerraji Rao Ph No: 9908058719 Email: - [pvsyerraji@imu.ac.in](mailto:pvsyerraji@imu.ac.in)
- V. Quotation giving lump sum rate for completing the work as per scope excluding GST for IMU Visakhapatnam to be submitted in a sealed envelope on or before 25.04.2022 (1200 Hrs) (on 25.04.2022 1400 Hrs, quotations will be opened) to the Campus Director, Indian Maritime University, Visakhapatnam Campus, Vangali, Tekkalipalem, Sabbavaram (MD), Visakhapatnam - 531035.
- VI. A meeting for the benefit of prospective bidders is scheduled on 11.04.2022 at 11.00 Hrs IMU Visakhapatnam Campus-Sabbavaram (Vangali) for providing clarifications, if any.

Campus Director (i/c)  
IMU Vizag Campus