



## राष्ट्रीय गतिशील दिव्यांगजन संस्थान

### National Institute for Locomotor Disabilities (Divyangjan)

(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)

Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India

B.T. ROAD, BON-HOOGHLY, KOLKATA-700090

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Ref no.IA/1205/ACC/06/NIOH/3712

Date:05.03.2018

### **The Expression of Interest for PHYSICAL VERIFICATION OF FIXED ASSETS & PREPARATION OF FIXED ASSEST REGISTER**

National Institute for Locomotor Disabilities (Divyangjan), Kolkata is an apex Autonomous Institution under direct control and fully funded by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India.

NILD, Kolkata invites quotations from Kolkata based reputed Chartered Accountant Firms/ Company registered with Comptroller and Auditor General of India (C&AG) having sufficient experience in conducting Physical verification of Fixed Assets.

#### SCOPE OF WORK :

1. Preparation of Fixed Asset t Register (FAR) as per GFR, 2017.
2. Physical verification of Fixed Assets.
3. Cut off date of Physical verification 31.03.2018.
4. The Fixed Asset as per physical verification is to be reconciled with FAR on the cut off date. Discrepancies between physical assets and FAR, if any, is to be reconciled and necessary details of rectification entries required to be passed and to be advised in the report
5. Certification of Net Block as of Asset on 31.03.2018.
6. Any suggestions on classification of Fixed Assets to be brought up in this separate.

The Expression of Interest along with detailed profile, covering the eligibility criteria, past experiences & professional fees is to be submitted to Director, National Institute for Locomotor Disabilities (Divyangjan), B.T.Road, Bon-Hooghly, Kolkata-700090 in sealed cover latest by 17.00 hours on **23.03.2018**

This EOI does not create any contractual obligation on the part of NILD. The Institute reserves the right to reject any or all EOI without assigning any reason.

Director

SI No	Particulars	Supporting documents required to be submitted along with this form	Details
1	Name of the Firm		
2	CAG Empanelment No.		
3	Firm's Registration No. with ICAI	Attach copy of Registration Certificate.	
4	Address of the Firm		
	Head Office		
	Date of establishment of the firm		
	Date since when the H.O. is at the existing station		
	Branch Office		
	1.	Phone No/Fax No.	
	2	Mobile of each Branch Office In-charge	
	(Particulars of each branch to be given)	Email ID	
5	Firm's Income Tax PAN No	Attach copy of PAN card	
6	Firm's Service Tax Registration No	Attach copy of Registration	
7	No. of years of firm's existence		
	<ul style="list-style-type: none"> <li>• Details of Partners:</li> <li>• Number of full time partner associated with the firm</li> <li>• Name of each partner</li> <li>• Date of becoming ACA</li> <li>• Date of becoming FCA</li> <li>• Date of joining the firm</li> <li>• Membership No.</li> <li>• Qualification</li> <li>• Experience</li> <li>• Their contact Mobile No, e-mail and full address</li> <li>• Name of the partner having DISA qualified</li> </ul>		

Note: Copy of proof of various empanelment and proof of allocation of assignments must be attached with the application.

Declaration:

1. We confirm that the information furnished herein are correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, NILD, Kolkata is free to initiate any appropriate action against us.
2. We further declare that there have been no adverse comments/qualification on our performance from the Management/Audit Committee.

Partner:

(Name):

Date

Seal and Signature: