



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

Dated: **01st July, 2025**

Corrigendum

Subject: Notice for extension of last date of submission of bids in respect of Expression of Interest (EOI) for appointment of eligible Chartered Accountants firms for engagement for fixed assets related assignment for Physical Verification of Assets, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register, Bar Coding of the Assets and Technical Valuation of Fixed Assets for eight ICSI offices located in Delhi NCR.

With reference to EOI ICSI/EOI/FA/2025-26 uploaded by ICSI on 13.06.2025, it is hereby informed that the last date and time for submission of bids for the above mentioned EOI has been extended as per details given below:

Particulars	Original date	Revised date
Last date and time of sending Pre-Bid queries	20th June, 2025 by 04:00 PM	05th July, 2025 by 02:00 PM
Replies of Pre-Bid queries (through email to related firm)	24th June, 2025 by 04:00 PM	08th July, 2025 by 02:00 PM
Last date and time of submission of Bids	01st July, 2025 by 02:00 PM	10th July, 2025 by 02:00 PM
Date and time for opening of Technical Bids	01st July, 2025 by 03:30 PM	10th July, 2025 by 03:30 PM
Date and time for opening of Financial Bids	To be intimated to the technically qualified bidder through email	To be intimated to the technically qualified bidder through email

Those firms who have already submitted their bids may not resubmit their bids afresh/again. All the other terms and condition of the EOI document will remain unchanged.

For any query related to EOI, please may contact Directorate of Internal Audit, on Phone No. 011-45341078.

Joint Director (Internal Audit)
The Institute of Company Secretaries of India (ICSI)



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

EXPRESSION OF INTEREST (EOI)

FOR

**FIXED ASSETS RELATED ASSIGNMENT FOR PHYSICAL VERIFICATION OF ASSETS,
PREPARATION OF ASSETS REGISTER, RECONCILIATION & INTEGRATION OF ASSETS
WITH BOOKS OF ACCOUNTS & ASSETS REGISTER, BAR CODING OF THE ASSETS AND
TECHNICAL VALUATION OF FIXED ASSETS**

FOR

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI) AT EIGHT OFFICES
LOCATED IN DELHI-NCR**



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

ICSI HQ: ICSI HOUSE, 22, INSTITUTIONAL AREA, LODI ROAD, NEW DELHI-110003.

ICSI NOIDA HQ OFFICE: ICSI House, C-36 & 37, SECTOR-62, NOIDA-201309 (UP).

ICSI/EOI/FA/2025-26

13th June, 2025

INDEX

Sl. No.	Contents	Page No.
1.	Details of Expression of Interest (EOI)	3-4
2.	Eligibility Criteria	4-5
3.	Scope of Work	5-7
4.	Payment Terms	7
5.	Penalties	7-8
6.	Confidentiality	8
7.	Indemnity Clause	8
8.	Termination Clause	8
9.	Force majeure	8
10.	Arbitration	8-9
11.	Delivery Schedule	9
12.	Other Terms & Conditions	9-10
13.	Evaluation Criteria	10
14.	Application Procedure	10
15.	Annexures- I to VIII	11-20

1. Details of Expression of Interest (EOI)

Introduction:

The Institute of Company Secretaries of India (ICSI), a premier professional body under the jurisdiction of the Ministry of Corporate Affairs, Government of India, invites Expression of Interest (EOI) from eligible Chartered Accountants firms for engagement for **fixed assets related assignment for Physical Verification of Assets, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register, Bar Coding of the Assets and Technical Valuation of Fixed Assets** for the following ICSI offices located in Delhi NCR:

- a) **Headquarter:** ICSI House, 22, Institutional Area, Lodi Road, New Delhi-110003;
- b) **Headquarter:** ICSI House, C-36, Sector-62, Noida-201309 (Uttar Pradesh);
- c) **Headquarter:** ICSI House, C-37, Sector-62, Noida-201309 (Uttar Pradesh);
- d) **Regional Office:** NIRO of ICSI, ICSI House, Plot No. 4, Prasad Nagar Institutional Area, New Delhi-110005;
- e) **Faridabad Chapter of ICSI:** Institutional Plot No.-1A, Sector-16A, (Near Sai Baba Temple), Faridabad-121002 (Haryana);
- f) **Ghaziabad Chapter of ICSI:** 23-B, Nehru Apartment, Nehru Nagar, Near Nasirpur Railway Crossing, Ghaziabad-201001 (UP);
- g) **Gurugram Chapter of ICSI:** First Floor, Deenbandhu Sir Chhotu Ram Bhawan, Jharsa Road, Behind Shiv Mandir, Sector-32 Gurugram-122002 (Haryana);
- h) **Noida Chapter of ICSI:** ICSI House, C-37, Sector-62, Noida-201309 (Uttar Pradesh).

Important information regarding Expression of Interest (EOI):

1.	Date of uploading on ICSI Website	13th June, 2025
2.	Last date and time for sending Pre-Bid Queries through email	20th June, 2025 by 04:00 PM All pre-bid queries have to be sent at Email ID: internal.audit@icsi.edu
3.	Replies of Pre-Bid Queries	24th June, 2025 by 04:00 PM (If any, will be replied through email to related firm)
4.	Last Date and Time of Submission of Bids	01st July, 2025 by 02:00 PM
5.	Date, Time and Venue for opening of Bids	01st July, 2025 at 03:30 PM The Institute of Company Secretaries of India ICSI House, 22, Institutional Area, Lodi Road New Delhi-110003.
6.	Date and Time for opening of Financial Bids	To be intimated to the technically qualified bidder through email
7.	Address for submission of Bids	Secretary The Institute of Company Secretaries of India ICSI House, 22, Institutional Area, Lodi Road, New Delhi-110003.

8.	Fees for EOI	NIL
9.	Earnest Money Deposit	Rs. 25,000/- (Rupees Twenty five thousand only) in the form of Account Payee Demand Draft/Banker's Cheque from any of the scheduled bank drawn in favour of "THE INSTITUTE OF COMPANY SECRETARIES OF INDIA" payable at New Delhi .
10.	Bid Validity Period	180 days from the last date of submission of bids
11.	Delivery Timelines	60 days from the date of receipt of Letter of Intent/Work Order
12.	Defect Liability Period	60 days from the completion of work
13.	Contact detail for any clarification regarding Bids	The Institute of Company Secretaries of India (ICSI) Telephone No.- 011-45341078 Email- internal.audit@icsi.edu All pre-bid queries must be sent at email ID: internal.audit@icsi.edu
14.	Institute Website	www.icsi.edu

2. Eligibility Criteria (refer Annexure-I/II):

1. The firm must be registered with ICAI for at least ten years;
2. The firm should have an office at Delhi/Delhi NCR;
3. The firm must have PAN and GST Registration certificate;
4. The firm should have minimum 3 Chartered Accountants Partners including a minimum of 2 FCA;
5. The firm should have an average annual turnover of at least Rs.1,00,00,000/-(Rupees One Crore) during last 3 financial years i.e., 2023-24, 2022-23 and 2021-22. Copies of the last three years audited annual accounts and filed income tax returns must be enclosed;
6. The firm should have the experience for handling such assignments during the last 5 years alike Fixed Assets Physical Verification, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register, Bar Coding of the Assets, Technical valuation of Fixed Assets. The last 5 financial years referred to are 2024-25, 2023-24, 2022-23, 2021-22, 2020-21;
7. The firm should preferably have an experience with Autonomous bodies/Public sector undertaking/Government organizations in the last 5 financial years, 2020-21 to 2024-25;
8. The appointed firm of practicing Chartered Accountants should fulfill the condition that the individual or partner of the firm should not be an Office-bearer or relative of the office bearer of the Central Council/Regional Council/CCGRT Management Committee/Chapter Management Committee of ICSI. In addition to this, the Firm(s) must not be holding any assignment of Internal/Statutory/Cost Audit of the ICSI Headquarter/Region/Chapter/CCGRT, Section 8 Companies;
9. The Firm or any of its partners should not have any pecuniary or other interest in the ICSI such as faculty, examiner, observer etc.;
10. Firm should preferably be Peer Reviewed and empaneled with CAG;
11. There should not be any disciplinary action against the Audit Firm;
12. Firm/Partner of the firm should not restrained/debarred/blacklisted/de-listed/de-barred by any

Govt./State/PSU/Autonomous or Statutory Bodies/any other Organization and the debarment is not in force as on last date of submission of proposal;

13. The bidder who fails to submit the Earnest Money Deposit (EMD) with the bid, shall not be considered for evaluation and no further communication shall be entertained in this regard. Further, if firm having registered as MSME may avail exemption from submission of EMD but must enclose valid MSME Certificate/document in envelope instead of EMD Demand Draft/Banker's Cheque.

3. Scope of Work:

Fixed Assets related assignment for **Physical Verification of Assets, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register, Bar Coding of the Assets and Technical Valuation of Fixed Assets** must align with the values reflected in the Books of Accounts as on 31.03.2025. for all the following eight ICSI locations of Delhi NCR:

- a) **Headquarter:** ICSI House, 22, Institutional Area, Lodi Road, New Delhi-110003;
- b) **Headquarter:** ICSI House, C-36, Sector-62, Noida-201309 (Uttar Pradesh);
- c) **Headquarter:** ICSI House, C-37, Sector-62, Noida-201309 (Uttar Pradesh);
- d) **Regional Office:** NIRO of ICSI, ICSI House, Plot No. 4, Prasad Nagar Institutional Area, New Delhi-110005;
- e) **Faridabad Chapter of ICSI:** Institutional Plot No.-1A, Sector-16A, (Near Sai Baba Temple), Faridabad-121002 (Haryana);
- f) **Ghaziabad Chapter of ICSI:** 23-B, Nehru Apartment, Nehru Nagar, Near Nasirpur Railway Crossing, Ghaziabad-201001 (UP);
- g) **Gurugram Chapter of ICSI:** First Floor, Deenbandhu Sir Chhotu Ram Bhawan, Jharsa Road, Behind Shiv Mandir, Sector-32 Gurugram-122002 (Haryana);
- h) **Noida Chapter of ICSI:** ICSI House, C-37, Sector-62, Noida-201309 (Uttar Pradesh).

The key objectives and scope of work includes the following:

- a. **Physical verification and preparation of Fixed Asset Register (FAR)** – Preparation of detailed Fixed Assets Register for 3 HQ offices, NIRO and 4 Chapter Offices as mentioned that includes the requisite details such as S. No., HQ/RO/Chapter/CCGRT Name, Asset Number, Description of Asset, Major Category Name, Minor Category Name, Asset Quantity, Cost of Asset, Depreciation during the Period, Closing WDV, Invoice Number, Invoice Date, Party Name, Date of put to use, GL date, Depreciation Rate, Sale Value, Profit/Loss, Assign to (Employee Name) etc., with column-wise Grand Total. Separate Registers are required to be maintained for Assets purchased by Regions/Chapter offices from their own funds and Assets provided by Headquarter from HQ fund. The following major points are to be considered while preparing the FAR:
 - I. Physical verification of all the Fixed Assets at all the eight locations mentioned above.
 - II. Identify assets reflecting in the Balance sheet as on 31.03.2025 and physically verify them for all the eight locations. Report, if any assets that are listed in the books of accounts, along with the value and date of purchase, that are not physically found at any of the location.
 - III. Identify assets that are physically found but not reflecting in the books of accounts as on 31.03.2025. Determine the value of those assets in a separate report with their value for all the eight locations.
 - IV. Additions/deletions to be properly defined. Correct value of assets must be reflected in fixed assets register and books of accounts as per physical verification. All assets which are not available at any of the location or asset available but not found in Fixed Assets Register and (or)

in Books of Accounts must be identified and required action to be taken regarding records updation/accounting entries updation etc. at all the eight locations, under intimation to the ICSI designated officials.

- V. Ensure proper accounting for additions, deletions and improvements of fixed assets till 31.03.2025, in compliance with ICSI policy, ICSI guidelines and as per AS-10 and are properly recorded in FAR as well as in books of Accounts in ERP accounting software & Tally Accounting software at all the eight locations.
 - VI. Reconcile assets contribution to NIRO & 4 Chapter offices appearing in HQs Books of accounts with contribution from HQ in NIRO & 4 Chapter offices Books of Accounts. Differences, if any, should be reported and suggest rectification entries, if required.
 - VII. While preparing Fixed Assets Register for NIRO & 4 Chapter offices, prepare separate registers for assets funded by HQ as well as assets purchased by NIRO & 4 Chapter offices itself and reconcile both registers with books of Accounts of NIRO & 4 Chapter offices.
 - VIII. Ensure correct Categorization/bifurcation of assets in Fixed Assets Register as well as books of Accounts including categories such as Land & Building, Furniture & Fixtures, Computer peripherals, Cooling Equipment, Electrical Equipments, Office Machines & Communication Equipments, Other Equipments, Library Books, Mobile Phones, Solar Panel, Vehicles, Software & Applications etc. for all the eight locations.
 - IX. Depreciation amounts shown in books of accounts & fixed assets register of ICSI are required to be verified for all the eight locations that whether year to year depreciation on assets items are charged correctly as prescribed depreciation rates or not. If there is any difference, same is required to be informed with detail, to designated official of the ICSI and necessary corrective action to be taken.
 - X. Gross Block, Depreciation and WDV values appearing in the Books of Accounts & ICSI Fixed Assets Register are required to be matched as on 31.03.2025 for all the eight locations.
- b. **Reconciliation of Fixed Assets** - Prepare a reconciliation report between physical fixed assets, fixed asset register and books of accounts. Identify variances, if any and suggest corrective actions.
 - c. **Bar coding of Assets** - Assign unique identification codes to each fixed asset based on their location to facilitate tracking of assets. Further, integrate these codes with Fixed Assets Register, Books of Accounts, Invoices detail, user detail etc. to streamline processes.
 - d. **Asset valuation and determination of WDV** – Determine the value of the assets that have been physically found but are not recorded in the books of Accounts as on 31.03.2025, as per the accepted valuation methodologies. Further, calculate the depreciation on these assets up to 31.03.2025 and determine their Written Down Value (WDV) as on 31.03.2025.
 - e. **Deliverables:**
 - I. Provide a comprehensive Fixed Assets Register for all the eight locations, signed & stamped hard copy as well as soft copy (excel). It should include all the requisite details indicated in point (a) above and be reconciled with books of Accounts.
 - II. Provide reconciliation and integration report between physical fixed assets, fixed asset register and books of accounts.
 - III. Bar coding of all the Assets and integration with Fixed Assets Register and Books of Accounts.
 - IV. Provide a Standard Operating Procedure (SOP) for Fixed Assets management and capitalization of Assets for Headquarters, Region office and Chapter Offices of the Institute.
 - V. Suggest rectification entries in the books of accounts, wherever necessary.

- VI. Procedure for assigning the identification codes to the fixed assets purchased/to be purchased in future i.e., after 31.03.2025.
- VII. Handholding and training to concerned staff for maintenance of fixed assets and records/registers etc.
- VIII. Any other process or report related to preparation of fixed assets register, reconciliation, physical verification and Bar coding & integration of fixed assets, etc.

The above scope of work is for all the above mentioned eight locations and must comply with ICSI Accounting policies, ICSI guidelines and AS-10. Physical verification reports, accounting entries details, assets data etc. must be confirmed with counter signature and acceptance by the designated officials of the respective location offices of the ICSI.

4. Payment Terms:

The payment of the assignment fees shall be made in Rupees. The prices quoted for the assignment should be inclusive of all the costs applicable, i.e., travelling, lodging & boarding expenses, TA/DA, Conveyance, out of pocket expenses viz. Photostats, Typing, Printing etc. No escalation for any reason whatsoever shall be allowed over and above the bid price. However, the fees shall be exclusive of GST is part of the bidder format attached for bid submission in Annexure-III.

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

- a. The payment shall be made in accordance with the financial bid submitted by the selected bidder and finally accepted by ICSI;
- b. No upward price variation would be allowed during the contract period;
- c. TDS under Income Tax will be deducted at applicable rates;
- d. ICSI reserves the right to deduct any amount from the Bill/Invoice as may be considered, reasonable for unsatisfactory services or delay in providing of services. The decision of ICSI will be the final and binding in this regard;
- e. The selected firm will raise the GST Tax Invoice on satisfactory completion of assignment/work and receipt of the final verified reports, related Data/entries detail, original Tax Invoice, work completion certificate duly verified by the user Department/authorised official of ICSI;
- f. No Advance payment or any interim payment will be made;
- g. The successful firm should provide their bank account details duly signed by authorized signatories along with the copy of cancelled Cheque for making payment by ICSI;
- h. Payment of the 90% of the invoice amount after satisfactory completion of work will be made through NEFT/RTGS/Bank Transfer within forty-five days of submission of reports/data/certificates and raising of invoice after making all the necessary deductions of dues & penalties, if any, as contemplated under the contract;
- i. Payment of the balance 10% of the invoice amount will be released after Defect Liability period of 60 days of submitting of completion certificate and other documents as mentioned above.
- j. ICSI shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.

5. Penalties:

The firm shall bear full responsibility and accountability for delays, which can be directly attributable to the sole actions and scope of work of the firm, in the contract timelines.

The timelines as provided by the ICSI is to be strictly followed for each and every activity. In case, the firm fails to adhere to the timeline as approved by ICSI for any particular activity as per the scope of the work, penalty of 10% of the total value of the assignment will be imposed on the firm beside the statutory legal provision as

applicable. In case of delay in completing the assignment is on the part of the firm, a penalty @ 0.5% per week of total value of the assignment will be charged for a delayed period subject to a maximum of 10% of total value of the assignment.

In case of unsatisfactory performance of the assignment, considered by the Management, for any reason thereof, the same shall be liable for penal action as decided by ICSI Management. Further, EMD of the successful bidder will be forfeited in case of non-completion or unsatisfactory performance of the assignment.

6. Confidentiality:

The appointed Firm should maintain the confidentiality of the information acquired in the course of his work and should not disclose any such information to a third party, without the specific authority of the management or unless there is a legal or a professional responsibility to do so.

7. Indemnity Clause:

The firm will indemnify ICSI against all statutory liabilities present and future arising out of this contract. In the event of violation of any contractual or statutory obligations, the firm will be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against ICSI by any individual, law enforcement agency or government authority due to acts and omissions, the firm will be liable to make good/compensate such claims or damages to the ICSI. As a result of the empaneled firm action, inaction or any omissions, if ICSI is required to pay any damages to any individual, law enforcement agency or government authority, the Firm would be required to reimburse to ICSI such amount along with other expenses incurred by ICSI or ICSI reserves the right to recover but not limited to such amount from the payment(s) due to the Firm while settling its bills.

However, ICSI reserves its right to take legal recourse as permitted under law of the land. In case of any damage caused to the institution due to negligence, carelessness or inefficiency of staff of the Firm, the Firm shall be responsible to make good the loss. The ICSI shall have right to adjust the damage/loss suffered by it from the bill amount or/and to charge penalty as decided by the Institute. Decision of the ICSI in this respect shall be final & binding on the Firm.

8. Termination Clause

The ICSI without prejudice to any other remedy, reserves the right to terminate the assignment in whole or in part by giving one (01) months' notice in writing in case the successful bidder fails to discharge its obligation under this assignment without sufficient ground or found guilty for breach of condition(s) of the assignment, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or due to any other type of misconduct by the successful bidder or by its staff or agent.

9. Force Majeure

If a Force Majeure situation arises, the firm is required to promptly notify ICSI in writing of such condition and the cause thereof within a period of three (3) days from the date of happening of such an event requiring invocation of this force majeure article. Unless otherwise directed by the ICSI in writing, the successful bidder will continue to perform its obligations under this order as far as is reasonably practical and shall seek all reasonable alternative means for performances of this order.

Notwithstanding anything else contained in this EOI, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control (including without limitation any delay caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war declared and undeclared).

10. Arbitration:

All disputes, differences, claims and demands arising under or pursuant to or touching the assignment shall

be referred to the sole Arbitrator appointed by the mutual consent of the parties. The decision/award of the Arbitrator shall be final and binding on both the parties to the arbitration proceedings as under:

- a. The place of the arbitration shall be at Delhi;
- b. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act, 1996 as amended from time to time or any statutory modifications on re-enactment thereof as in force;
- c. The proceedings of arbitration shall be in English language;
- d. The parties are not entitled to approach any court of law without resorting to arbitration approach.

11. Delivery Schedule

The Service Provider shall complete the said assignment **within 60 days** from the date of receipt of Letter of Intent/Work Order.

12. Other Terms & Conditions:

- a. The assignment, for which the firm is appointed, shall be completed by the firm only and shall not be allowed to sublet/outsource the assignment or any part thereof either directly or indirectly;
- b. The firm undertakes to perform the services with the highest standards of professional and ethical competence and integrity. The firm shall promptly replace any employee allocated under this assignment that the Institute considers unsatisfactory;
- c. The manpower provided by the firm shall not be deemed as employees of the ICSI hence the compliance of the applicable acts/laws will be the sole responsibility of the service provider firm. Service provider firm will be responsible for their employee injuries or accidents that occur during the assignment.
- d. In case of discontinuation by the firm selected, the additional cost (incidental/consequential) of engagement of fresh firm is to be borne by the defaulter firm and EMD of the firm will be forfeited;
- e. Applications received after the due date and closing time of submission of applications shall not be accepted. The ICSI shall not be liable for non-receipt/late receipt/postal delay of any of the applications;
- f. Any amendment/corrigendum/clarification to the EOI will be posted on the website of the Institute of Company Secretaries of India, i.e., www.icsi.edu;
- g. The ICSI reserves the right to reject any of the applications or cancel the EOI without assigning any reason whatsoever at any time and may seek any other details or additional information from any of the firms/members at its own discretion. Non-submission of additional details sought for will render the firm ineligible for the assignment. In this regard, the decision of the ICSI shall be final and binding on all the applicants;
- h. The ICSI reserves the right to consider/not consider the firm with the least financial quote or higher technical marks, due to any reason. The decision of the ICSI will be final and binding in this regard;
- i. The ICSI may amend the bidding process, including the timetables, closing date and any other date at its sole discretion;
- j. Evaluation will be done on the basis of information/data/documents provided by the firm;
- k. The ICSI may request the shortlisted bidders to present their proposals to the Technical Committee;
- l. The Chartered Accountant Firm shall be free from any disqualification under The Companies Act, 2013. In addition to this, the Firm(s) must not be holding any assignment of Internal/Statutory/Cost Audit of ICSI Headquarter/Region/Chapter/CCGRT, Section 8 Companies;
- m. The partners holding Certificate of Practice issued by Chartered Accountant of India are to be in whole time practice;
- n. The firm shall ensure that data given to them by the ICSI and any information generated from the

- data provided shall not be used by the firm for any other purpose;
- o. All entries in the offer shall be either typed or neatly handwritten and there should not be overwriting/correction/erase and/or use of white ink in the offer. Photocopies of document provided should be clean, legible and attested by the authorized signatory of the firm with the firm's seal;
- p. All the pages of the proposal document and documents submitted along with the offer shall have to be authenticated by the authorized signatory of the firm with the firm's seal;
- q. Incomplete, ambiguous, conditional and unsealed bids are liable to be rejected;
- r. The Earnest Money Deposit of unsuccessful bidders shall be returned within 90 days from the date of award of assignment to the successful bidder. However, EMD for the successful Bidder will be released after satisfactory completion of the assignment and at the time of making the final payment of 10%. Further, the EMD is non-interest bearing.

13. Evaluation Criteria

- a. **Evaluation of Bids:** For the purpose of selection of the Firm, overall evaluation of the Bids will be done in two stages i.e., Technical and Financial evaluation.

Evaluation of Technical Bid: Technical Evaluation of the bids will be done to determine whether the bidders meet the eligibility criteria as defined and as per document/information provided. The Technical Evaluation shall be based on the parameters and weightages as mentioned in the EOI & Annexure-I/II etc. The evaluation of technical bids will be done based on total marks obtained.

The Technical Proposal must not include any financial information failing which the bids will be rejected.

- b. **Evaluation of Financial Bid:** The financial bid shall be opened for only of those Bidders who have been found to be technically qualified.

14. Application Procedure:

Eligible and interested firms are requested to submit their Technical Bid, Financial Bid and EMD demand draft/MSME registration certificate in separate sealed envelopes superscribing **"FIXED ASSETS RELATED ASSIGNMENT FOR PHYSICAL VERIFICATION OF ASSETS, PREPARATION OF ASSETS REGISTER, RECONCILIATION & INTEGRATION OF ASSETS WITH BOOKS OF ACCOUNTS & ASSETS REGISTER, BAR CODING OF THE ASSETS AND TECHNICAL VALUATION OF FIXED ASSETS"** so as to reach the address given below on or before 01st July, 2025 by 02:00 PM as per EOI & given formats (Annexure-I to VIII) accompanied by all necessary documents duly signed by the authorized partner of the firm by Registered Post/Speed Post/Courier/By-Hand:

Address:

Secretary
The Institute of Company Secretaries of India
ICSI House, 22, Institutional Area,
Lodi Road, New Delhi-110003.

A valid communication address along with contact number and e-mail address should be mentioned on the envelope to enable the ICSI to contact the participant at the time of opening the bids, if required. Separately sealed envelopes of Technical Bid, Financial Bid and EMD Demand Draft/MSME Registration Certificate are required to send to ICSI at the above mentioned address, in another sealed envelope.

Annexure-I
Format of Technical Bid

1. Name of the Audit Firm: _____
2. Registered Address of the Firm: _____
3. Correspondence Address of the Firm: _____
4. Email ID: _____
5. Telephone Number: _____
6. PAN Number (attach copy): _____
7. GST Number (attach copy): _____

S. No.	Particulars	Details	Documents Required
1.	Experience of the firm (in years) & Registration with ICAI		Registration Certificate of the firm
2.	The Average Annual Turnover of the firm for the last three financial years i.e., 2021-22, 2022-23 & 2023-24 as per Audited Annual Accounts & Income Tax Returns		Audited Annual Accounts along with copy of the Acknowledgement of Income Tax Returns filed
3.	Number of entities in which the firm has an experience for assignment of Fixed Assets including Physical Verification, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register, Bar Coding of the Assets and Technical Valuation of Fixed Assets, in the last five financial years (2020-21 to 2024-25)		Appointment letter and consent letter
4.	Number of entities in which firm has an experience for assignment of Fixed Assets including Physical Verification, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register, Bar Coding of the Assets and Technical Valuation of Fixed Assets, with Public Sector undertakings/Government organizations/ Autonomous or Statutory Bodies in last five financial years (2020-21 to 2024-25)		Appointment letter and consent letter
5.	Number of full time FCA Partners		Attach supporting documents
6.	Number of full time ACA Partners		Attach supporting documents
7.	Number of semi qualified staff in the Firm		Attach supporting documents
8.	Address of the Branch office(s), if any along with contact number		Attach supporting documents
9.	Whether firm is peer reviewed firm		If yes, attach supporting documents

10.	Whether firm is empaneled with CAG		If yes, attach supporting documents
11.	Individual or partner of the firm should not be an Office-bearer of the Central Council/Regional Council/CCGRT/Chapter of ICSI or a relative of any office-bearer of the Central Council/Regional Council/CCGRT Management Committee/Chapter Managing Committee. In addition to this, the Firm(s) must not be holding any assignment of Internal/Statutory/Cost Audit of the ICSI Headquarter/Region/Chapter/CCGRT, Section 8 Companies. Also, Firm or any of its partners not having any pecuniary or other interest in the ICSI such as faculty, examiner, observer etc.		Undertaking to be attached
12.	There should not been any disciplinary action initiated against the Firm/Partner of the Firm		Self-declaration to be attached
13.	Firm/Partner of the firm should not restrained/debarred/blacklisted/de-listed/de-barred by any Govt./State/PSU/Autonomous or Statutory Bodies/any other Organization and the debarment is not in force as on last date of submission of proposal.		Self-declaration to be attached

Firm Seal

Signature: _____

Name & Designation_____

Place:

Date:

Annexure-II

Evaluation Criteria Point Allocations for Engagement of Firms will be as follows:

Sl. No.	Particulars	Criteria	Qualifying Points	Maximum Points allocated
1.	Experience of the firm (in years)	0.50 point for every 1 year completed Not qualified if less than 10 years	5	10
2.	The Average Annual Turnover of the firm in the last three financial years i.e., 2021-22, 2022-23 & 2023-24 as per Audited Annual Accounts & Income Tax Returns	-1 Crore but less than 3 Crore – 5 points -3 Crore but less than 5 Crore – 10 points -5 Crore but less than 7 Crore -15 points -7 Crore & above – 20 points Not qualified if less than 1 Crore	5	20
3.	Number of entities in which the firm has an experience for assignment of Fixed Assets including Physical Verification, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register, Bar Coding of the Assets and Technical Valuation of Fixed Assets, in the last five financial years (2020-21 to 2024-25)	2 points for 1 entity		10
4.	Number of entities in which firm has an experience for assignment of Fixed Assets including Physical Verification, Preparation of Assets Register, Reconciliation & Integration of Assets with Books of Accounts & Assets Register, Bar Coding of the Assets and Technical Valuation of Fixed Assets, with Public Sector undertakings/Government organizations/ Autonomous or Statutory Bodies in last five financial years (2020-21 to 2024-25)	2 points for 1 entity in last 5 Financial years		10
5.	Individual or partner of the firm should not be an Office-bearer of the Central Council/Regional Council/CCGRT/Chapter of ICSI or a relative of any office-bearer of the Central Council/Regional Council/CCGRT Management Committee/Chapter Managing Committee. In addition to this, the Firm(s) must not be holding any assignment of Internal/Statutory/Cost Audit of the ICSI Headquarter/Region/Chapter/CCGRT, Section	Not qualified if Individual or partner of the firm is an Office-bearer or a relative of any office-bearer of the Central Council/Regional Council/ CCGRT Management Committee/ Chapter Managing Committee	10	10

	8 Companies. Also, Firm or any of its partners not having any pecuniary or other interest in the ICSI such as faculty, examiner, observer etc.			
6.	Number of full time FCA & ACA Partners	2 points for 1 FCA partner & 1 point for 1 ACA partner Not qualified if less than 3 partners or 2 FCA	5	20
7.	Number of semi qualified staff in the Firm	0.5 point for 1 staff		10
8.	Whether firm is peer reviewed firm	Yes or No		5
9.	Whether firm is CAG empaneled	Yes or No		5
	Total			100

Annexure-III
Format of Financial Bid

(To be provided in separate sealed envelope)

Name of the Firm	Fee inclusive of all expenses for assignment-excluding GST (in Rupees)	GST Amount (in Rupees)	Total Fee including GST (in Rupees)
Amount in words: (in Rupees)			

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in Expression of Interest (EOI).

Firm Seal

Signature: _____

Name & Designation_____

Place:

Date:

Annexure-IV
Details of Annual Turnover

Particular	Financial Year 2021-22	Financial Year 2022-23	Financial Year 2023-24	Average Annual Turnover
Annual Turnover* (as per audited annual accounts & Income Tax Returns)				

* Furnish the Audited Annual Accounts of the Firm along with copy of the acknowledgement of Income Tax Return filed for 3 financial years (2021-22 to 2023-24).

Firm Seal

Signature: _____

Name & Designation_____

Place:

Date:

Annexure-V

Details of the Partner of Firm

S. No.	Name of Member	Designation	Membership No.	Status (Fellow/Associate Member)	Remarks, if any
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format.

Firm Seal

Signature: _____

Name & Designation_____

Place:

Date:

Annexure-VI

**Details of Firm's experience of similar services in various entities
[during last five financial years (2020-21 to 2024-25)]**

S. No.	Name of the Organisation	Duration of Project	Nature of Assignment	Nature of supporting documents provided	Whether entity is Public Sector undertaking/ Government organizations/ Autonomous or Statutory Bodies
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format.

Firm Seal

Signature: _____

Name & Designation_____

Place:

Date:

Annexure-VII
UNDERTAKING
(To be submitted in Firm's own letter head)

It is certified that any individual or partner of our firm is not Office-bearer of the Central Council/Regional Council/CCGRT/Chapter of ICSI or a relative of any office-bearer of the Central Council/Regional Council/CCGRT Management Committee/Chapter Managing Committee.

In addition to this, the Firm(s) must not be holding any assignment of Internal/Statutory/Cost Audit of the ICSI Headquarter/Region/Chapter/CCGRT, Section 8 Companies.

It is also certified that our Firm or any of its partners not having any pecuniary or other interest in the ICSI such as faculty, examiner, observer etc.

Firm Seal

Signature: _____

Name & Designation_____

Place:

Date:

Annexure-VIII
UNDERTAKING
(To be submitted in Firm's own letter head)

It is certified that my firm/company has never been restrained/debarred/blacklisted/de-listed/de-barred from business by any Govt./State/PSU/Autonomous or Statutory Bodies/any other Organization and the debarment is not in force as on last date of submission of proposal.

It is also certified that there has not been any disciplinary action initiated against the Firm/Partner of the Firm.

Firm Seal

Signature: _____

Name & Designation _____

Place:

Date: