



॥ अंतरी पेटव् जानज्योत ॥  
कवयित्रीबहिणाबाई चौधरी उत्तरमहाराष्ट्र विद्यापीठ, जळगाव  
उमविनगर, जळगाव - ४२५००१, ☎: ०२५७-२२५७२३६. २३७

### निविदा सूचना/ ई-निविदा सूचना

विद्यापीठासाठी खालील तपशिलात दर्शविल्या प्रमाणे निविदा/ई-निविदा मागविण्यात येत आहेत.

- (१) संपूर्ण मालमत्तेची प्रत्यक्ष तपासणी, एसएपी कार्यप्रणालीत स्थीर मालमत्तेच्या नोंदी अद्ययावत करणे, मालमत्तेच्या मूल्यांची पुनर्स्थापना करण्यासाठी स्वारस्य अभिव्यक्ती निविदा (Physical Verification of Fixed Assets & Updating of Fixed Asset Register in SAP, including Restoration of Asset Values based on Revised Useful Life - Expression of Interest)
- (२) वसतिगृहातील विद्यार्थी/विद्यार्थिनीसाठी क्रीडा साहित्याचा पुरवठा करण्यासाठी स्वतंत्रपणे कोऱ्या निविदा संपूर्ण माहिती, अटी व शर्तीसह विद्यापीठाच्या संकेतस्थळावर (**Website: www.nmu.ac.in**) उपलब्ध करून देण्यात आलेल्या आहेत. त्यासाठी नोंदणीकृत व पात्र सनदीलेखापाल / पुरवठाधारकांनी विद्यापीठ संकेतस्थळावरून निविदा डाऊनलोड करून परिपूर्णरित्या भरलेल्या स्वतंत्ररित्या सिलबंद निविदा **अ.क्र. १ साठी वित्त विभाग, अ.क्र. २ साठी क्रीडा विभागात जमा कराव्यात.**
- (३) **A-4 साईज 75 GSM पेपर (५००० रीम) खरेदीसाठीची ई-निविदा** नोंदणीकृत पुरवठादारांकडून मागविण्यात येत आहेत. सदरची ई-निविदा सूचना, तांत्रिक माहिती, अटी व शर्तीसह महाराष्ट्र शासनाच्या <https://mahaetender.gov.in> या पोर्टलवर उपलब्ध असून ऑनलाईन पध्दतीने ई-निविदा सादर करावयाची आहे. तसेच सदरची ई-निविदा विद्यापीठाच्या संकेतस्थळावर **Website: www.nmu.ac.in** फक्त माहितीस्तव उपलब्ध करून देण्यात आलेली आहे. उपरोक्त प्रमाणे **अ.क्र. १ ते ३ वरील सर्व निविदा / ई-निविदा दि. ०५/०२/२०२६ रोजी सायं. ५.०० वाजेपर्यंत जमा कराव्यात.** सदर निविदा सादर करण्यासाठी शुध्दीपत्रक अथवा मुदतवाढ दिल्यास त्या संबंधीची सूचना फक्त विद्यापीठाच्या वरील संकेत स्थळावर प्रसिध्द करण्यात येईल.

जा.क्र.: कवचौउमवि/एकत्रित निविदा सूचना/२२/२०२६

(सीए रवींद्र एन. पाटील)

दिनांक : १३/०१/२०२६

वित्त व लेखाधिकारी



॥ अंतरी पेठवू ज्ञानज्योत ॥

**Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon**  
**कवयित्री बहिणाबाई चौधरी उत्तर महाराष्ट्र विद्यापीठ, जळगाव**



P.O. Box No. 80, Umavi Nagar, Jalgaon - 425001 (M.S.)

Office of Finance & Accounts Officer. Tel.No. (0257) 2257226-227 e-mail :- [fao@nmu.ac.in](mailto:fao@nmu.ac.in)

Ref : EOI Notice No.: NMUJ/8//EOI/22/2026

Date: 13.01.2026

**NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

Kavayitri Bahinabai Chaudhari North Maharashtra University (KBC NMU), Jalgaon invites sealed Expression of Interest (EOI) from reputed and eligible **Chartered Accountant (CA) / Cost Accountant (CMA/ICWA)** for the following assignment:

**NAME OF WORK:**

**"Physical Verification of Fixed Assets and Updating of Fixed Asset Register in SAP, including Restoration of Asset Values based on Revised Useful Life at KBCNMU, Jalgaon"**

The data for Fixed Assets is to be covered as of **31.12.2025**.

**1. CRITICAL DATES AND INFORMATION**

| Sr. No. | Activity                                                           | Details                                                     |
|---------|--------------------------------------------------------------------|-------------------------------------------------------------|
| 1.      | Tender Handling Fee                                                | Rs. 2,000/- (Non-refundable)                                |
| 2.      | Earnest Money Deposit (EMD)                                        | Rs. 10,000/- (Refundable without interest)                  |
| 3.      | Project Duration                                                   | 6 months from the date of Work Order                        |
| 4.      | Cut-off Date for Asset Data                                        | 31st December 2025                                          |
|         | Date of publishing of EOI                                          | 13.01.2026                                                  |
| 5.      | Last Date & Time for Submission                                    | 05.02.2026 up to 04:30 PM                                   |
| 6.      | Pre-bid meeting for technical discussion and clarifications if any | 20.01.2026 3.00 pm                                          |
| 6.      | Opening of Technical Bids                                          | 06.02.2026 at [02.00 PM]                                    |
| 7.      | Opening of Financial Bids                                          | 09.02.2026 at [02.00 PM]                                    |
| 8.      | Contact Person                                                     | Finance & Accounts Officer<br>(Mob: 9423185076, 9422211248) |

## 2. ELIGIBILITY CRITERIA (PRE-QUALIFICATION)

To be considered for this assignment, the bidder must fulfil the following criteria. Documentary proof must be enclosed in **Envelope-1**.

1. **Constitution:** The bidder must be a Partnership Firm, LLP, or Private Limited Company registered with the Institute of Chartered Accountants of India (ICAI), Institute of Cost Accountants of India (ICMAI).
2. **Experience:**
  - The firm must have a minimum of **5 years of experience** in Physical Verification of Assets, preparation of Fixed Asset Registers (FAR), and Restoration of values in Books of Accounts (SAP ERP).
  - The firm must have successfully completed at least **three (3) assignments** of a similar nature (Asset Verification/FAR) in Government, Semi-Government, or Large Public Sector Organizations during the last three financial years.
3. **SAP Expertise:** The firm must have experience in Fixed Asset Management within an **SAP environment** (specifically SAP ECC6 FICO Asset Module). The team must include personnel capable of handling SAP data migration and updates.
4. **Turnover:** The bidder must have an average annual turnover of at least **Rs. 10 Lakhs** in the last three financial years (FY 2022-23, 2023-24, 2024-25). Audited Financial Statements or a CA Certificate must be submitted.
5. **Team Composition:** The project team must include at least one Chartered Accountant/Cost Accountant with 5 years of experience and adequate support staff with hands-on SAP expertise.
6. **Local Presence:** Either the Registered Office or a Branch Office of the bidder should be located in **Jalgaon District** to ensure seamless coordination.
7. **Registration:** Valid PAN and GST Registration Certificate.

**All relevant documents for above 1 to 7 must be submitted in this envelop.**

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## 3. SCOPE OF WORK

The successful bidder will be responsible for the **Physical Verification of Fixed Assets and Updating of Fixed Asset Register in SAP, including Restoration of Asset Values based on Revised Useful Life** as of **31.12.2025**.

### A. Physical Verification & Tagging:

1. Conduct 100% physical verification of all fixed assets located at various departments/locations of KBC NMU.
2. Affix Barcodes tags on all assets.
3. Capture asset details including location, custodian, make, model, serial number, and conditions.

4. Identify assets that are scrapped, obsolete, or not in use and discard from the SAP and physical register of the department/school.

**B. Restoration of Value & Assessment of Useful Life:**

1. Review the useful life of existing assets in accordance with applicable Accounting Standards and University guidelines.
2. Calculate the revised depreciation and restore/assess the value of assets based on the remaining useful life.
3. Identify assets where the "Value" needs to be restored or discarded via reverse mechanism systems in SAP.

**C. Updating in SAP & Reconciliation:**

1. Update the Fixed Asset Register (FAR) in the **SAP ECC6 FICO Asset Module**. This includes additions, deletions (sales/discard), and adjustments.
2. Reconcile the physical verification results with the Books of Accounts as of 31.12.2025.
3. Pass necessary adjustment entries (Write-offs, Location changes, Capitalization) in the system to ensure the FAR matches the General Ledger.

**D. Reporting:**

1. Submit a Final Fixed Asset Register in Excel/user friendly software format location/school wise, assets class wise.
2. Provide a discrepancy report highlighting shortages, excesses, or damaged assets.
3. Generate Barcode/Tagging reports.

**Institute's Responsibility:**

- Provide access to SAP ECC6 FAR Module and one laptop.
- Provide copies of vouchers and access to books of accounts.
- Facilitate access to departments and HODs for verification.
- Provide access to physical assets registers of the departments/schools.
- Equipment for Barcodes or any other suitable identification of assets based on suggestions received from successful bidder will be provided.

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**4. GENERAL TERMS AND CONDITIONS**

1. **Submission Procedure:** The EOI must be submitted in two separate sealed envelopes:
  - **Envelope-1:** "EMD & Pre-Qualification/Technical Bid" containing the Demand Drafts/Online Receipt and all eligibility documents.
  - **Envelope-2:** "financial bid and undertaking regarding blacklisting / non debarment" containing the professional fees in the prescribed format.

2. **Rejection of Bids:** Bids not accompanied by the Tender Fee and EMD will be summarily rejected. Conditional bids or bids with overwriting/erasures without initials will be rejected.
  3. **EMD/Security Deposit:** The EMD of the successful bidder will be converted into a Performance Security Deposit (PSD) and retained until the successful completion of the contract. No interest will be paid on this deposit.
  4. **Penalty Clause:**
    - The work must be completed within **SIX MONTHS** from the date of work order.
    - Delay in completion will attract a penalty of **1% per week**, subject to a maximum of **10% of the contract value**.
  5. **Dispute Resolution:** In case of any dispute, the matter shall be referred to the Vice-Chancellor, KBC NMU, Jalgaon. The jurisdiction shall be the Court of Jalgaon.
  6. **Taxes:** Quoted rates must be inclusive of all costs but exclusive of GST (GST shall be paid extra as applicable) or as specified in the financial bid format.
  7. **Non-Blacklisting:** An undertaking that the firm has not been blacklisted by any Central/State Govt. or PSU.
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## 5. PAYMENT TERMS

Payment will be released based on the successful completion of milestones as follows:

| Stage | Milestone Description                                                 | Payment % |
|-------|-----------------------------------------------------------------------|-----------|
| 1     | Completion of Physical Verification and Tagging of Assets             | 30%       |
| 2     | Submission of Draft FAR, Updating in SAP and Reconciliation Statement | 30%       |
| 3     | Restoration/discarding of Values and Acceptance of Final FAR.         | 40%       |

## 6. Termination Clause

Without prejudice to any other remedy available to the Institute, the Institute reserves the right to terminate the contract under the following circumstances:

1. **Default or Breach:** If the successful bidder defaults in the performance of the contract or commits a substantial breach of any contractual obligations.
  2. **Failure to Rectify:** If such breach or default is not corrected within **7 (seven) days** from the date of receipt of a formal notice specifying the breach.
  3. **Notice of Termination:** In the event of failure to rectify the breach, the Institute may terminate the contract by issuing a **15 (fifteen) days** written notice of intended termination to the bidder.
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**ANNEXURE I : FINANCIAL BID FORMAT  
AND  
UNDERTAKING REGARDING BLACKLISTING / NON-DEBARMENT**

*(To be submitted on Company Letterhead in **Envelope-2**)*

**Date:** \_\_\_\_\_

To,  
The Finance and Accounts Officer,  
KBC NMU, Jalgaon.

**Subject:** Financial Bid for "Physical Verification of Fixed Assets and Updating of Fixed Asset Register in SAP, including Restoration/discarding of Asset Values based on Revised Useful Life."

Dear Sir,

We, the undersigned, offer to provide the services for the above assignment in accordance with your EOI dated 01.01.2026. Our total professional fee is as follows:

| Sr.No. | Description of Service                                                                                                                                                                                                                        | Total Amount (INR) |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1      | <b>Lump-sum Professional Fees</b> for:<br>Physical Verification & Barcoding, updating FAR in SAP, Restoration/discarding of Asset Values & Reconciliation<br><i>(Inclusive of all out-of-pocket expenses, manpower, stay and travel, etc)</i> | Rs.                |
| 2      | <b>GST @ _____ %</b>                                                                                                                                                                                                                          | Rs.                |
| 3      | <b>TOTAL QUOTE (Inclusive of Taxes)</b>                                                                                                                                                                                                       | Rs.                |

**Total Amount in Words:** \_\_\_\_\_

We understand that the Institute is not bound to accept the lowest bid. We confirm that the rates are firm and valid for the duration of the contract.

We further suggest that, going forward for identification of each asset, following Equipment or Software will be helpful, for which university is required to procure at their own. The estimated cost of the same is Rs \_\_\_\_\_.

We hereby confirm and declare that our firm or any of our partner is **not blacklisted, de-registered, or debarred** by any Central/State Government department, Public Sector Undertaking, or Educational Institute in India as on the date of submission of this bid.

We further undertake to abide by all terms and conditions mentioned in the EOI document, including payment term, period and penalty clause etc. We have sufficient experienced staff and are capable to take this assignment. And we will deliver the project in time by applying auditing/accounting & valuation standards with the help of expertise in this field.

Authorized Signatory  
(Signature & Seal)  
\_\_\_\_\_