

**Lr. No. NAC/FIN/FA/ 409 Dt. 09.08.2021**

## **SHORT NOTICE INVITING QUOTATION FOR TAGGING & VERIFICATION OF FIXED ASSETS**

Sealed Quotations are invited from reputed firms and Companies, whose office is registered under Telangana state, to carry out Tagging & Verification of fixed assets at NAC-Hyderabad and Dist Centres of NAC Telangana. Sealed quotations shall be submitted by 12-08-2021 at 03:00 pm and will be opened at 03:30 pm on the same day.

S. No	Name of the item	Quantity (in nos.)	Unit Rate (in Rs.)	GST	Amount (in Rs.)
1	Asset Physical Verification & Tagging Services	2,000 Nos			
<b>TOTAL AMOUNT</b>					

Total amount in words: (Rupees

)

### **Scope of work:**

- Identification of priorities & assets based on ABC Analysis
- Classification of Assets into the following categories.
  - i) Taggable Assets – To be Verified
  - ii) Taggable Assets – To be Re-Tagged, Wherever Applicable
  - iii) Non-Taggable (Countable) Assets – Wherever Possible
  - iv) Out of Scope Assets – Will be moved directly into FAR
- Project scheduling, resource allocation & finalization of Asset coding schema.
- Wall to Wall physical verification & tagging of all the assets as per the agreed Scope.
- Digitization & Sanitization of physically verified sheets in excel format.
- Preparation of componentized physically verified FAR with all the attributes of an asset as per the agreed Scope.
- Mapping of physically verified assets with existing FAR/ Assets List.
- Sign off with NATIONAL ACADEMY OF CONSTRUCTION.

**Terms & Conditions:**

- 1) Rate shall be indicated both in figures & words.
- 2) Quotation shall be typed neatly or written in ink on the quotationer's letter head. The quotation shall be signed by the quotationer or his authorized agent.
- 3) Erasers or over writings shall be neatly scored out and the correct matter shall be neatly written duly attesting the correction.
- 4) The rates quoted shall be valid for a period of one year.
- 5) The work to be completed within 15 days from the date of receipt of work order.
- 6) Payment shall be made within 15 days after completion of work and on receipt of the Invoice.
- 7) The quotation shall be addressed in the name of **Director General, National Academy of Construction, NAC Campus, Kondapur, Hyderabad-500084.**
- 8) The Director General NAC reserves the right to reject any or all the quotations without assigning any reason therefore, Director General NAC reserves the right to increase or decrease the quantity.
- 9) National Academy of Construction shall not be held responsible for delay in submission of quotation.
- 10) For any further, information required, please contact Director (Finance), National Academy of Construction whose mobile number is 9949171284.



S 400  
25/3/2021

**Director (Finance)**

**National Academy of Construction**