

**INSTITUTE OF HOTEL MANAGEMENT CATERING TECHNOLOGY AND APPLIED  
NUTRITION**

**1100 QUARTERS, NEAR ACADEMY OF ADMINISTRATION, BHOPAL-462016**

**INVITING TENDER FOR PREPARING FIXED ASSETS REGISTER**

Institute of Hotel Management, Bhopal invites qualified and experienced Chartered Accountant firms to submit tenders for the creation of a comprehensive Fixed Assets Register.

**Project Scope:**

The selected firm will be responsible for:

1. Conducting a detailed physical inventory of all fixed assets owned by IHM Bhopal.
2. Capturing essential asset information, including but not limited to asset name, description, location, serial number, acquisition date, and cost.
3. Implementing a standardized coding system for easy identification and tracking of assets.
4. Creating a digital Fixed Assets Register .
5. Providing training to designated staff members on how to maintain and update the Fixed Assets Register.
6. To make the fixed assets register as per GFR-2017 rule no. 213 as per prescribed performa.

**Eligibility Criteria:**

Prospective bidders must meet the following criteria:

1. Demonstrated experience in conducting fixed asset audits and creating Fixed Assets Registers for organizations of similar size and complexity.
2. Familiarity with Autonomous Bodies regulations and accounting standards related to fixed assets.
3. Proven expertise in Central Government rules and regulations for asset management.

**Tender Submission Requirements:**


Interested firms should submit the following documents by 01-02-2024:



प्रशासनिक अधिकारी  
ADMINISTRATIVE OFFICER  
होटल प्रबंध संस्थान  
Institute of Hotel Management  
भोपाल (म.प्र.)/Bhopal (M.P.)

1. Cover Letter: A brief introduction to the bidding company, including contact details.
2. Company Profile: A comprehensive overview of the bidding company, highlighting relevant experience and qualifications.
3. Technical Proposal: Detailed methodology and approach for creating the Fixed Assets Register, including the use of any specific tools or software.
4. Financial Proposal: A breakdown of costs associated with the project, including fees for services, travel, and any other relevant expenses.
5. References: Contact information for at least three clients for whom similar services have been provided.

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