

Phone PBX :  
(033) 24272700 (6 a.m. to 9 p.m.)  
Email : rkmndp@gmail.com  
narendrapur@rkmm.org  
Website : www.rkmmnarendrapur.org



**RAMAKRISHNA MISSION ASHRAMA**  
**NARENDRAPUR, KOLKATA-700103**  
(A Branch Centre of Ramakrishna Mission,  
Belur Math, Howrah, West Bengal-711202)

**Request for Proposal for Physical Verification of the Fixed Assets, Valuation of the Fixed Assets ,Coding of the Fixed Assets and Preparing the Fixed Assets Register**

**INVITATION OF SEALED QUOTATION**

Ramakrishna Mission Ashrama Narendrapur invites quotation from reputed and experienced practicing Chartered Accountant Firms for "Verification of Fixed Assets etc. at Ramakrishna Mission Ashrama Narendrapur".

The interested group/persons may visit Narendrapur Mission on any working days between 10.30 a.m. to 1.30 p.m. for inspection of the campus & necessary discussion.

Date of inspection – 1<sup>st</sup> July 2024 to 31<sup>st</sup> July 2024

Last date for submission of quotation : 16<sup>th</sup> August 2024 ( 4 p.m.)

The quotation along with relevant documents should be addressed to :

**The Secretary, Ramakrishna Mission Ashrama Narendrapur, Central Office , Kolkata - 700103**


**Scope of Work & Other Conditions :**

The CA Firm will carry out 100% physical verification of the Fixed Assets held at Narendrapur campus, Arapanch(Sonarapur) campus, Girish Park building, properties at Purulia/Bankura/Purba Medinipur/Paschim Medinipur.

The broad scope of work includes the following :

- 1) Physical verification of fixed assets
- 2) Valuation of fixed assets
- 3) Preparation of Fixed Assets Register in MS Excel Format
- 4) Tagging of Fixed Assets
- 5) Reconciliation of physically verified assets with records and books of accounts/Fixed Assets schedule maintained by by Ashrama
- 6) Provide complete list of obsolete/unserviceable fixed assets
- 7) The entire work should be completed within 120 days of receipt of the work order
- 8) The CA firm should engage sufficient number of trained manpower and technical experts for this job.

Date : 27.06.2024

  
(Swami Shastrajnananda)  
Secretary