

**COTTON COLLEGE STATE UNIVERSITY**  
PANBAZAR, GUWAHATI-781001, ASSAM

**Notice inviting expression of interest for Preparation of Asset Register  
No. CCSU/GAD/2013/045 Dated 12/06/2014**

Cotton College State University (CCSU), invites Expression of Interest (EOI) for selection of reputed firms/companies for preparation of an inventory of fixed assets of the University. The intending firms should have proven track record of similar types of services in a large reputed institution(s)/organization(s).

Eligibility Criteria:

- i) Should have relevant experience as indicated above.
- ii) The firm should be registered/incorporated in India.
- iii) Valid PAN/Service Tax Registration with appropriate license to execute the work.

The service provider has to extend the following services for CCSU :

- a) Enlist the fixed assets of the University and classify them.
- b) To make inventory of all fixed assets both in hard copy and soft copy.
- c) Assign identification number including bar coding.
- d) Any other functions as may be felt necessary

Submission of Proposal :

The following documents and information must be submitted along with the Expression of Interest:

A.

- i) Brief description of the firm/company, including an organization chart and no. of employees deployed.
- ii) Name of the firm with complete address, contact numbers, e-mail address, along with details of branches if any.
- iii) The status of the firm: Proprietary/Partnership/Registered Company/Co-Operative Society. Please provide documentary evidence.
- iv) Details of contracts of similar nature executed in the last five (5) years.
- v) PAN No., Service Tax registration etc.
- vi) Copy of ESI and PF Registration certificate.
- vii) List of employees with qualification and Experience to be certified by an authorized person of the Firm/Company.
- viii) Techniques and methodology adopted by the firm including engagement of consultants/ professional experts having contract with the firm/company for various services.

B. A brief write-up to be provided by the firm as to how they propose to execute the work with a flow chart and work plan.

The Expression of Interest document containing the scope of work and other details can be downloaded from the official website [www.ccsu.ac.in](http://www.ccsu.ac.in).

Cotton College State University reserves right to accept or reject any or all Expression of Interest without assigning any reason thereof.

Interested firms/companies may submit their Expression of Interest addressed to the Registrar, Cotton College State University, College Hostel Road, Panbazar, Guwahati-781001, so as to reach him on or before 14/07/2014.

Registrar  
Cotton College State University