



DREDGING CORPORATION OF INDIA LIMITED
(A Government of India Undertaking)
Dredge House, HB Colony
Seethammadhara, Visakhapatnam 530022

Invitation of offer is open from 05/06/2025 to 13/06/2025 (1500 hrs.)

Ref No. DCI/FA/Tender/2025-26/1

Date: 05/06/2025

Dear Sir/Madam,

Sub: Invitation of Offer of Limited Tender for Engagement of Firm/Company for Physical Verification and Tagging of Fixed Assets with ERP Reconciliation at HO and all DCIL RO & Project offices.

1. Brief information about the Corporation

- 1.1 Dredging Corporation of India Ltd. (hereinafter referred to as “the Corporation”) is Government of India undertaking engaged in the business of dredging with a turnover of Rs.1141 crores for 2024-25. The Corporation is involved in maintenance dredging, capital dredging, beach nourishment, land reclamation, shallow water dredging, Project Management consultancy and Marine construction. The Corporation has under its management 12 Dredgers and 5 Ancillary Crafts.
- 1.2 The Corporation has introduced ERP system i.e. Microsoft Dynamics365 in all its Offices including Project offices. The ERP system is presently operational with modules; Accounts Payable, Accounts Receivable, Bank, Project, Inventory Management, Fixed Asset Module, Shore Payroll, Floating Payroll, Human Resources etc.
- 1.3 The complete history/profile of the Corporation is available for viewing on the website at <http://www.dredge-india.com>.

2. Invitation of offer

The Dredging Corporation of India Ltd. invites offer of Limited Tender from Firm/Company for Physical Verification of fixed assets at HO and all DCIL Ro & Project offices for Tagging of Fixed Assets with ERP Reconciliation.

3. Period of Contract:

The contract will commence from the date of issuance of the Work Order/Service Order and will conclude in 60 days.

4. Offer documents

The offer documents can be downloaded from Corporation's website at <https://eprocure.gov.in/eprocure/app>

5. Due Date for submission of Offer

- 5.1 Offer, in the given format, duly completed and signed on each page, should be sent by registered post/courier service/hand delivery in SEALED ENVELOPE; super scribed as **"Tender for Engagement of Firm/Company for Physical Verification of fixed assets at HO and all DCIL Ro & Project offices for Tagging of Fixed Assets with ERP Reconciliation "** and should be addressed to

General Manager (Finance)
Finance Department
Dredging Corporation of India Ltd.
Dredge House,HB Colony,
Seethammadhara
Visakhapatnam – 530022
Andhra Pradesh.

- 5.2 Offer should reach Corporation latest by **1500 Hrs. on 13/06/2025.**

Offers received after the due date and time will not be accepted and the decision of the Corporation in this regard shall be final and binding.

**DREDGING CORPORATION OF INDIA LTD.
FINANCE & ACCOUNTS DEPARTMENT**

Sub: Tender for Engagement of Firm/Company for Physical Verification and Tagging of Fixed Assets with ERP Reconciliation at HO and all DCIL RO & Project Offices.

Eligibility Criteria & Terms and Conditions governing the contract

Pre-Qualification Criteria

The bidder (Consultant Firm/Company) shall meet the following minimum eligibility criteria:

1. Legal Status:

The bidder must be a Chartered Accountant firm registered with the Institute of Chartered Accountants of India (ICAI).

Documents to be submitted: Certificate of incorporation/registration, ICAI registration certificate.

2. Experience:

The bidder should have successfully completed at least two (2) similar assignments of physical verification and tagging of fixed assets with ERP reconciliation in any Private/Central/State Government PSU/Autonomous Bodies/Public Listed Companies during the last 5 years.

Document to be submitted: Copies of work orders and completion certificates from clients clearly indicating the scope of work, contract value, and completion period.

3. Financial Strength:

The average annual turnover of the bidder in the last three (3) financial years (FY 2021-22, 2022-23, and 2023-24) should not be less than Rs.20 lakhs.

Document to be submitted: Audited financial statements or CA-certified turnover certificate for the specified financial years.

4. Man Power:

The firm must have a minimum of 3 qualified professionals (CA/CMA/CS/ICWA/MBA-Finance) on its payroll capable of conducting asset verification and ERP reconciliation.

Document to be submitted: Self-declaration on letterhead with names, qualifications, and experience of the professionals along with employee ID proof or salary slips.

5. No Blacklisting Declaration:

The bidder should not have been blacklisted or debarred by any Central/State Government or Public Sector Undertaking as of the date of submission of the bid.

Document to be submitted: Self-declaration on letterhead duly signed by the authorized signatory.

6. Office Presence

The bidder should have a functional office in Visakhapatnam for effective coordination, execution and ERP Reconciliation works at HO.

Document to be submitted: Address proof.

7. Compliance with Statutory Regulations:

The bidder must comply with all applicable statutory and regulatory requirements under Indian laws.

8. Other Documents:

Copy of PAN, GST registration.

WE FULFIL THE ELIGIBILITY CRITERIA & AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS GOVERNING CONTRACT

Firms meeting all the above criteria will be considered for technical evaluation. Failure to meet any of the above shall result in disqualification.

(Signature of the Authorized person on behalf of Firm/Co.)

Full Name of the Firm/co: _____

Designation of the Authorized person : _____

Firm / Company Seal _____

Date : _____

Place : _____

TECHNICAL INFORMATION OF THE FIRM / CO

Sl No	Particulars	Details
1	Name of Firm / Co	
2	Address of Main office	
3	Addresses of other branchoffices	
4	Year of Establishment	
5	Incorporation Certificate	
6	GST & PAN Copies:	
7	No of Qualified CAs /CMA's/MBA's in employment with Namesand Membership nos .	
8	Experience in details	
9	Turnover Details	

Signature & Name of Partnerwith seal of the Firm

Date : _____

Place: _____

PART III

**DREDGING CORPORATION OF INDIA LTD.
FINANCE & ACCOUNTS DEPARTMENT**

- PROFESSIONAL FEES OFFER -

Name of the Firm / Company	
Address of the Firm / Co.	
Professional Fees in Rs. (Excluding GST)	Rs. _____

Note: **** Reimbursement of Out-of-Pocket Expenses is disclosed in the scope of work

Signature & Name of Partner /Authorised Person
with seal of the Firm/ Company

Date : _____

Place : _____

DREDGING CORPORATION OF INDIA LIMITED
H.O. Visakhapatnam

Scope of Work for Physical Verification, Tagging, and Reconciliation of Fixed Assets

Objective:

To conduct a detailed physical verification and tagging of fixed assets across all DCIL locations/offices and reconcile the same with the ERP records to ensure completeness, accuracy, and traceability of assets.

1. Asset Verification and Tagging

- Conduct **physical verification of all fixed assets** at various DCIL offices, project offices, godowns, and other operational locations.
- Identify and classify assets into categories such as:
 - Furniture & Fixtures
 - Office Equipment
 - EDP Equipment (computers, printers, scanners, etc.)
 - Servers and Networking Devices
 - Pipelines and Dredging Infrastructure
 - Temporary Structures
 - Buildings and Civil Structures
 - Operational Equipment and Ancillary Crafts (barges, tugs, etc.)
- Verify asset location, condition, usage, and physical existence.
- Assign unique identification numbers (Asset Codes) to identify the location,/office/department.
- Physically tag all fixed assets by affixing asset identification stickers.

2. Reconciliation with ERP

- Match physically verified assets with the fixed asset register maintained in the ERP system.
- Identify and report:
 - Assets recorded in ERP but not physically found.
 - Assets found physically but not recorded in ERP.
 - Duplicate or misclassified assets.

3. Documentation & Reporting

- Prepare detailed location-wise, category-wise, and asset-wise reconciliation reports.
- Provide exception reports including:
 - Unrecorded assets
 - Obsolete or non-usable assets
- Support management in identifying assets for:
 - Write-off / Disposal
 - Reclassification in ERP if it is required

4. Compliance and Recommendations

- Ensure tagging and verification process complies with:
 - Indian Accounting Standards (Ind AS)
 - Companies Act, 2013
 - Internal Financial Control (IFC) requirements
- Suggest best practices for fixed asset management, including:
 - Periodic physical verification procedures
 - Asset tracking systems
 - ERP integration improvements

5. Deliverables

- Inception report with methodology and verification plan.
- Periodic progress updates.
- Final asset tagging register and reconciliation report.
- Recommendations for future asset tracking and controls.
- Draft SOP for maintenance of Fixed assets

6. Timeline

- The assignment is expected to be completed within **60 days** from the date of Issue of Work Order/Service Order.

7. Payment Terms

- Payment shall be made within 30 days from the submission of the final tax invoice, along with the verification report duly certified by the respective RGM/Project Head/Department Head/HOD.

8. Reimbursement of Out-of-Pocket Expenses

- For HO and Visakhapatnam Project office
 - No reimbursement is applicable.
- For other Locations
 - 2nd AC Train Fare: Reimbursement for up to 2 persons
 - Hotel Charges: Up to Rs.3,000 per day per person (excluding taxes) for 2 persons eligible for maximum of 2 days in each location.
 - Local Conveyance: Rs.300 per day per person for 2 persons eligible for maximum of 2 days in each location.