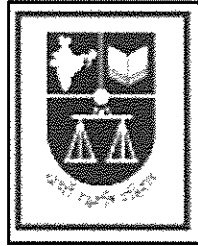


RFP NO: NLSIU/RFP/2025-26/013/Services

**NATIONAL LAW SCHOOL OF INDIA UNIVERSITY
(NLSIU)**



**REQUEST FOR PROPOSALS(RFP)
FOR
“Appointment of Service Provider for Physical
Verification of Fixed Assets, Asset Tagging and
Automation with Existing Accounting ERP”**

“RFP NO: NLSIU/RFP/2025-26/013/Services” Dated 18.11.2025

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CHAPTER 1. INTRODUCTION

The National Law School of India University, Bangalore (NLSIU), established under the National Law School of India Act, 1986, invites **quotations** from eligible bidders for the "**Appointment of Service Provider for Physical Verification of Fixed Assets, Asset Tagging and Automation with Existing Accounting ERP**". Interested vendors are requested to submit their quotations in accordance with the terms and conditions outlined below:

1.1. Request For Proposal (RFP)

NLSIU invites quotation from experienced vendors for providing service for Physical Verification of Fixed Assets, Asset Tagging and Automation with Existing Accounting ERP etc. as per Detailed Scope of Work (Chapter 3)

1.2. Timeline for Bidding Process

Date of Publishing RFP	18th November 2025
RFP Submission Date	28th November 2025 up to 05.00 P.M.
Bid Opening Date (tentative)	1st December 2025
Presentation by shortlisted bidders	Will be intimated, if required by the University

1.3. RFP Submission.

RFP shall be submitted in two parts:

Sealed Envelope 1 - Technical Bid.

Sealed Envelope 2 - Price Bid in the format given in RFP.

1. Both envelopes are to be marked as such and placed in a third envelope clearly superscribed with RFP name and No., name of the bidder.
2. The complete RFP as detailed above must reach NLSIU before the last date as per timeline at following address:

To
Mr. Rajesh Kumar Behera
Manager Finance
National Law School of India University
Gnana Bharathi Mani Road, Opp. NAAC, Nagarabhavi
Bengaluru - 560072

Validity period of the Bid: The bids will be valid for a period of 90 days from the date of submission.

1.4. General Information for Bidders

1. Bidders should acquaint themselves with the scope of work and reach out to NLSIU for any queries / clarifications they might need regarding the bid or the work requirements. Contact details rajesh.behera@nls.ac.in.
2. **Time Period:** The work is to be 100% completed no later than **sixty (60)** days from the date the Purchase Order is issued.
3. **Assignment & sub-contract:** Selected Vendor shall not assign, sub-contract or sub-let the whole or any part of the service in any manner without express approval of NLSIU.
4. **Confidentiality and Disclaimer:** All information supplied by NLSIU in connection with this RFP must be treated as confidential by Bidders.
5. **Arbitration:** All disputes regarding quality of service, specifications and rates shall be settled mutually by making references to conditions of contract, documents, or prevailing local practices etc.; but if not settled mutually, shall be referred to arbitration as mandated in the Arbitration and Conciliation Act, 1996 and its amendments or modifications to-date.
6. **Legal dispute:** Any dispute which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at Bengaluru, Karnataka only.
7. **Payment:** Payment shall be made in full only after completion of the work and joint sign-off by both parties. No advance payment shall be issued.
8. **Rejection clause:** The bidder who does not fulfil any of the PQ conditions or submits incomplete documents in any respect is liable to be rejected summarily.
9. **Selection of Vendor:** Through Techno-Commercial evaluation as detailed in Chapter 4.
10. NLSIU reserves the right to accept/ reject any RFP in part or full, without assigning any reason whatsoever.
11. The delivery of services is required at National Law School of India University, Gnana Bharathi Mani Road, Opp. NAAC, Nagarabhavi, Bengaluru - 560072.
12. The price quoted by the Bidder shall be firm and final and no increase on whatsoever account shall be admissible except for an increase/decrease of government levy.

1.5. Objective of the Engagement

The primary objective of this engagement is to ensure:

1. Accurate and complete physical verification of all fixed assets located within the NLSIU campus.
2. Reconciliation and updating of the Fixed Asset Register (FAR).
3. Assigning unique identification numbers through tamper-proof tagging/coding.
4. Implement suitable Fixed Asset Management Software to manage the fixed assets life cycle.
5. Mapping and automation of fixed asset management software with existing accounting ERP Zoho Books.
6. Strengthening asset controls and enabling accurate financial reporting.

CHAPTER 2. CRITERIA

2.1. Pre-Qualification and Technical Criteria

Only those Bidders who meet the following minimum criteria will be considered for evaluation:

Sl. No.	Minimum Criteria to be met
2.1	The applicant must be a legal entity authorized to operate in India.
2.2	The applicant should be in the business of providing services related to Physical Verification of Fixed Assets, Asset Tagging and Automation with Existing Accounting ERP for more than 05 years .
2.3	The applicant should be registered under GST and should have an annual turnover exceeding 50 Lakhs in each of the financial years 2022-23, 2023-24, 2024-25.
2.4	Experience of handling similar assignments. Furnish copy of the documentary evidence in support of the same for last 3 assignments for Physical Verification of Fixed Assets, Asset Tagging and Automation with Existing Accounting ERP.
2.5	The Registered office or branch office or regional office of the applicant should be within Bengaluru jurisdiction.

2.2. Submission of documents to assess pre-qualification criteria:

1. Bidders must submit the documentary proof in support of meeting the pre-qualification criteria. Simply an undertaking signed by the bidder for any item of the criteria shall not suffice. All the documentary proof must be submitted with the bid document.
2. Bidders fulfilling the above criteria will be considered for technical evaluation as detailed in Chapter 4.
3. In deciding upon the selection of the bidder emphasis will be placed on the ability and competency of the bidder to provide high quality services according to the time schedule and in close co-ordination with NLSIU.

CHAPTER 3. SCOPE OF WORK

3.1. Scope of Work – The service provider shall be responsible for the following:

- a) **Physical Verification of Fixed Assets**
 - i. Conduct 100% physical verification of all fixed assets across the NLSIU campus.
 - ii. Coverage includes but is not limited to:
 - o Furniture & Fixtures
 - o Books (Library Holdings including special collections)
 - o IT Assets
 - o Office Equipment and Sports Equipment
 - o Electrical Appliances
 - o Campus Infrastructure Assets
 - o Vehicles
 - o Intangible Assets
 - iii. Tagging assets to location, department, and custodian.
 - iv. Identification of missing, unrecorded, obsolete, damaged, or non-functional assets.

- b) **Asset Coding and Tagging**
 - i. Develop a scientific and standardized asset coding structure aligned with NLSIU's asset pool.
 - ii. Supply and affix durable, tamper-proof barcode/QR code metal/polymer tags.
 - iii. Tag every asset and capture tag information digitally.
 - iv. Provide asset-wise photographs linked to tags (if required).

- c) **Reconciliation and Updating of Fixed Asset Register (FAR)**
 - i. Reconcile physically verified assets with the Fixed Asset Register (FAR) to identify: variances, missing assets, unrecorded assets, duplicate entries, incorrect classification etc.
 - ii. Update the FAR with correct asset details including.
 - iii. Prepare a Variance Report with recommendations on corrections and disposals.

- d) **Implementation of Asset Management Software and Automation & Integration with Zoho Books ERP System**
 - i. Implement the Asset Management Software System
 - ii. Integrate the Asset Management Software System with Zoho Books Erp for accounting, calculation of depreciation, disposal of assets etc.
 - iii. Provide training to NLSIU Finance and Administrative staff on the updated system and procedures.

Bid Submission

3.2 Submission of Tender:

PART-1: Pre-qualification documents as per Part -1, Part II and Annexure-1 on bidder's official letterhead with sign & stamp.

PART-2: Price bid as per Price Bid format

PART 1

Pre-qualification bid

3.3 Pre-qualification Criteria

- i. The bidder with at least 05 years of relevant experience as on 31.03.2025.
- ii. Gross annual revenue of Rs.50 lakhs or above (Average of last three financial years).
- iii. Experience of handling assignments for Physical Verification of Fixed Assets, Asset Tagging and Automation with Existing Accounting ERP (reference of 3 recent orders along with the order copy or agreement copy).
- iv. Head Office/ fully operational branch office in Bengaluru

3.4 Submission of documents to assess pre-qualification criteria:

Bidders must submit documentary proof in support of meeting the pre-qualification criteria. Merely an undertaking signed by the bidder for any item of the criteria shall not suffice.

PART II

Technical Bid

3.5 Technical proposal by the bidder

Each bidder shall compile their proposal to contain the following details, which will form the basis of evaluation.

Parameters
Number of years of bidder's existence
Extent of experience of similar assignment

PART III

Price bid

3.6 Opening of Price bid

The quoted prices shall be inclusive of all applicable fees, duties, and charges, except GST. The GST component, if applicable, shall be indicated separately and will be paid additionally as per prevailing rates.

CHAPTER 4. BID EVALUATION PROCESS

- 4.1. The technical bid shall carry a weightage of 70 marks and the price shall carry a weightage of 30 marks.
- 4.2. Evaluation of price bid shall be taken up to determine the competitive prices of the techno-commercially acceptable bids and include the following:
- 4.1.1 The Total amount quoted in Price Bid will be considered for evaluation purpose. The quoted prices shall be checked to determine the arithmetical correctness of the same.
- 4.1.2 A bidder having the highest composite score of Technical and Price Bid will be selected for award of contract.
- 4.1.3 NLSIU reserves the right to accept/ reject any tender in part or full, without assigning any reason whatsoever.
- 4.1.4 NLSIU reserves their right to negotiate the quoted price.
- 4.1.5 Technical bid score, out of 70, will be arrived based on the following parameters:

Sr. No.	Description	Maximum Marks
1	No. of years of existence/experience	10-20 Marks
2	Annual turnover of the applicant bidder	10 marks
3	Number of Key Professionals & their Experience	0-10 Marks
4	Feedback of the existing or past customers of the bidder (the bidder needs to share the contact detail of the customers whose reference is given in Annexure-IV)	10 Marks
5	Experience of handling similar and relevant assignments.	30 Marks
	TOTAL	70 Marks

Based on annexures for supporting documents related to experience, the bidder scoring highest marks (H1) in technical assignment will be assigned score as 70. Each of the bidders will be scored as below:

Technical score of bidder X= (Marks assigned to bidder being evaluated * 70) / (Marks scored by H1)

4.3. Methodology for Arriving at the Price of Bidders

Price bid score "Y shall be out of 30"

$$Y = \text{Score of Price bid} = \frac{30 * (\text{Price quoted by lowest bidder})}{(\text{Price quoted by the bidder being evaluated})}$$

Formula to calculate total score of the bidder:

$$\text{Total Score out of 100} = X + Y$$

The bidder getting the highest composite techno-commercial score (X+Y) will be awarded the contract.

Note:

1. NLSIU reserves the right NOT to award the work to the highest scorer or any bidder at its sole discretion.
2. NLSIU reserves the right to reject any or all bids without assigning any reason.
3. NLSIU reserves the right to increase, decrease or modify the scope of work at any stage of the process.
4. NLSIU reserves the right to award the work to any bidder in the event of a tie in the overall scores of two or more bidders.
5. NLSIU reserves the right to seek clarifications, additional documents, or presentations from any bidder, if considered necessary for evaluation.
6. NLSIU reserves the right to verify the credentials and information provided by the bidders through independent sources and may reject the bid if any discrepancy or misrepresentation is found.
7. NLSIU reserves the right to negotiate the terms, conditions, and quoted price with the selected bidder before final award of work.
8. NLSIU reserves the right to cancel or withdraw the RFP at any stage without incurring any liability or obligation towards the bidders.

N S Nigam
Registrar I/c

National Law School of India University

ANNEXURE - I. PARTICULARS OF BIDDER

SR.NO	DESCRIPTION	
1	Name of the bidder	
A	Trade Name (in Block letters)	
B	Status of the Bidder (Proprietorship/Partnership/LLP/Limited Co.) Fill the details in Block letters	
C	Name of Proprietor /Partners /Directors (in block letters)	
2	Postal Address	
3	Telephone No.	
4	E-mail / Website address (if available)	
5	PAN (attach self-attested photocopy)	
6	GSTIN (GST Registration No.) (attach self-attested photocopy)	

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender as stipulated in the tender notice No. **RFP NO: NLSIU/RFP/2025-26/013/Services Dated 17.11.2025**. Accordingly, I/ we accept the terms and conditions and hereby offer the rates "as per Price Bid".

Signature_____

Date_____

Official seal of bidder

ANNEXURE – II. CHECK LIST OF DOCUMENTS TO BE SUBMITTED

Bidder is required to furnish the bid as per checklist below:

Sr. No	Item Description	Submitted/Attached YES/NO	Remark
1	PAN copy		
2	GST Registration copy		
3	Particulars of bidders (Annexure I)		
4	Establishment/registration certificates as proof for Number of years of existence		
5	Price Bid in separate envelope		
6	Profile of Key Professionals: (please mention the credentials of professional(s) to be assigned to NLSIU 1. Qualification 2. Experience (Minimum 10 years)		
7	Profile of services offered by the bidder		
8	List of prominent clients (Assignments undertaken - to support technical scoring)		
9	Self-declaration mentioning the amount of Turnover for FY 2022-23, 2023-24 and 2024-25 as per audited financials. (audit report is not required)		
10	Whether any regulatory action including fines /strictures levied in last 5 years (Self declaration)		
11	Any other information relevant to your response to this BID that you may wish to provide.		
12	RFP document signed and stamped on each page		

ANNEXURE – III. PRICE BID

For appointment as Statutory auditor for NLSIU

Name of the bidder :

S r. N o	Particulars	Amount (in Rs.)
1	Fees as per scope of work as defined in Chapter 3.1. (Inclusive of all out-of-pocket expenses).	
2	GST__% and amount	
	Total Amount	

Signature of Authorized Person: Official Seal

Technical Bid

Annexure- IV

Appointment of Service Provider for Physical Verification of Fixed Assets, Asset Tagging and Automation with Existing Accounting ERP.

Sl No	Particular	Submission by Bidder
1	Name of the Bidder	
2	Official Address of the Bidder with complete contact details inclusive of Cell number and mail ID	
3	PAN No. (Enclose a copy)	
4	GST Registration No. (Copy of the Registration Certificate is to be enclosed).	
5	Self-declaration of Audited Turnover of FY 2022-23, 2023-24 and 2024-25 (only the selected bidder may need to submit a copy of Audited Financial Statement when asked by the University)	
6	Number of years of experience of the Bidder	
7	List of the clients for whom the similar is completed.	
8	List of similar assignment carried out by the Bidder in last 5 years ending 31 st March 2025 - a. At least three Work Order for the similar assignment. b. Name of the authority issued the Work Order, Mail ID, contact number for reference check, if required.	
9	Whether any regulatory action including fines levied since the inception. Whether any disciplinary action is pending.	
10	Presence in Bengaluru with address / telephone number, if any (Optional)	
11	Any other information the bidder wish to give in support of their experience / professional achievements.	

Note: Please attach extra sheet in support of your information, if required.

Signature
Name of Tenderer _____

Official Seal