



GANGADHARPUR MAHAVIDYAMANDIR

Co-educational Degree College (NAAC Accredited)

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Ref. No GMVM/Ten/05/2023

From: Teacher-in-Charge/Secretary

Date: 03/11/2023

Invitation to Submit Quotations for Green Audit Services and Verification & Preparation of Fixed Assets Register

We are reaching out to invite the esteemed companies to participate in the tender process for providing Green Audit services and for verification & preparation of fixed assets register at our college. As an institution committed to environmental sustainability, we are seeking a competent and experienced company to conduct a comprehensive audit of our campus and for verification & preparation of fixed assets register for our college.

(A) Scope of Work for Green Audit:

1. Assess current environmental practices and policies.
2. Evaluate energy consumption and recommend efficiency measures.
3. Examine waste management systems and propose improvements.
4. Analyse water usage and suggest conservation strategies.
5. Provide recommendations for eco-friendly initiatives.


(B) Scope of Work Verification and Preparation of Fixed Assets Register:

1. Verification of all fixed assets owned by the college, including but not limited to land, buildings, equipment, furniture, and vehicles.
2. Physical inspection of assets to ensure accuracy of records.
3. Updating asset details including description, location, condition, and serial numbers where applicable.
4. Preparation of a comprehensive Fixed Assets Register in accordance with relevant accounting standards and guidelines.

Submission Requirements:

1. Detailed company profile highlighting relevant experience.
 2. Proposed methodology for conducting the Green Audit/ for verification & preparation of fixed assets register.
 3. Itemized quotation, including all costs associated with the work.
 4. References from previous clients for similar projects.
- Submission Deadline: 18/11/2023

A drop-box has been provided in the office room (New Campus), please drop your quotation separately in a sealed envelopes marked "Green Audit Tender" for Green Audit and "verification and preparation of fixed assets register Tender" for verification and preparation of fixed assets register for our college within office hours (except Sundays/holidays).


31/1/23
Teacher-in-Charge
Gangadharpur Mahavidyamandir
Gangadharpur, Howrah