

245/ITPO/ (2)/Stores/2015

02.06.2015

23371783

To

**Subject: Physical verification of ITPO's Fixed Assets.**

**Dear Sir,**

India Trade Promotion Organization (ITPO) (A Govt. Of India Enterprises) invites quotations amongst the Chartered Accountants of India for physical verification of its Fixed Assets at Pragati Maidan New Delhi and Flats at Asiad Village Complex for the Financial year 2014-15. The scope of work includes:

- 1. Physical Verification of Fixed Assets in and around Pragati Maidan and Flats at Asiad Village Complex etc.**
- 2. Reconciliation of Physically Verified items with respect to Fixed Assets Register.**
- 3. The entry of the Fixed Assets has to be made in the Computer available at Central Ware House Stores.**
- 4. Suggestion if any, for better improvement in the existing system.**
- 5. Mere completion of job and submission of reconciled report should be made within fifteen week from the date of award of work.**

You are requested to send your willingness of the execution of above job with the fee/charges on or before 16.06.2015 by 3pm in a sealed quotation addressed to Mr. S. P. Panda, Manager (Stores) India Trade Promotion Organization, Prantik Building, Gate No.1, Pragati Maidan, New Delhi-110001. The quotations will be opened on the same day at 3.30PM.

Thanking you,

yours faithfully,

(Mr. S. P. Panda)  
Manager (Stores)