

Gokhale Institute of Politics and Economics

(Founded by Rao Bahadur R.R. Kale, Satara)
(Deemed to be University u/s 3 of the UGC Act, 1956)
846, Shivajinagar, B.M.C.C. Road
PUNE - 411 004 (INDIA)

Ref No. 28.3.5/ 1141 /2026

Date: 15/10/2026

REQUEST FOR QUOTATIONS (RFQ)

FOR ASSET REGISTER CREATION, BARCODE TAGGING AND ERP IMPLEMENTATION

The Gokhale Institute of Politics and Economics (GIPE), Pune, invites sealed quotations from experienced and qualified firms/agencies for **Asset Register Creation, Barcode Tagging and ERP Implementation** at the Institute.

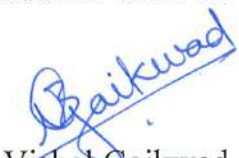
Interested firms/agencies are requested to submit their quotations in accordance with the detailed Terms of Reference (TOR)/Scope of Work and the prescribed quotation format attached to this notice.

The quotation must be submitted in one sealed envelope, clearly superscribed "**Quotation for Asset Register Creation, Barcode Tagging and ERP Implementation,**" and must reach the Institute on or before **15 November 2026, by 6:00 p.m.**

For any clarification regarding the scope of work or submission requirements, interested firms/agencies may contact the Finance Department, GIPE, at fin.accts@gipe.ac.in, from 15 October 2026 to 15 November 2026, between 10:00 a.m. and 6:00 p.m. on working days.

The Institute reserves the right to accept or reject any or all quotations, wholly or partly, without assigning any reason, in accordance with its applicable procedures.




Dr. Vishal Gaikwad
Offg. Deputy Registrar

Request for Quotation

Asset Register Creation Barcode Tagging and ERP Implementation

1 Invitation and purpose

GIPE invites technical and financial proposals from agencies capable of establishing a complete asset register, affixing unique barcode or QR labels, mapping funding sources and ownership, populating the Institute's ERP and implementing practical asset management workflows and SOPs.

This is an implementation and operational handover assignment. Physical enumeration supports accurate asset records. An independent audit opinion, valuation exercise or statutory certification is outside this assignment.

Particular	Details
RFQ Issue date	15 th Oct 2026
Submission deadline and mode	15 th Nov 2026, Time 06 pm
Completion and support	60 calendar days from commencement, followed by 90 days of support
Bid validity	90 days from submission deadline

2 Asset coverage and field implementation

The agency shall enumerate 100 percent of assets included in the approved coverage. Sampling shall not replace item-level listing and tagging. GIPE will provide available registers, accounting extracts and access; the agency remains responsible for assembling and uploading the usable inventory.

2.1 Locations and asset population

Coverage includes academic and administrative buildings, Library, Kale Hall, conference rooms, research centres and projects, IT facilities, hostels, mess facilities, guest house, residential quarters, stores and other GIPE-controlled locations listed in Annexure C. Record assets issued to employees, held off campus or sent for repair, with follow-up verification arrangements.

Include furniture, computers, servers, laboratory and research equipment, electrical and electronic equipment, appliances, vehicles and other durable items requiring custody control. Track controlled durable items even where they are expensed rather than capitalised; keep their accounting treatment distinct.

2.2 Category specific treatment

- Land and buildings: create property records with location and supporting references; physical labels are not mandatory. CWIP: list available project and expenditure references; engineering progress certification is excluded.
- Library books: link to the existing accession or library system. Full book-level enumeration and retagging is excluded from the base scope unless expressly included in Annexure C;
- Software and digital licences: record licence holder, entitlement, term and supporting documents; use electronic identification rather than physical tags.
- Consumable stocks are excluded. Donated, leased, loaned and third-party durable assets on GIPE premises are included, with ownership identified separately.

2.3 Field controls

Prepare a room-wise route plan; compare physical items with available records in both directions. Capture unrecorded items and investigate duplicates. Obtain department acknowledgements. Maintain separate lists of inaccessible, untaggable, not-found and disputed items. Photograph and enumerate safely without disrupting teaching or damaging equipment. Obtain permission before moving items or entering restricted areas.

3 Asset identification and register structure

Agree the data dictionary, category hierarchy, accounting asset blocks, location codes and custodian master with GIPE before bulk enumeration. Asset category, accounting block, funding source, ownership and custody shall be separate fields.

Record group		Required information
Identification		Unique asset ID; legacy ID; description; category and subcategory; make/model; serial number where available; photograph.
Location and custody		Building, floor, room, department, custodian, allocation date and acknowledgement; external location where applicable.
Acquisition and accounting		Acquisition mode; purchase/receipt date; invoice, PO and voucher references; supported cost; accounting block; capitalised or controlled expensed status.
Funding and ownership		Institute or external funding; grantor/donor; project code and sanction reference; joint funding split; legal owner; restrictions and return obligations.
Lifecycle and evidence		Condition, use status, verification status and date; warranty/AMC or licence details where available; movement history; supporting documents; pending-data flag.

Asset IDs shall remain permanent despite changes of room, custodian or funding classification.

Maintain separate fields for physical condition, use status and verification status. A not-found item is an exception requiring investigation, not an automatic loss or write-off. Retain original identifiers as searchable references. Link one physical asset to one unique record; category codes or product barcodes alone are insufficient.

Never assume cost, acquisition date, ownership or source. Record missing information transparently and submit it for resolution. GIPE Finance shall approve accounting mapping and historical accounting values. The agency shall not post accounting adjustments or dispose of assets without separate authorisation.

4 Funding source and ownership mapping

Identify the source of each asset through invoices, payment vouchers, project ledgers, sanction letters, agreements, donation records and handover documents. Distinguish assets bought using Institute funds, assets bought under grants/projects and assets received directly in kind.

Requirement	Implementation rule
Funding classification	Institute funded, grant/project funded, donor funded or jointly funded; identify the exact source where supported.
Project linkage	Grantor name, project title/code, sanction or agreement reference, funding head and relevant document links.
Joint funding	Allow multiple source allocations with amounts or percentages. Validate that allocations total the supported asset cost or 100 percent.
Ownership	Record GIPE, grantor or third-party ownership separately from funding and physical possession.
Attached conditions	Record supported restrictions on use, movement, reallocation and disposal; project closure and return conditions; required permissions.
Unresolved source	Mark pending confirmation, cite the records checked and assign a GIPE reviewer. Do not classify as Institute funded by default.

Finance and the concerned PI or project coordinator shall review source mapping; GIPE shall resolve ownership and grant-condition questions. Preserve the original funding history when an asset is moved or reused. Funding corrections require authorised approval and a change history.

Deliver grantor-wise, project-wise, Institute-funded, jointly funded and ownership-wise lists, together with assets carrying restrictions or unresolved source information. Configure filtering by current location and custodian within these reports.

For project closure, the SOP shall require a statement of assets, ownership and applicable conditions, followed by an authorised decision on retention, transfer, reuse or return. Reallocation shall include a check of grant conditions and any required permission.

5 Barcode labels and ERP implementation

5.1 Labels and scan access

Supply and affix durable, securely adhering labels suited to indoor equipment and furniture. Use weather-resistant or specialist labels where conditions require. Submit label samples for GIPE approval. Labels shall show the human-readable asset ID and its barcode or QR code. Agree safe placement and document exceptions; use alternative identification for unsuitable surfaces.

Codes shall resolve to the individual asset in the approved system. The agency shall scan-test every applied label. A QR link shall not expose personal, financial or grant information publicly. Use authorised access for record viewing and updates. Replace defective or detached labels attributable to workmanship during the support period without additional charge.

5.2 ERP delivery boundary

Use GIPE's existing ERP asset module as the primary operational register. Review its capabilities with GIPE IT and the ERP provider before bulk work. Configure location and custody masters, import verified data, attach evidence and validate records. An Excel inventory is an intermediate file and does not constitute implementation completion.

Before award, disclose every dependency, licence, device, customisation and ERP-provider activity. Identify who will deliver each item, its cost and due date. Required capabilities shall be included in the evaluated delivery solution; do not assume that GIPE will fund unspecified development later. A separate online application requires GIPE's prior written approval and an agreed system-of-record and integration plan.

5.3 Functional and data controls

Provide scanning/search, custody allocation, approved transfers, issue/return, repair movements, periodic verification, disposal history, reports, export and role-based access. Preserve who changed what and when. Prevent unauthorised approval, deletion and alteration of accounting/source fields. Define backup and restoration responsibilities with IT; demonstrate restoration before handover.

Reconcile approved inventory totals to ERP imports by category, location and funding source. Remove duplicate imports safely. Validate opening accounting values with Finance where supplied. Deliver CSV/XLSX exports and document mappings. Barcode scanning records identity and recorded location; continuous physical location detection is outside the base scope.

6 SOPs and staff enablement

Prepare GIPE-specific SOPs and usable forms aligned with approved authority levels. Each process shall identify the initiator, approver, receiving acknowledgement, ERP action, evidence and exception route. Avoid unnecessary committee approvals for routine authorised movements.

Process	Minimum control and ERP outcome
Acquisition and first issue	Receipt confirmed; record and funding mapping created; label affixed; custodian acknowledges issue.
Reallocation or transfer	Request; funding-condition check; approval; receiving acknowledgement; location/custody update with prior history.
Temporary or off campus use	Purpose, destination, responsible person, permission and expected return; overdue follow-up and return closure.
Repair or vendor handover	Asset ID linked to handover/gate pass, vendor and due date; return receipt and condition update.
Employee exit or role change	List assigned assets; return or approved transfer; record acknowledgement before asset clearance.
Periodic verification	Room-wise scanning; verified, missing and unexpected lists; investigate exceptions and approve corrections.
Project closure and reuse	Review ownership and grant terms; document authorised retention, reuse, transfer or return.
Disposal and record correction	Approval and evidence; retain retired record/history; controlled correction of duplicates and master data.

Include a recurring process for adding new assets and replacing labels so GIPE can maintain the register after the assignment ends. Identify the equipment, access and consumables needed for ongoing operation.

7. Work plan and GIPE responsibilities

The base completion period is 60 calendar days from the commencement meeting and access readiness. Bidders shall submit an achievable staffing and route plan against the stated volume. Any extension in work period shall be expressly declared and approved by the Registrar.

GIPE role	Responsibility
Administration Department	Nodal coordination, room access, coverage and custody review; operational register owner.
Finance Department	Asset blocks, supported accounting values, funding mapping and accounting reconciliation review.
PI and Departments	Source documents, grant conditions, asset access and custody acknowledgement.
IT and ERP provider	Technical access, import/configuration support, security and backup coordination.
Chief Finance Officer	Approve SOP authority matrix, exceptions and milestone acceptance after reviewer recommendations.

8. Bidder capability and selection

Eligible bidders may be asset inventory and implementation agencies, ERP specialists or professional firms with a demonstrably capable implementation team. CA qualification is not mandatory. Disclose subcontractors; the prime agency remains accountable for the full assignment.

- Provide business registration, PAN and applicable tax registration; disclose conflicts, debarment and material delivery disputes.
- Provide evidence of at least two comparable asset enumeration/tagging or ERP asset-register assignments completed in the preceding five years, with references. Relevant education/research experience will be scored.
- Nominate an experienced project lead and field supervisor, an ERP/data specialist and sufficient enumerators.
- Provide a sample register, labels, report, SOP extract and a practical demonstration. Protect previous clients confidential data.

9. Commercial and service conditions

9.1 Pricing and quantities

Quote fixed implementation charges. No change in rates is permitted during the assignment. State all taxes separately; no unlisted compulsory charge is payable.

10.2 Milestone payments

Accepted milestone	Share of implementation fees
Approved pilot and masters	25 %
Complete enumeration and accepted tag deployment	25 %
ERP imports and source mapping accepted	25 %
Go-live tests, SOPs accepted	20 %
Support completed and final handover accepted	5 %

9.4 Data ownership and exit

GIPE owns its data, registers, photographs, bespoke forms and SOPs. Disclose pre-existing software licences and usage rights. Do not reuse or disclose GIPE data. Use approved accounts; no credentials in labels. Hand over exports, mappings and access on completion or termination. GIPE shall be able to operate and export the register independently.

Annexure A Technical proposal

Submit the following in sequence, with supporting evidence. Identify exclusions and deviations explicitly; an unqualified offer confirms the entire issued scope.

Submission	Information required
Bidder particulars	Legal name, address, registration, PAN, GST details where applicable and authorised contact.
Comparable assignments	Client, period, asset volume, locations, tagging/system scope, completion evidence and reference contact.
Named team	Role, name, qualifications, relevant experience, onsite days, availability and substitution arrangements.
Execution plan	Room-wise rollout, staffing assumptions, documents required, source tracing, labels, import controls and timeline.
Technical solution	ERP/version compatibility; scanner/phone requirements; individual-asset scanning; permissions, reports, exports and backups.
Enablement and support	SOP outline, ongoing label procedure, issue handling and exit/handover plan.

Bidder declaration

We have reviewed the RFQ and coverage assumptions. We undertake to deliver the stated outputs, subject only to the explicitly listed deviations. We confirm that our proposed staff are available, our evidence is accurate and our quotation identifies all mandatory charges. We will preserve confidentiality and disclose any conflict affecting this assignment.

Authorised signatory: _____

Name and designation: _____

Date and place: _____

Attached deviations schedule: [Nil / List]

Annexure B Financial quotation

