

VIJAYAVAHINI CHARITABLE FOUNDATION

Physical Verification of Assets – Andhra Pradesh & Telangana Locations

Scope of Work (SOW)

1. Objective

To conduct a comprehensive physical verification of all assets of the Company located across various Branches/site locations in Andhra Pradesh & Telangana, to verify their existence and condition, assign/validate asset codes, identify discrepancies, and reconcile the results with the Fixed Asset Register (FAR) and submission of Report to the Management.

2. Scope of Services

2.1 Planning & Preparation

- Obtain the latest Fixed Asset Register (FAR), location-wise asset lists, and any previous verification reports.
- Coordinate with location heads for site access, asset availability and support staff allocation.
- Prepare asset verification formats, checklists, and tagging materials.

2.2 Physical Verification of Assets

- Conduct physical verification of all assets across assigned locations.
- Validate asset presence, condition, identification marks, and location.
- Capture essential details (*description, make/model, serial number, condition, user, department, location*).

2.3 Assignment and Verification of Asset Codes

- Verify correctness of existing asset codes
- Assign new asset codes to untagged assets as per company coding structure.
- Physically tag assets.

2.4 Identification of Exceptions

- Identify unused, idle, broken, obsolete or missing assets.
- Identify assets found physically but not in FAR.
- Document exceptions with photographs where required.

2.5 Reconciliation with FAR

- Reconcile physically verified assets with the Fixed Asset Register.
- Prepare variance and exception reports.
- Provide recommendations for updating FAR.

2.6 Reporting & Summary Submission

- Prepare location-wise verification reports.
- Submit final consolidated summary to Management.

3. Deliverables

1. Verified asset list (location-wise-5/6 locations in AP/TS).
2. Updated asset coding records.
3. Exception Report (unused, broken, obsolete, missing, etc.,).
4. Reconciliation Report (FAR vs Physical).
5. Disposal/repair recommendation list.
6. Submission of Final Consolidated Report.

4. Timeline for Submission of Final Report

Expected duration: **4 weeks** from date of award of Contract

5. Responsibilities of Agency

- Deploy trained verification staff to accompany our team.
- Ensure accurate data collection and reporting.
- Maintain confidentiality
- Submission of Final Draft Report within 7 days of completion of field visits
- Submission of Final Report after discussion with Management

6. Details for submission of Proposal

- Agency need to submit proposal for Professional fees only, as transportation, boarding & lodging will be provided by our Company.
- Proposal is to be addressed to “M/s Vijayavahini Charitable Foundation”,
- Email ID for submission – procurement@vijayavahini.org
- Due Date for submission – 26th December, 2025.
- For any query, Contact – Mr. Ramesh – Mobile # **99 49 81 55 66**
