

WEST BENGAL MINERAL DEVELOPMENT & TRADING CORPORATION LIMITED

(A Government of West Bengal Undertaking)

13, NELLIE SENGUPTA SARANI, 2ND FLOOR, KOLKATA - 700087

Tender for

**Selection of Firm of Chartered Accountants / Cost Accountants for carrying out the
Physical Verification of Fixed Assets**

Last Date of submission of Offer:

5.00 p.m. of 20th January, 2015

Visit www.wbmdtc.com for more details

West Bengal Mineral Development & Trading Corporation Limited invites offers from reputed firms of Chartered Accountants/Cost Accountants for carrying out physical verification of Fixed Assets comprising of Land & Buildings, Motor Vehicles, Furniture & Fixtures, Plant & Machinery, Computer, Electrical & Water Installations & Equipments, etc, Reconciliation of the Fixed Assets Register and Updation of Fixed Assets Register for different Units.

[I] LOCATION OF H.O. & DIFFERENT OPERATING UNITS:

- A. HEAD OFFICE (Approx. Gross value of Fixed Assets – Rs. 3.00 crores)**
13, Nellie Sengupta Sarani, 2nd Floor, Kolkata - 700087.

- B. PURULIA CITY OFFICE (Approx. Gross value of Fixed Assets – Rs.9.00 lacs)**
North Lake Road, Raghobpur, Purulia

- C. RANGADIH GRINDING UNIT (Approx. Gross value of Fixed Assets – Rs.35 lacs)**
PO – Rangadih, Dist – Purulia

- D. BELDIH MINES (Approx. Gross value of Fixed Assets – Rs.0.50 lacs)**

- E. BAMNISALA GRANITE PROCESSING UNIT (Approx. Gross value of Fixed Assets – Rs.13 lacs)**
PO & PS – Saltora, Dist – Bankura

- F. TRANSDAMODAR OPEN CAST COAL MINES (Assets of WBMDTC Ltd and of M/s. TDCMPL, MDO) (Approx. Gross value of Fixed Assets – Rs.150 crore)**
Borjora, Bankura – 722202

- G. PACHAMI HATGACHA STONE MINING PROJECT (Approx. Gross value of Fixed Assets – Rs.75 lacs)**
PO – Bharkata, Dist - Birbhum

[II] SCOPE OF WORK :

- (i) Total physical verification of all the assets of the Company;
- (ii) Reconciliation between Inventory of Fixed Assets physically available and the Fixed Assets maintained at H.O. level at different divisions;
- (iii) Comparison between the Fixed Assets Register and Depreciation Schedule;
- (iv) Re-writing of the Fixed Assets Register in the proper format on the basis of the reconciled record.
- (v) Identification marking of Fixed Assets.

[III] TIME FOR COMPLETION :

1 (One) month from the date of placement of order.

[IV] MINIMUM ELIGIBILITY CRITERIA:

The firms submitting the offer must have experience of carrying out the assignments of physical verification of Fixed Assets at least in 3 (three) Public Limited Companies having Gross Asset Base of at least Rs.20 crore (excluding Land/Estates) during the last 5 (Five) years.

[V] INFORMATION REQUIRED TO BE SUBMITTED :

Following information are required to be submitted along with the offer –

- i) Name, Address, Telephone Nos. Fax No., E-mail ID of the firm;
- ii) Year of Establishment of the firm;
- iii) Details of experience of the firm in carrying out the physical verification in PSU / Public Limited companies (proof required);
- iv) Details of the Partners viz. Name, qualification, Membership No. and experience in details (the firm should have minimum 3 partners);
- v) Details of the qualified and semi-qualified Assistants (the firm should have minimum 6 qualified/semi-qualified Assistants);
- vi) If the firm has Branches, details of such Branches, i.e. Address, Managing, etc.;

[VI] SUBMISSION OF OFFER:

(a) Offers are to be addressed and submitted to the Office of Managing Director, West Bengal Mineral Development & Trading Corporation Limited, 13, Nellie Sengupta Sarani, Kolkata-700 087.

(b) Offers shall be submitted in two parts in two separate sealed envelopes:
Part – I : Firm's detail information as referred to in [V] above in a separate sealed cover superscribing **"Information"**.

Part – II : Price Bid in a separate sealed cover superscribing **"Price Bid"**.

Both the above two sealed covers shall be put in one sealed cover superscribing **"Offer for Physical Verification of Assets – 2014-15"**.

(c) Separate fees for professional charges for each Unit shall have to be quoted.

(d) Last date & time of submission of offer – 20th January, 2015 (upto 5 p.m.)

[VII] The Company reserves the right to reject any of the offers without assigning any reason whatsoever and distribute the job among two or more firms.