

The scope of work of the above job is as follows:

PHYSICAL VERIFICATION OF FIXED ASSETS OF TEA GARDENS IN WB & ASSAM AND ALSO CORRECTION OF FIXED ASSET REGISTER

- 1 .Physical identification of all fixed assets in all places in each garden as per the assets recorded in the Fixed Asset register/list as on 31.03.22(audited).
2. Putting of some temporary tag (identification mark) on the assets verified to segregate them from those not yet verified.
3. Segregate those assets which are damaged/broken beyond repair/obsolete and put temporary non-removal tag (identification mark) so that these can be easily identified and get the same stacked wherever possible for action in the future.
4. Segregate those assets which are damaged/broken but repairable and put temporary non-removal tag (identification mark) so that these can be easily identified and get the same stacked at a designated place for repairing and reinstallation.
5. Match the assets physically verified with the list of fixed assets as on 31.03.22 for the name and description and put the words "verified and found physically (good condition/damaged condition)" in the list.
6. Identify those assets in the list which are not found physically and mark them as "not found physically" in the list.
7. Identify those assets physically verified but not found in the list and put temporary non-removal tag (identification mark) so that these can be easily identified and later on included in the FA register.
8. Put the location of physically verified assets in the list against particular assets.
9. Correction of the FA register currently available with the division as on 31.03.22 with the classification, names, descriptions, quantity, estimated life as per Schedule II and rate of depreciation after the draft list of physically verified assets is being approved by the management in writing. (To be discussed with management and rectified later on)
10. Preparing of FA register by management on the basis of approved draft.

The tentative time required to complete the job is 3 months from the date of selection.

Andrew Yule & Company Limited

General Terms & conditions

1. Firms are required to submit their detailed profile in the format enclosed in Annexure-I.
2. Firms fulfilling the minimum eligibility criteria and having the supporting documents as required as per Annexure-II, are only eligible to quote.
3. The Bidder must give declaration for "Bid Securing" in the format enclosed as per Annexure-III.
4. **Assignment of Contract:** The bidder shall not assign the contract or any part thereof to anyone else.
5. **Obligations of the firm:**
 - a) The Firm undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Firm shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
 - b) The Firm and his Personnel shall not, disclose any proprietary or confidential information relating to the Services, this Contract, or the Client's business or operations without the prior written consent of the Client during the term.
6. **Performance of the Firm:**
 - a) In case of unsatisfactory performance of the assignment, considered by the Management, within the tenure of the contract for any reason thereof, the same shall be liable for penal action as decided by AYCL Management.
 - b) In case of discontinuation by the Firm selected the additional cost (incidental/consequential) of engagement of fresh Audit Firm is to be borne by the defaulter Firm.
7. **Submission of report:** Once the draft report is finalized from corporate office the final report should be submitted within 1 week of completion of assignment and the same should be addressed to Director (Finance).
8. **Payment terms:** Bill is to be raised within a week of submission of the assignment report and the same will be paid within 30 days.
9. **Evaluation Criteria:**

Firm fulfilling all the General Terms and Conditions and Eligibility Criteria and quoting minimum fees will be adjudicated as the best bidder.
10. **Bid rejection terms and conditions:**

Bidders not submitting the required documents as per the tender document
11. The bidders are required to give a declaration in Annexure-IV to the fact that the bidding Firm/Company has not been banned/de-listed/debarred by any PSU/Govt. Dept during last 3(three) years.
12. All the disputes are subjected to Kolkata jurisdiction only.

<u>Sl. No.</u>	<u>Eligibility Criteria</u>	<u>Documents to be submitted</u>
1	Firm should be registered with ICAI/ICSI/ICMAI for more than 10 years	Firms registration certificate
2	The Firm should have annual revenue receipts of more than Rs 25 Lakhs duly authenticated by an undertaking and supported by the copy of Income tax return	Documentary evidence of Net revenue receipts certified by a Chartered Accountant
3	Firm should have more than 5 Partners	Declaration by the partners who are currently associated with the Firm