

**Andrew Yule & Co. Ltd. invites offers from reputed firms of Chartered Accountants/ Cost Accountants for carrying out physical verification of Fixed Assets comprising of Buildings, Roads & Culverts, Motor Vehicles, Furniture & Fixtures, Plant & Machinery, Electrical & Water Installations, etc, Reconciliation of the Fixed Asset Register and Updation of Fixed Asset Register for different Manufacturing Units under its 3 Divisions, e.g. Electrical, Engineering & Tea, and Head Office/ Guest Houses/Holiday Homes of the Company.**

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

**A. HEAD OFFICE/ GUEST HOUSES/ HOLIDAY HOMES ( Approx. Gross Value of Fixed Assets – Rs.3.00 Crores)**

**(a) YULE HOUSE, 8, Dr. Rajendra Prasad Sarani, Kolkata-700001**

**(b) Guest Houses at :**

**(i) ‘Yule Park’, Plot 16A & B, Block D, Kalyani-741 235 (WB)**

**(ii) Burdwan Court, Flat No. 7 & 8, 7 Burdwan Road, Alipore, Kolkata-700 027**

**(c) Holiday Homes at :**

**(i) Gopalpur-on-Sea :**

**1, Home Maker Estate, Gopalpur-on-Sea, PIN – 761002 (Orissa)**

**(ii) Kalimpong :**

**Chomiomo, Plot – 72/73, West Rickshaw Road, Kalimpong – 734 301 (WB)**

**(iii) Puri :**

**Cement Kothi, Chakratirtha Road, Puri-2 (Orissa)**

**B. ELECTRICAL DIVISION**

<u>Unit</u>	<u>Location</u>	<u>Approx. Gross Value of Fixed Assets</u> <u>Rs. in Cr.</u>
Switchgear Unit	14, Mayurbhanj Road, Kolkata-700023	2.50
Togami Unit	Mahatma Gandhi Road, P.O. : Joka, Thakurpukur, Kolkata-700104	5.50
Brentford Unit	P-25, Transport Depot Road, Kolkata-700088	1.00
Transformer & Switchgear Unit	5/346, Old Mahabalipuram Road, Perungudi Chennai-600 096,	6.50

**C. ENGINEERING DIVISION :**

<u>Unit</u>	<u>Location</u>	<b>Approx Gross Value of Fixed Assets Rs. in Cr.</b>
Kalyani Works	16A & B, Block 'D', Kalyani-741 2235, West Bengal	7.50

**D. TEA DIVISION :****(a) Assam Gardens :**

<u>Name of the Tea Estate &amp; its location</u>	<b>Approx. Gross Value of Fixed Assets Rs. in Cr.</b>
(i) Khowang Tea Estate : P.O. Khowang, Dist. Dibrugarh, Assam-785 675	} 14.00
(ii) Bhamun Tea Estate : C/o. Khowang Tea Estate	
(iii) Hingrijan Tea Estate : C/o. Khowang Tea Estate	
(iv) Basmatia Tea Estate : P.O. Lahoal, Dist. Dibrugarh, Assam-786 610	3.00
(v) Desam Tea Estate : Kalapani, Dist. Dibrugarh, Assam-786 610	4.00
(vi) Tinkong Tea Estate : P.O. Tinkong, Dist. Dibrugarh, Assam-786 612	6.00
(vii) Rajgarh Tea Estate : P.O. Rajgarh, Dist. Dibrugarh, Assam-786 611	4.00
(viii) Hoolungooree Tea Estate : P.O. Mariani, Dist. Jorhat, Assam-785 634	5.00
(ix) Murphulani Tea Estate : P.O. & Dist. Golaghat, Assam-785 621	4.00

**(b) West Bengal Gardens :**

<u>Name of the Tea Estate &amp; its location</u>	<b>Approx. Gross Value of Fixed Assets Rs. in Cr.</b>
(i) Karballa Tea Estate : P.O. Banarhat, Dist. Jalpaiguri, WB-735 202	8.00
(ii) Banarhat Tea Estate : P.O. Banarhat, Dist. Jalpaiguri, WB-735 202	7.00
(iii) Choonabhutti Tea Estate : P.O. Banarhat, Dist. Jalpaiguri, WB-735 202	5.00
(iv) New Dooars Tea Estate : P.O. Banarhat, Dist. Jalpaiguri, WB-735 202	8.00
(v) Mim Tea Estate : P.O. Sukhiapokhri, Dist. Darjeeling, WB-734 221	2.00

**[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.

**[III] TIME FOR COMPLETION :**

2 (Two) months 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.50 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, Manning, etc.;

**[VI] SUBMISSION OF OFFER :**

- (a) Offers are to be addressed and submitted to the Office of Financial Controller, Andrew Yule & Company Ltd., 8, Dr. Rajendra Prasad Sarani, Kolkata-700 001.

[4]

(b) Offers shall be submitted in two parts in two separate sealed envelopes :

- Part – I : Firm’s detail information as referred to in IV (b) 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 – 2009-10”**

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

(d) Last date & time of submission of offer – 7<sup>th</sup> August, 2009 (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.