

TENDER FOR FIXED ASSETS LOCATED AT ASSAM GARDENS

TENDER REFERENCE NO : AYCL/AS/FA/2023-24/1

ANDREW YULE & CO. Ltd invites e-tender from bonafide CA/CMA/CS firms for conducting "PHYSICAL VERIFICATION OF FIXED ASSETS OF TEA GARDENS IN ASSAM GARDENS AND CORRECTION OF FIXED ASSET REGISTER".

Interested CA/CMA/CS firms who comply with the eligibility criteria mentioned herein after, may quote as per the specified instruction furnished below.

Brief Background of the Company:

Andrew Yule & Company Ltd (AYCL) is an Indian manufacturing and industrial conglomerate, with majority shareholding by Government of India and headquartered in Kolkata (formerly Calcutta). It became a Central Public Sector Enterprise (CPSE) in 1979 and is presently having three major Divisions, viz., Engineering (near Kolkata), Electrical (Chennai) and Tea (15 Gardens in Assam and West Bengal). The Company maintains five Guest Houses in Kolkata, Kalyani, Kalimpong, Puri & New Delhi. The Annual Turnover of the Company is around Rs. 325 Crores and more than 50% of it is generated from Tea business and the rest through other businesses of the Company i.e. electrical equipment manufacturing as Transformer, Industrial Fans etc.

PART - A

Annexure-I

Detailed Profile of the Intended Firms

(This document should be dully filled up)

Sl.No.	Particulars	Details
1	Name of the Firm	
2	Address Head Office	
3	Details of the Branch	
	a)	
	b)	
4	Phone. No.	
5	Email ID	
6	Name of the Authorized Signatory of the Bid	
7	Contact No. of the Authorized Signatory	
8	Firm Registration No.	
9	Date of Incorporation	
10	PAN of the Firm	
11	GST no. of the Firm	

12	No. of Partners along with the membership no. and name	
13	No. of qualified assistants with name and membership no.	
14	No. of semi qualified assistants, Article assistants and other Audit staff	
15	Bank details of the bidder for return of EMD to the unsuccessful bidders	Bank Name: Branch Name & Address: IFSC Code:

I/we hereby certify that the particulars furnished by me/us above are true to the best of my / our knowledge and belief and mis-representations of facts will render me/us liable to my/our action as may be deemed fit by Andrew Yule & Co. Ltd. & have the sole discretion to reject or accept my/our candidature.

(Signature of the Authorized Signatory)

Office Stamp/Seal.

Place :

Date :

GENERAL INFORMATION :

Quotations are in two part – Part A consisting of all Techno-commercial documents (including EMD) & Part B consists of only Bid Document. You have to submit the Part A in one envelope marking "Tender for Fixed Assets, part-A" & Part B in a separate envelope marking "Tender for Fixed Assets, part-B". The two envelopes then to be inserted in one single envelope & to be submitted marking "Tender for Fixed Assets". Part B will be opened for only those vendors who will qualify in Part A. The Tender document is to be submitted to the following address:

The Deputy General Manager, Khowang Tea Estate, P.O. – Khowang, Dibrugarh Pin – 785675.

Quotations will be opened on 11th March, 2024, at 11 am at the above address.

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

PHYSICAL VERIFICATION OF FIXED ASSETS OF TEA GARDENS IN ASSAM GARDENS 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 31.03.23(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 31.03.23 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 31.03.23 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.

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. **Location of the Assets :**
 - i. Khowang Tea Estate, P.O. Khowang, Dibrugarh, Assam - 785675
 - ii. Bhamun Tea Estate, P.O. Bamunbari, Dibrugarh, Assam – 786613
 - iii. Hingrijan Tea Estate, P.O. Moranhat, Charaideu, Assam – 785670
 - iv. Rajgarh Tea Estate, P.O. Rajgarh, Dibrugarh, Assam – 786611
 - v. Tinkong Tea Estate, P.O. Tinkong, Dibrugarh, Assam – 786612
 - vi. Desam Tea Estate, P.O. Naharkatiya, Dibrugarh, Assam – 786610
 - vii. Basmatia Tea Estate, P.O. Lahoal, Dibrugarh, Assam – 786010
 - viii. Hoolungooree Tea Estate, P.O. Mariani, Jorhat, Assam – 785634
 - ix. Murphulani Tea Estate (Incl Bogijan Division), P.O. Golaghat, Assam - 785621
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 Quotation will be valid for 6 months.
13. The tentative time allowed to complete the job is 3 months from the date of selection.
14. Taxes will be deducted as per statute.
15. Retention Money @10% will be deducted from each bill value & will be refunded after one year, if no dispute arises regarding quality, workmanship & delay in delivery/completion of the project.
16. **EMD for Rs.2000 has to be deposited by Chq./DD with the quotation in favour of Andrew Yule & Co. Ltd., A/c Khowang T.E.**
17. Payment will be made by a/c payee cheque/RTGS/NEFT, only after completion of job. No Advance will be given.
18. Management reserves the right of pre-delivery inspection.
19. All alterations in the quotations must be attested by full signature.
20. Management reserves the right to split the order wherever found necessary with majority job to be reserved for L1.
21. Penalty clause shall be applicable if the job is not completed within the stipulated time in Purchase Order. Penalty will be 1/2% of Project Value for each week of delay from the scheduled date of completion, maximum of 5% of total project value.
22. The firm should have Head/Branch office in the same city of the Unit/Division of AYCL is located for which it has applied or it should undertake to set up office in the State if they are found eligible.
23. Any delay or failure in the performance of either party hereto will not constitute default thereunder or give rise to any claim for damages, if any, to the extent such delays or failure of performance is caused by the concurrence such as acts of god, or the public enemy, appropriation or confiscation of facilities by Govt. Authorities, acts of war, rebellion or sabotage, fires, explosions, riots and illegal strike.
24. All the disputes are subjected to Dibrugarh and Jorhat jurisdiction only.

25. **Additional Terms & Conditions:**

- i) The Physical verification of assets are required to be done for all the Assets except the Biological Asset (plants) & Land.
- ii) Bid Price should include all the transportation charges To/Fro nearest Railway Station (Dibrugarh/Jorhat) or nearest Airport (Dibrugarh/Jorhat) of the garden.
- iii) Local Transport from nearest Railway Station (Dibrugarh/Jorhat) or nearest Airport (Dibrugarh/Jorhat) to/Fro Garden will be arranged by the garden. Transportation from one garden to other garden will also be provided by the garden.
- iv) If the job is undertaken by staying at the garden, necessary accommodation & Fooding will be arranged by the respective garden.
- v) The entire job is required to be completed within 3 months from the date of Order. Necessary manpower is to be deployed by the firm accordingly

(Signature of the Authorized Signatory)
Office Stamp/Seal.

ANNEXURE-II

<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 5 years	Firms registration certificate
2	The Firm should have annual revenue receipts of more than Rs 15 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 2 Partners	Declaration by the partners who are currently associated with the Firm

ANNEXURE-III

Declaration of Eligibility (By the Bidder)

I/ We, M/s (Name of bidder) hereby certify that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

(Seal & Signature of the Bidder)

Place :

Date :

PART – B

Comprehensive Financial Proposal:

SI No	Heads of Remuneration	Rs in Figure	Rs in Words
1	Total Remuneration (Inclusive of GST and Other Statutory Taxes)		

(Signature of the Authorized Signatory)

Office Stamp/Seal.

Place :

Date :