



BRAITHWAITE & CO LIMITED

(A Government of India Undertaking)

SUBSIDIARY OF BBUNL

Accredited with Quality Standards

ISO (9001-2000) for Railway Wagons & Crane

HEAD OFF. & REGD. OFF. : 5, HIDE ROAD, CALCUTTA - 43, TEL 2439-7415, 2439-4114, 2439-6613, 2439-7413

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SKG/CA/05-06

March 16, 2006

Sub:- Appointment of CA Firm for Physical verification of Fixed Assets and Stock as at 31.03.2006

The Company intends to appoint a firm of Chartered Accountants for physical verification of stock and Fixed Assets of the Company as at 31.03.2006 on urgent basis for all the units. The Company have three manufacturing units and one Marketing Unit, locations of which are given below :

- i) Clive Works, 5, Hide Road, Kolkata- 700 043.
- ii) Victoria Works, P-61, C.G.R. Road, Kolkata- 700 043.
- iii) Angus Works, Bhadreswar, Hooghly.
- iv) Marketing Division, 59B, Chowringhee Road, Kolkata- 700 020.

The scope of work of physical verification of fixed assets and stock is given below :

Inventory - For Physical Verification & classification into high / moderate / low value and determination of slow moving / non-moving / obsolete stores.

Raw materials, Components & Stores and Spares with valuation and reconciliation with books of accounts as on 31.03.2006.

Fixed Assets - Physical verification of BCL, both movable and immovable and reconciliation with fixed asset register as on 31.03.2006.

Chartered Account Firms having the right setup, may submit sealed offer in two parts as detailed below :

1. Part-I Techno-Commercial

- A. Details of the job in respect of above, performed / executed by the bidder with relevant documents justifying their suitability shall be submitted. Besides above, Balance Sheet for last three years should also be submitted.
- B. The number of personnel to be deployed for the above job with their professional expertise, knowledge in performing the above jobs shall also be indicated.

(Contd..2)

- C. The job is to be performed urgently within 45 days from the date of receipt of order, failing which the Company reserves the right for suitable deduction from the bills of the firm as per discretion of the Competent Authority of our Company.
- D. **Payment term :** Payment shall be released within 30 days of submission of bill with allied documents, if any, on completion of job duly certified by Competent Authority.
- E. **Arbitration :** Any dispute and difference, whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties.
- F. In case of failure / poor performance, the Company reserves the right to terminate the contract without assigning any reason and can assign the jobs to other agency at the risk and cost of the firm which was entrusted with the job initially.
- G. Any legal dispute that may arise shall be settled within the jurisdiction of Court of Kolkata.

2. **Part-II Price**

The price for the job as stated shall be quoted.

Submission of offer:

The two parts shall be inserted in two (2) envelopes and these shall be put in 3rd envelope. All the envelopes shall be sealed and super scribed with Enquiry No., date and Part nos. The sealed envelope addressed to Senior Manager (Purchase), Braithwaite & Co. Ltd., 5, Hide Road, Kolkata- 700 043, may be dropped in our Tender Box No. 2 (in case of hand delivery) or may be sent by Registered Post but must reach us positively within 23.03.2006 by 4.30 P.M.

The techno-commercial bid (Part-I) shall be opened on 24.03.2006 at 11.00 AM. Bidders may depute their representative during opening of the tender at the office of Sr. Manager (Purchase). The date & time of opening of Price bids of successful bidders shall be intimated in due course.

The Company reserves the right to accept / reject the tender fully or partly without assigning any reason.

BRAITHWAITE & CO. LTD.

Sr. Manager (Purchase)