

THE ORISSA MINERALS DEVELOPMENT CO.LTD.

(A Govt. of India Enterprises)

**AG-104, 2nd Floor, Sourav Abasan, Sector-II, Saltlake,
Kolkata-700091**

Appointment of a Firm of Chartered Accountants Firm for physical verification of Fixed Assets as on 31-03-2011 & other associated works related to the verifications.

A. INTRODUCTION

The Orissa Minerals Development Co. Ltd.(OMDC) is in the field of mining and marketing of Iron Ore and Manganese Ore and production and marketing of Sponge Iron. The company has its head office situated in Kolkata and the mines office is at Barbil, district Keonjhar, Orissa. The major assets of the company is in the mines .

B. PROCESS OF APPOINTMENT

OMDC intends to engage the services of Firm of Chartered Accountants to carry out the assignments in respect of physical verification of Fixed Assets as on 31-03-2011 & other associated works related to the verifications.

In this regard the company invites sealed tenders in duplicate from firm of Chartered Accountants to be submitted in two Bids, Cover – 1 (technical bid) and Cover II (Financial Bid) separately sealed and super scribed with the name of the work.

Cover I – “Technical Bid- Tender for Appointment of Firm of Chartered Accountants for physical verification of Fixed Assets as on 31-03-2011 & other associated works related to the verifications” super scribed on top of the envelope -Shall contain profile of the firm (in the given format) , experience detail & all other information in support of the eligibility criteria in response of this tender. The information so provided will be kept strictly confidential. The Financial Bid of the technically qualified bidders shall only be considered.

Cover II –Financial bid – The separate Financial Bid in another sealed envelope super scribing with **“Financial Bid – Tender for Appointment Firm of Chartered Accountants for physical verification of Fixed Assets as on 31-03-2011 & other associated works related to the verifications”** is to be submitted - You are requested to quote your consolidated fees in rupees. This remuneration includes all your charges for supervision by your Partner/Consultant, their discussion with our officers at Units/Commercial Offices/Corporate Office at Kolkata, and also for writing of reports, typing etc. Evaluation will be made on the basis of fees quoted in this clause.

- I) For outstation journey AC 1ST Class/Air for Partners and AC II tier /1st Class for others would be reimbursed by the company.
- II) Boarding & lodging would be provided at Company's Guest House at the units
- III) In case hotel accommodation is essential the same will be arranged by the company.
- IV) The company will provide local conveyance in the units/offices.

V) No travelling expenses/reimbursement of expenses is payable for travel in Kolkata

Income Tax & other applicable taxes, if any, shall be deducted at source at the rate prevailing at the time of credit/payment. Service Tax, if any, shall be reimbursed by OMDC.

C. SCOPE OF WORK

1. Each item of fixed asset included in the recompiled fixed asset register is to be physically verified with reference to the existing fixed asset register and other records available in the Company upto and as on 31.03.2011. Respective units/offices will provide the required details in this respect as available with them. For identification, each asset has to be marked with paint/sticker to be provided by unit/office, wherever necessary and applicable.
2. The re-compiled fixed asset register should have adequate serial number control and tag number control
3. Recompilation of fixed asset register of the Company in line with Indian Accounting Standards and Companies Act, 1956 covering entire fixed assets (tangible as well as intangible) of the Company including and not restricted to the following locations
 - Head Office located at Kolkata
 - Guest house in Kolkata, Delhi & Bhubaneswar
 - One Sponge Iron plant
 - Four crusher plant locations
 - Six iron ore and manganese ore mines located in Barbil, Orissa
4. Each item of intangible fixed assets needs to be verified with respect to adequate documents.
5. Fixed assets would be bucketed into class of assets as per accepted accounting principles and the value of each bucket needs to be reconciled to Companies financial records/Balance Sheet as well as tax records.
6. Re-computation of accumulated depreciation/amortization applying the depreciation rates as per Schedule VI of the Companies Act, 1956 or other basis, wherever applicable and suggest for accounting of differential depreciation/amortization, if any
7. Compilation of list of excess/shortage of fixed assets during physical verification is to be prepared separately giving full details as to the location of such assets, value etc. Excess/shortage will have to be scrutinized and confirmed from the respective units/offices noting down the reasons thereof. This listing should form part of final report.
8. A complete list of obsolete fixed assets is to be prepared giving full details as to the location of such assets, book value etc.
9. The fixed assets register should be made fully compliant with the requirements of IFRS. Each item of fixed asset needs to be disintegrated and componentalized based on the useful life of each component and should clearly reflect the site restoration obligations, residual value and estimated dismantling cost.
10. Physical verification of fixed assets will also cover guest houses in all places as applicable
11. Development of SOP for physical verification of fixed assets

12. The entire assignment including submission of report to be completed within a period of Three months from the date of your acceptance.
13. Two copies of the report is to be submitted

D. Eligibility Criteria:

1. Firm of practicing chartered accountant having minimum 5 partners and each such partner having experience of 10 years as partner.
2. The Firm should be having a average professional receipts of at least Rs 100 lacs in the last three financial years i.e FY 2007-08, 2008-09, 2009-10.
3. Experience of similar type of job of atleast 5 companies having fixed asset base of Rs. 100 crore .in the last 5 years.

E. Other points

1. Each verification team for the above job shall consist of minimum 1 qualified chartered Accountant, 2 semi-qualified Inter Chartered /Cost Accountant and 2 Graduate Assistants.
2. Partner should also visit the units to plan, supervise the work, and to discuss the draft report with the Project Head/Finance Head of the unit for the report to be submitted.
3. The detailed Programme (based on the scope of work) is to be submitted by the selected firm within 10 days of the date of issue of the engagement letter.

F. SUBMISSION OF OFFER

Sealed offers by super scribing the Envelope with “ **Tender for Appointment of Firm of Chartered Accountants for physical verification of Fixed Assets as on 31-03-2011 & other associated works related to the verifications** ” by are to be addressed and submitted to:

**Dy. Manager (Finance)
The Orissa Minerals Development Co. Ltd.
AG-104,Sourav Abasan, Sector II, Salt Lake City
Kolkata -700 091**

The tenders may be sent through Regd. Post or Courier at the above address or hand delivery, so as to reach on or before the due date & time of submission.

G. TIME SCHEDULES

- a) Last date & time of receipt of tender : On 22.02.2011 by 3.00 p.m
- b) Date & time of Opening of tenders : On 22.02.2011 at 4.30 p.m

H. **PLACE OF OPENING OF TENDER**

**The Orissa Minerals Development Co. Ltd.
AG-104, Sourav Abasan, Sector II, Salt Lake City
Kolkata -700 091**

OMDC reserves to them the right to reject any or all the tender (s) without assigning any reasons whatsoever. All late/incomplete offers are liable for rejection.

The company financials can be obtained from the website. For any further clarification please contact General Manager (F), Ph. 033 40169226