

BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED, NAMRUP.
FINANCE DEPARTMENT.
NOTICE INVITING TENDER
NO. NAM/FM/FICC/XV/15-16/001 DT. 07.04.2015.

JOB : APPOINTMENT OF COST AUDITOR FOR THE FINANCIAL YEAR 2015-16.

Sealed tenders, indicating **NIT no. on the top of the envelop**, are hereby invited from the practising Cost Accountants for appointment of Cost Auditor of the Company under the provisions of Section 148 and other applicable provisions of the Companies Act'2013 read with Companies (Cost Records and Audit) Rules'2014 for the financial year 2015-16 (**quarterly review of Cost Record and annual audit at the end of the financial year**) including uploading of the report to MCA Portal in XBRL format as per MCA guideline . The tender documents should be supported by a written consent to such appointment and a certificate that the appointment, if made, shall be in accordance with the provisions of sections 139, 141 and 148 of the Act and Rule made there under.

The estimated professional fees for the job are as follows:

1. Professional fees for the Annual Cost Audit of records for Namrup-II & III plant is Rs. 30,000/- (Rupees Thirty thousand) only excluding applicable taxes.
2. Rs.3,500/- (Rupees Three thousand Five hundred) only per quarter for Quarterly Review Report.
3. Rs. 9,500/- (Rupees Nine thousand five hundred) only towards conversion of Audit Report to XBRL format and uploading the same to MCA Portal.
4. Reimbursement of travelling expenses by 2AC rail fare (to and fro) to either Proprietor or 1 (one) Partner and 3AC rail fare (to and fro) to 1 (one) audit assistant or as per actual whichever is less on submission of documentary evidence..
5. Free accommodation to the audit team in the Company's Guest House.

Experience :

The incumbent should have minimum 10 (ten) years experience in the field of Cost Audit, out of which minimum 3 (three) of cost audit in Fertilizer (PSU) company will be given as preference.

The tender documents should be submitted in 2 (two) bid system viz. 1) Techno Commercial Bid and 2) Price Bid.

Techno Commercial Bid :

1. Name of the Firm with full address.
2. Registration No and Date & Certificate of Practice for the period concerned.
3. Proprietor & no. of Partners with Name, Membership No etc. with Bio-Data.
4. Duration of Profession.
5. No of employee (a) Qualified (b) Semi-qualified (c) Audit Assistants.
6. Experience : (1) Cost Audit under section 233B(1) of the Companies Act 1956 with name of the company, Period of Audit with documentary evidence.
(2) Cost Audit with Fertilizer Industry (if any) with supporting documents.
(3) Other Audit - with details.
7. Tax related documents such as PAN, Bank details- IFSC code, Account No, Branch code, Service Tax details and Balance Sheet for last three years.

Note : Techno Commercial Bid will be the base for opening the Price Bid. If in any case the required criteria as above could not be fulfilled the firm will be disqualified and no Price Bid will be opened. **It may also be noted that both the Bid should be submitted in two separate envelop mentioning NIT No with Techno Commercial Bid and Price Bid.**

Price Bid :

The Professional fees and other conditions may be quoted as follows –

- | | |
|--|--------------------|
| 1. Profession Fees – Quarterly Cost Review Report (per quarter) | Rs. |
| Annual Cost Audit (annually) | Rs. |
| 2. Uploading Fees of Report to MCA portal inclu. conversion | Rs. |
| 3. Applicable tax, if any | @ % |
| 4. Reimbursement of Travelling expenses (as above)
(if disagreed, required reimbursement, in details) | - agreed/disagreed |

Interested Cost Accountants may submit their tender paper along with statutory & other documents to the **Accounts Officer-I (Cost/MR/FICC), BVFC Limited, Namrup, PO-Parbatpur, Dibrugarh Assam, PIN-786623** latest by **4th May'2015** up to **3.00 pm**. The documents received after this date will not be entertained as well as the Company will not be held responsible for any Postal delay.

The Techno Commercial Bid will be opened on **4th May'2015** at **3.30 p.m.** and the Price Bids for only Techno Commercial qualified bidders will be opened on **6th May'2015** at **3.30 p.m.** in the presence of the Tenderer or their authorized representative on behalf of the tenderer.

For any query in this regard, Accounts Officer-I (Cost/MR/FICC) may be contacted at Mobile No. 9435738306/9401737047.

Name : M.K.Jha
Designation :Chief Manager(MS & Finance).
Date : 07.04.2015