

**BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED, NAMRUP.**  
**FINANCE DEPARTMENT.**

NOTICE INVITING TENDER NO. - NAM/DGM/COST/XV/16-17/002

dated: - 24/05/2016

**JOB: - APPOINTMENT OF COST AUDITOR FOR THE FINANCIAL YEAR 2016-17 & 2017-18.**

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 2016-17 & 2017-18 (**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 each year are as follows:-

1. Professional fees for the Annual Cost Audit of records for each year for Namrup-II & III plant is Rs. 28,000/- (Rupees Twenty eight thousand) only excluding applicable taxes.
2. Rs.10, 000/- (Rupees Ten thousand) only for Quarterly Review Report (**Three quarter**) each year.
3. Rs. 6,500/- (Rupees Six thousand five hundred) only towards conversion of Audit Report to XBRL format and uploading the same to MCA Portal for each year.
4. Reimbursement of travelling expenses by 2AC rail fare (to and fro) to 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.

**Mode of tender: - Open tender** (Two bid) viz. 1) Techno Commercial Bid and 2) Price Bid.

**Experience:-**

**The incumbent should have minimum 10 (ten) years experience in the field of Cost Audit.**

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: - Cost Audit under section 233B (1) of the Companies Act 1956 with name of the company, **Period of Audit with documentary evidence.**
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 envelopes mentioning NIT No with Techno Commercial Bid and Price Bid and put together in another envelope.**

**Price Bid:-**

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

- |  |                    |
|--|--------------------|
| 1. Profession Fees – Quarterly Cost Review Report ( <b>3 quarter</b> ) | 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)                     | - agreed/disagreed |
| (If disagreed, required reimbursement, in details)                     |                    |

Interested practicing Cost Accountants may submit their tender paper along with statutory & other documents to the **DGM(Finance), BVFC Limited, Namrup, PO-Parbatpur-786623, Dibrugarh, Assam** latest by **14/06/2016** up to **3.00pm**. ***The documents received after the date will not be entertained in any case. Company is also not liable for any postal delay.***

The Techno Commercial Bid will be opened on **14/06/2016** at **3.30** p.m. and the Price Bids for only Techno Commercial qualified bidders will be opened in presence of the bidder or their authorized representative on behalf of the bidder, on later date which will be informed to the parties. The Company will neither be responsible nor consider any late submission of the tender.

**BVFCL reserves the right to drop/postpone the subject tender without assigning any reason thereof.**

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

Name : P. C. Gupta  
Designation : Dy. General Manager (Finance)  
Date : 24.05.2016