

Sub : Enquiry for appointment of Internal Auditor for the financial year 2015-16.

The Brahmaputra Valley Fertilizer Corporation Ltd. Is a Public Sector Fertilizer manufacturing and marketing Unit located at Namrup in the District of Dibrugarh, Ass am, Produces & Markets Urea Fertilizer with an Annual installed capacity of 5.10 lac M.T of Urea per annum. Its Registered Office is located at Namrup and Liason Offices at Noida and Kolkata . During the financial year 2014-15, the turn over of the Corporation was 597.51 Crores and the man power was 831.

The Corporation desires to conduct Internal Audit by appointing outside Chartered Accountants / Cost Accountant to carry out the Internal Audit works in the Company on annual basis. The scope of job and terms and conditions are mentioned in the Annexure -I & II.

It is requested to submit your sealed quotation for carry out Internal Audit Work on quarterly basis in our Corporation along with the following information pertaining to your firm as detailed under terms & conditions.

1. Name & Address of the Firm and No. of partners with bio-data.
2. Regd. No.
3. Duration of profession.
4. No. of employees : a) Qualified. b) Unqualified.
5. Experience (s) of Firm : a) Audit, b) Account Preparation, c) Internal Audit
d) Physical verification of inventory. e) Valuation of property.
f) Taxation, g) Reports / Returns preparation & h) Certification etc.
6. Duration of experience : Minimum three years experience.
7. Total fee for entire scope of work :
 - i) Fee Rs. / per annum :
 - ii) Applicable Taxes (Service Tax)
 - iii) TA /DA
 - iv) Any Other ExpensesTotal :
8. The party who selected for the job may be continued for three years with same fee and terms & conditions based on satisfactory performance of the party.

Thanking you,

Yours faithfully
For Brahmaputra Valley Fertilizer Corporation Ltd

Assistant Finance Manager