

**NATIONAL FERTILIZERS LIMITED  
(A Government of India Enterprise)**

**CIN No. L74899DLI974GOI007417**

**CORPORATE OFFICE  
A-11, Sector-24,  
NOIDA-201301  
(U.P.)**

**REGISTERED OFFICE  
SCOPE Complex, Core-III,  
7, Institutional Area,  
Lodhi Road,  
New Delhi-110003**

**TENDER NO: -A/NFL/CO/IA/PVOSTK/AUDIT/2016-17/01**

**Tender Document for**

**Prequalification and Appointment of Stock Verifiers for Physical verification of Inventories & moveable Assets at Manufacturing Units located at Nangal, Panipat, Bhatinda and Vijaipur. Fixed/Moveable Assets at Corporate Office/Central Marketing Office at Noida and Registered Office located at New Delhi for the year 2016-17.**

**Last Date & Time of Receipt of Tender  
At  
Corporate Office,  
A-11, Sector-24, Noida-201301  
13.06.2016 AT 02:00 PM**

**Date and Time of opening of Technical Bid Documents  
13.06.2016 at 02:30 PM**

**Phone: 0120 – 2412294  
0120- 2412445  
Fax No. 0120 – 2412397**

**Website: [www.nationalfertilizers.com](http://www.nationalfertilizers.com)**

## NOTICE INVITING BID

**NFL Profile:** National Fertilizers Limited was incorporated on 23<sup>rd</sup> August 1974. The Company has a rated capacity of 35.68 lakh MT of urea. During the year 2015-16 the Company produced 37.99 lakh MT of urea and recorded an annual Gross sales turnover of Rs. 7719 crores. The Company is having four manufacturing units located at Nangal & Bhatinda (Punjab), Panipat (Haryana) and Vijaipur (Madhya Pradesh) and three Zonal Marketing offices at Chandigarh, Lucknow and Bhopal. Company has its Registered Office at Scope Complex, Lodhi Road, New Delhi and Corporate & Central Marketing Offices at Noida.

Sealed bids are invited by National Fertilizers Limited from Practicing Chartered Accountant/Cost Accountant Firms for conducting Stock Verification Audit at Manufacturing Units & Physical Verification of Moveable Assets at Corporate Office/Central Marketing Office and Regd. Office for the Financial Year 2016-17 under two stage bidding process.

Prequalified parties would remain on panel for a period of three years.

### 1 (a) Essential documents required to be submitted for validity of Technical Bids:

- a) The firm is required to enclose a copy of its valid PAN Card.
- b) The firm is required to enclose a copy of its valid Service Tax Registration certificate (ST-2).
- c) The name of the senior partner who shall issue the Stock Verification Report.

### 1 (b) Eligibility cum selection Criteria for Pre-Qualification: (Technical Bid)

In addition to the above essential requirement, the following will be the basis of Points for the selection of Stock Verifiers:-

Sr. No.	Selection Criteria	Points to be allocated	Maximum Points
1	Firm should be in practice for minimum 15 years.	15 points plus 1 point for every additional year of completed year of Firm's Registration and Auditing.	20
2	Proprietor or partner of the firm should have been working with the firm for a minimum period of three years as on 31.03.2016.	2 points plus additional one point for each partner of the firm.	5
3	Experience of having conducted stock verification* Audit for at least one year in nitrogenous based fertilizer manufacturing plant/ (Ammonia and Urea manufacturing plant) or oil refinery during last 5 years ending 31.03.2016.	10 points plus 2 points per additional assignment.	20
4	Experience of having conducted stock verification audit in any other manufacturing plant (other than plant mentioned at Sr. No. 3 above) during the last 5 years ending 31.03.2016.	1 points for each Assignment.	5
		Total	50

(\*) Stock verification Audit of multiple units of a company in a year shall be counted as 1 (one).

**Note:-**

- i) Clear and complete details and documentary evidence in respect of above (as desired in **Annexure-I**), for determination of Points in support of information against Items 1 to 4 in SI. No. 1 (b) above is required to be furnished. Proposals without the required documentary evidence(s) shall be ignored for evaluation.
- ii) The Firm securing at least 60% marks based on above system shall be considered as qualified.
- iii) Bids should be un-conditional. Conditional bids shall be summarily rejected.

1 (c) Format for submission of Technical Bid is enclosed at **Annexure-I**.

2. Requirements for Bid to be considered valid, Bid Evaluation Process for Financial Bids, Arbitration, Jurisdiction and other related clauses that are material to the process of award of Assignment and its execution are mentioned in **Annexure-A**.
3. **Documents required for evaluation of Technical Bids (to be kept in Sealed Cover-1 super scribed as Technical Bid) duly signed with seal:-**
  - (i) Essential Documents mentioned at 1 (a) on pre-page.
  - (ii) Documents in support of Eligibility Criteria as Mentioned at 1 (b) on pre-page.
  - (iii) Declaration Sheet as mentioned in **Annexure-B**.
4. **Documents required for evaluation of Financial Bids to be kept in Sealed Cover-2 super scribed as Financial Bid.**
  - (i) Annexure –C duly signed with seal.
5. Travelling, Boarding, Lodging, Local transport expenses shall be re-imbursed as per details given in Annexure-D1 & D2 enclosed.
6. Detailed Terms & Conditions, Time Schedule, scope of work, extent and periodicity of Stock Verification, Reporting Format etc. has been mentioned in **Annexures D-1 & D-2**. It may please be noted that the scope as given in enclosure is only illustrative and not exhaustive. The firm may be asked to look into any other activity as may come to the notice during the course of audit and/or render any advice/opinion in the area of audit.
7. The Final Report on Stock Verification will be finalized & Issued by a senior partner of the firm.

**Last Date and Time for receipt of offer: 13.06.2016 up to 02:00PM**

**Date and Time of opening of Bid Documents: 13.06.2016 at 02:30PM**

The tender documents (non- transferable) can be had on request from the office of Dy. General Manager (IA), Corporate Office, National Fertilizers Limited, A-11, sector 24, Noida, (U.P.). Alternatively, the tender documents are available at NFL website- **www.nationalfertilizers.com** and can be downloaded from the site.

In case you require any other information, please feel free to contact the undersigned on any working day.

**The two sealed envelopes should be kept under one sealed envelope and must be sent /delivered clearly super- scribing "Application for prequalification and Appointment of Stock Verification Auditor" and Tender No."A/NFL/CO/IA/PVOSTK/AUDIT/2016-17/01"**

Representative of the firm can be present at the time of opening of Technical Bid on bringing a letter of Authority from the Partner of the Firm.

Bids **are to be submitted** on or before **13.06.2016 till 02.00 PM** by hand/regd.

Post/speed post at the following address:

**Deputy General Manager (IA)  
National Fertilizers Limited  
Corporate Office, A-11,  
Sector 24, NOIDA-201301.  
(Near ESI Hospital)  
Email: nagraj@nfl.co.in**

The bids should be valid up to 31<sup>st</sup> August, 2016. 3

Encl:

1. **Format for submission of Technical Bid (Annexure-I)**
2. General Terms & Conditions **(Annexure-A)**
3. Declaration Sheet **(Annexure-B)**
4. Financial Bid Format **(Annexure-C)**
5. Scope of work and related Annexures for Stock Verification Audit at Manufacturing Units is at **Annexure-D-1.**
6. Scope of work and related Annexures for Fixed Assets Verification Audit at Corporate Office/Central Marketing Office and Registered office is at **Annexure-D-2.**

**Format for submission of Technical Bid**

1. Name of the Firm:
2. Registration Number :
3. Date of Registration of the Firm:
4. Particulars of the Firm:
  - i) (a) Address of the Firm as registered with the Institute
  - ii) (a) Telephone Number with STD Code  
(b) Mobile No. of the Senior Partner (for Contact Purpose)
  - iii) Fax Number with STD Code
  - iv) Email address of the Firm
  - v) Website of the Firm, if any
  - vi) PAN No. of the Firm
  - vii) Service Tax No. of the Firm
5. Technical Details

S.No	Particulars	Details/ Remarks
1	No. of years in practice (supported by Date of incorporation certificate issued by Institute of Chartered Accountants of India or Institute of Cost Accountants of India as Annexure )	
2	No. of Partners who are with the Firm for a minimum period of three years as on date of application (supported by copy of Constitution certificate of the firm issued by Institute of Chartered Accountants of India/ Institute of Cost Accountants of India as Annexure)	
3	Experience of having conducted stock verification audit in any manufacturing plant for 3 years as on 31.03.2016 (supported by work orders placed by companies on your firm's name as Annexure)	
4	Experience of having conducted stock verification Audit for at least one year in nitrogenous based fertilizer manufacturing plant/ (Ammonia and Urea manufacturing plant) or oil refinery as on 31.03.2016. (No. of years) (supported by work orders placed by companies on your firm's name as Annexure)	

6. We hereby confirm the acceptance of all provisions and terms & conditions of the Invitation without any deviation.

Place:

Date:

**Authorized Signatory****With Official Stamp**

**GENERAL TERMS AND CONDITIONS:**

**1. Requirements for Bid to be considered Valid.**

- 1.1 It shall be certified by the tenderer that none of the NFL employees is related to Owner/Directors. (In case any relative is working in NFL furnish details separately). It shall also be certified by the tenderer that none of NFL Ex employee is employed with them. (In case an ex-employee of NFL is employed, furnish details separately). It shall be certified that none of the NFL employees is related to Partners of the Firm, none of NFL Ex employee is employed with the Firm and no sister concern/ Common Partner is bidding separately in this tender in the name of Other Firm.
- 1.2 The bid documents complete in all respects & duly signed with seal by authorized person shall be submitted by the bidder in two sealed separate envelopes as at (a) & (b) below. These two sealed envelopes should be kept under another sealed envelope and must be sent / delivered clearly super scribing:  
  
**"Application for prequalification and Appointment for Stock verification Audit" and Tender No. "A/NFL/CO/IA/PVOSTK/AUDIT/2016-17/01"**
- a) **Cover-1 "Technical Bid documents for prequalification and Appointment of Stock Verification Audit 2016-17"**
- b) **Cover-2, "Financial Bid documents for prequalification and appointment of Stock Verification Audit 2016-17"**
- 1.3 Incomplete offers would be summarily rejected.
- 1.4 No extension of time shall be permitted for the collection of Tender Documents and/or Tender opening date.
- 1.5 No cutting or overwriting would be allowed in Financial Bid. In such cases, bid would not be considered.
- 1.6 Offers submitted against tender documents only will be considered and the offer shall be in the name of the firm.
- 1.7 While submitting the bid, tenderers are requested to ensure that bids are in compliance with the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the tenderer, NFL will bear no financial implication on this account.
- 1.8 NFL takes no responsibility for delays, loss or non-receipt of tender documents or any letters sent by post either way and also reserve the right to reject any offer in part or full without assigning any reasons thereof.
- 1.9 NFL shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion. The submission of offer shall have no cause of action or claim against NFL for rejection of offer. The firm, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or its consideration by NFL, even though NFL may opt to modify/withdraw the invitation to Tender or does not accept the offer or cancel the tender as a whole.

## 2.00 Evaluation criteria for Financial Bids:

2.1 Bids shall be evaluated unit/office wise in the order of Ranking allotted to each unit/office as mentioned below:

<u>Location-(Unit/Office)</u>	<u>Ranking</u>
i) Vijaipur	1
ii) Nangal	2
iii) Bathinda	3
iv) Panipat	4
v) Corporate Office/Central Marketing Office and Regd. Office, Noida/Delhi	5

Bidders shall quote for all locations (Units/Offices); Company shall endeavor to award assignment to (L-1) bidder for one location only.

In case a bidder happens to be lowest (L-1) in more than one location, evaluation criteria shall be:

- a) The contract shall be awarded to L-1 bidder for the location as per ranking given above.
- b) L-2 bidder of other location(s) shall be asked to match location wise L-1 rates received by NFL & in the event of acceptance by L-2 bidder, the contract for that particular location shall be awarded.
- c) In case respective L-2 bidder does not accept respective L-1 rates of location(s), bidders having status of L-3, L-4 and so on shall be asked to match L-1 price.
- d) In case none of the other bidders agree to match L-1 rate for other location(s), (where the bidder is L-1 in more than one location) L-1 bidder would be awarded such a location.
- e) In case L-1 bidder refuses to take up the assignment after award of work, the firm shall be delisted and procedure as given at Sr. No. b & c above shall be followed to identify the successful bidder.

2.2 The bids should be unconditional. Conditional bids would be summarily rejected.

2.3 NFL retains the right to negotiate with all or any of the bidders.

2.4 Financial Bids shall be opened only after due scrutiny of Technical Bids is completed. The day for opening of Financial Bids shall be intimated separately.

2.5 Evaluation of bids shall be done on the basis of rates quoted in the price bid separately. However, Expenses towards boarding/lodging and TA/DA etc. shall not be considered while evaluating financial bid.

2.6 If some discrepancies are found between the rates given in words & figures the rate as quoted in words shall be adopted.

2.7 Should there be a tie in the quotations received from different bidders, NFL retains the right to choose the Firm as it deems fit.

2.8 Currencies for bid and payment shall be in Indian Rupees only.

### 3. Action against the Tenderer

3.1 Failure to act according to tender conditions, non-fulfillment of any or whole of the contract may entail de-listing of the firm in addition to taking other appropriate action against the Firm.

3.2 If a tenderer resorts to any frivolous, malicious or baseless complaints/allegations with an intent to hamper or delay the tendering process or resorts to canvassing/rigging/influencing the tendering process, NFL reserves the right to debar such tenderer from participation in the present/future tenders up to a period of 2 years.

### 4. Arbitration:

Except where otherwise provided in the contract, all matters, questions, disputes or difference whatsoever, which shall at any time arise between the parties hereto, touching the construction, meaning, operation or effect of the contract, or out of the matters relating to the contract or breach thereof, or the respective rights or liabilities of the parties, whether during or after completion of works or whether before or after termination shall after written notice by either party to the contract be referred to the arbitration of Director Finance, National Fertilizers Limited or his/her nominee.

The Arbitration proceedings shall be governed by the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment there-of and the rules made there under.

The firm hereby agrees that it shall have no objection if the arbitrator so appointed is an employee of NFL and had to deal with the matter to which the contract relates and that in the course of his duties as such he has expressed his views on all or any of the matter in dispute or differences.

Further, it is agreed by and between the parties that in case a reference is made to the Arbitrator or the Arbitral Tribunal for the purpose of resolving the disputes/differences arising out of the contract by and between the parties hereto, the Arbitrator or the Arbitral Tribunal shall not award interest on the awarded amount more than the rate SBI PLR/Base Rate applicable to NFL on the date of award of contract.

**5. Jurisdiction**

In respect of all tender conditions, the decision of NFL shall be final and binding. The venue of the Arbitration shall be Delhi & Delhi courts will have Jurisdiction.

**6. General**

Bidder/Tenderer shall mean the firm who submits the tender and enters into contract with NFL and shall include their executors, administrators and successors and permitted assignees.

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**DECLARATION SHEET**

I, \_\_\_\_\_ hereby certify that all the information given above and data furnished by me with regard to this tender specification are true and complete to the best of my knowledge. I have gone through the Terms, conditions and stipulations in detail and agree to comply with the requirements and intent of specification.

I, further certify that I am the duly authorized representative of the under mentioned tenderer.

I further certify that none of the NFL employees is related to Partners of the Firm, none of NFL Ex employee is employed with the Firm and no sister concern/Common Partner is bidding separately in this tender in the name of Other Firm (Clause 1.1 of Annexure-A). (If the Partner(s) of the Firm has a NFL employee or ex-NFL employee as relation, Form at B-1 enclosed may be filled in).

I/We also undertake that the terms and conditions specified in Notice Inviting Bid and Annexure-A of NIT are acceptable to us without reservations and no deviation to NIT has been taken while making the offer.

I/We further agree to abide by the conditions of contract and to carry out all work that would be assigned (as per **Annexure D-1 & D-2**) within the specified time in accordance with instructions referred to in the Notice Inviting Bids.

In case of acceptance of the Bid by National Fertilizers Limited, I/We bind myself/ourselves to execute the contract as per the conditions mentioned in the Assignment awarded.

Yours faithfully

For M/s

(Signature of Bidder with Seal)

Postal Address:

E-Mail-ID:

Contact No:

**DECLARATION**

I /We, \_\_\_\_\_(Name and address of the bidder)  
Further certify that My / Our following lose/distant relative(s) are working in National  
Fertilizers Limited (NFL):

<b>S.No.</b>	<b>Name (S/Shri)</b>	<b>Designation</b>	<b>Department</b>
1.			
2.			
3.			

\_\_\_\_\_  
**Signature of Tenderer (with Seal)**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Annexure- C**

**Financial Bid for Stock Verification Audit of NFL for 2016-17**

Name of the Firm: .....

Address of the Firm: .....

E-Mail ID of the Firm .....

Contact No's: .....

S. No.	Location (Unit/Office)	Audit Fee (Full Year)	
		Rs. (in figures)	Rs. (In Words)
1.	Vijaipur		
2.	Nangal		
3.	Bathinda		
4.	Panipat		
5.	Corporate Office/ Central Marketing and Regd. Office Noida/ New Delhi		

It is certified that above prices are valid till 31<sup>st</sup> of August, 2016.

Note:

Audit Fee quoted shall be exclusive of expenses towards TA, DA, Lodging, and Local Transport & Service Tax.

**(Signature & Stamp of the Bidder)**

**NATIONAL FERTILIZERS LIMITED: CORPORATE OFFICE: NOIDA**  
**INTERNAL AUDIT DEPARTMENT**

**Scope of work for Physical Verification of Bulk Materials, Stores, Spares etc. and moveable Assets of Manufacturing Units for the year 2016-17.**

**1.00 Categories of items to be verified:**

Categories of items		Periodicity	Location
Raw Materials, Packing Materials and Chemicals.	Finished & Semi- Finished goods.	Quarterly basis ending 30 <sup>th</sup> June, 30 <sup>th</sup> Sep., 31 <sup>st</sup> Dec., and 31 <sup>st</sup> March. <b>(Annexure-1(C))</b>	Respective plants i.e. Silo (urea), Hort. Sphere (Ammonia) Yards (sulphur, coal) Storage tanks (oil, sulphuric acid, methanol, caustic. soda diesel, petrol), Nitric Acid etc.
Stores, Spare Parts & Valuable Scrap.	Once a year as per category wise % age specified in para 2.B.2		Different custodies in Main Stores.
Moveable Assets in Plant and Offices.	Once a year for the items specified in <b>Annexure-1(V)</b> .		Admn. Building, Various Plant Offices in Factory and Guest House , Other Offices in T/ship

**2.00 Scope of Work:**

Scope of work and related terms & conditions are detailed below: -

A.1) The bulk items like Raw Materials, Packing Materials, Chemicals (Caustic soda, Methanol Sulphuric Acid), Finished, Semi- finished & By Products Coal, Oil, Bags, Petrol, Diesel, LPG, are required to be verified on quarterly basis as indicated in Para 1. Verification of these items shall be done as per procedure prescribed under para 4.00.

B. 1) Categories of inventory items is given at **Annexure-1(i)**.

B. 2) Physical Verification of stores and spares mentioned in Para 1 above will be done on selective basis according to A, B & C analysis as per following criteria:

Category of Items	Stock Value	%age to be verified
A	Rs. 50,000 & above	100
B	Rs.20,000 to 50,000	50
C	Rs.20,000 & below	33
	Valuable Scrap <b>(Annexure-1(B))</b>	100

Illustratively, the total number of items of Inventory as on 30<sup>th</sup>Sept, 2015 and the number of items verified by Stock Verifier at the units are given below: -

Name of	Category Of Items								
	A			B			C		
Unit	No. Of Items	Items Verified	%age	No. Of Items	Items Verified	%age	No. Of Items	Items Verified	%age
Nangal	845	845	100	1053	530	50.33	24308	8200	33.73
Bhatinda	895	895	100	795	398	50.06	21450	8500	39.00
Panipat	744	744	100	831	424	51.02	36910	12772	34.60
Vijaipur	1165	1165	100	1284	642	50.00	29374	9789	33.33

B. 3) The verifier will submit a report based on a test check that maximum/minimum and reordering levels are fixed realistically.

C. 1) Before taking up the verification of a particular category of stock items, the physical verifier would compare the balances of the Bin Card with that of the Price Stores Ledger i.e. inventory of 30.09.2016. The discrepancies, if any, be reported to the Officer In charge (Stores).

C. 2) For this purpose the Stock Verifiers would be provided with the computer output of inventory holding as on 30.09.2016 (along with soft copy). They would be required to mark 'D' indicating discrepancy against the items where balances in the computer statement are found to be at variance with the balance as per Bin Card. After such link up they would be required to hand over the complete statement of each category to Chief Manager (Stores) after appending a certificate at the end as under:

Certified that based on our link up of the balances in this statement with those in Bin Card, we find \_\_\_\_\_no. of items with variation, which have been marked 'D' in this statement.

D) The job involves verification of various items by counting, weighing, measuring, dip method/ level indicators and volume method etc.

E) The stock verifier would be required to verify only those items, which exist in the inventory as on 30.09.2016.

### 3.00 Coordination of the work:

The physical verification work would be co-coordinated as under:

Categories of items	Designated Officers
Bulk Material and Finished, Semi-finished/By Products.	Dy. General Manager (Prod.) or his nominee.
Stores and Spare Parts.	Chief Manager Malts. (Stores) & Chief Manager/Dy.G.M. (F&A).
Moveable Assets in Plant and Offices / Guest house.	Chief Manager (Admn.) & Chief Manager/Dy. G.M.(F&A).

### 4.00 Method of Verification:

A. 1) The verifier will not take Bin Card balance before actual physical verification.

A. 2) The stock verifier will physically count/weigh, measure and take dip readings of the stocks for which required assistance will be given by Store Keepers and will record the same in physical verification slip(as per Annexure-1(ii)). Separate stock taking slip for each item will be prepared in duplicate and signed both by stock verifier as well as official in-charge of the custody.

A. 3) The verifier would also check the correctness of location as indicated in the Bin Card. Shall there be a difference, an item wise list of discrepancies would be made out and handed over to Chief Manager Materials.(Stores).

B. 1) Completing physical verification of a particular code of materials as per programme a red line will be drawn on Bin card leaving four lines under the last entry. The space of four lines will be utilized for the entries which are omitted in the Bin Card or to correct other clerical mistakes in balancing etc. However, the verifier shall also put stamp/initials while certifying the balance & indicate the physical verification slip number to enable cross-reference.

B. 2) During the process of verification of a particular category of stores, no issue or receipt will be carried out without the prior approval of verifier. Efforts will be made to keep issue/receipt to the minimum during the period of verification of that particular code. In case the issue is unavoidable the voucher will be passed on to the verifier who will mark in red ink as AST (After stock taking) or BST (Before stock taking) and sign the same. AST would mean that the items have been counted and as such this voucher would be posted after the physical balance has been recorded, below the red line on the Bin Card. BST would mean the item has not been counted and the voucher may be entered above the red line.

B. 3) Before posting the slip on the Bin card, all the slips shall be arranged serially in descending order of the code nos. This will reveal the slips having same code on more than one slip. Wherever there is more than one slip having the same code no. the balances of such slips should be clubbed in one slip before posting and the consolidated total should be posted on the Bin card.

C.) After the verification is completed for all items under a code, the stock taking sheet shall be prepared from item wise slips. Bin card and physical balance as per the verification slip will be recorded on the stock taking sheet (as per Annexure-1(iii)). Separate Stock taking Sheet will

be prepared for each inventory Code, covering all the items there under. Simultaneously balance from the Bin card will also be noted in the Stock taking Sheet and discrepancies will be worked out. The stock taking sheet will be prepared in triplicate. One copy of the stock taking sheet will be furnished to Chief Manger/D.G.M. (F&A), other copy to Chief Manager Mtls. (Stores) and third copy will be retained by the Stock Verifier. Chief Manager Mtls. (Stores) will arrange to sort out these discrepancies. In the case of omission of any issue notes /receipts vouchers/ clerical mistakes in the stock taking card, necessary corrections will be carried out in the Stocktaking Card which will be initiated by Store Keeper and Stock Verifier.

D. 1) A final list of shortages/excesses will be prepared in the Pro-forma (as per **Annexure- 1(iv)**), in triplicate which will be distributed as in the case of stock taking sheet mentioned above.

D. 2) while conducting stock verification, stock verifier shall report in the Remarks Column of the format at annexure IV, obsolete/ unserviceable/life expired items, if any, included in the inventory.

E) The Physical Verification of coal and finished goods in such cases will be done by the Survey method by a committee constituted and notified by **Chief Manager/ Dy.GM (Prod.)** in which apart from Stock Verifiers, representatives from Civil Engg., Production, Stores and Accounts Department will be taken. The bulk density of each heap shall be determined by test checks and the volume of the heap will be converted in to weight based upon bulk density.

F) Certain materials are issued to the consuming department in full immediately on receipt and remain in the custody of the consuming department. These materials are Methanol, LPG and HSD etc. The physical verification of these items shall also be done and the representatives of the Production Deptt. will be associated in such cases apart from the representative of the Stores Deptt. All other procedures as described above shall be followed in these cases also. Physical verification of Oil, Petrol, Diesel and Ammonia would also be conducted through a committee on the lines, required for other bulk materials. (Refer Para E)

G) Inventory as on **30.09.2016** would be made available to Stock Verifier for linking up the balances with the Bin Card as on **30.09.2016** of items categorized as stock items. He would submit a report to **DGM (Mtls.)** with a copy to **GM/DGM (F&A)/Chief Manager (F&A)** of those items where there are differences for necessary rectification. While preparing the final report as per procedure, the physical verifier would ensure that the necessary adjustments, for the differences pointed out have been affected in the Bin Card. Cases of non compliances be reported.

H. 1) Physical verification of all moveable fixed assets, the categories of which shall be indicated at **Annexure-1(v)**, shall be carried out by the Physical Verifier. Physical balances of assets shall be noted in the stock taking sheet in triplicate as per **Annexure-(vi)**, which will be signed both by the stock verifier and the representatives of the concerned department. One copy of the stock taking sheet shall be handed over to the In-charge of the Plant. Second copy shall be forwarded to the Accounts Department and the third copy shall be retained by the Stock Verifier.

H. 2) Physical balances will be compared and reconciled with the records maintained by the concerned Department of assets verified, and also with Assets Ledgers maintained by the Accounts Department.

H. 3) Surplus, Obsolete, Unserviceable & Non-moving items included in the inventory shall be identified and a list of the same submitted as per **Annexure-1(vii)**.

#### **5.00 Facilities to be provided by NFL:**

a) National Fertilizers Limited would provide necessary scales, weighing machines, measuring tapes and truck/trolley for conducting the physical verification of the stores as and when needed.

b) Entire work force required for handling, shifting and checking and/or re-checking of the quantities would be provided by NFL.

**c) Besides the fee:**

**\*For Non- Local Firms:**

- i) To-and-fro fare limited to AC 2 Tier will be reimbursed to the staff/partner against documentary proof for the journey performed in each quarter for verification of bulk items and for regular verification of stores and spares and moveable assets. This amount will be restricted to AC 2 tier from Delhi to manufacturing units or actual, whichever is less.
- ii) Lodging shall be provided in NFL Guest House free of charge. The partner of the firm shall be entitled for VIP accommodation. The boarding charges in the NFL guest house shall be reimbursed to the Audit staff, limited to Rs.200/- per Auditor per day and Rs.350/-for the partner per day, or actual whichever is less.
- iii) Local transport at the touring station- to-and-fro Railway Station/Bus Stand and Company's Guest House to place of work will be provided by the company free of charge. However, in respect of local transport charges at the originating destination, the reimbursement shall be limited to auto charges @ Rs.200/- to Audit staff Rs.700/- for partner by taxi, or actual whichever is less.

**\*\*For Local Firms:**

- iv) Local transport - to-and-fro Place of Stay to place of work the reimbursement, shall be limited to Rs.200/- per Auditor per day as Auto charges and Rs.700/- for partner as Taxi charges or actual which-ever is less.

**6.00 Payment Terms:**

- i) **For carrying out the above Audit at manufacturing units**, firms will be paid the settled fee plus applicable service tax at actual. TDS shall be deducted as per applicable rates. Fifty percent (50%) of the fee will be paid on completion of physical verification of all the moveable assets and submission of reports by 31<sup>st</sup> Dec' 2016 and on verification DGM/Chief Manager (F&A) of the unit concerned. Balance Fifty percent (50%) of the fee will be released on completion all the jobs and on verification of Materials Deptt. against submission of invoice.

**7.00 Time Schedule for Completion of work:**

The entire work of physical verification as per stipulated terms and conditions is to be taken up and completed by 28.02.2017 except bulk materials which are required to be verified at the end of each quarter. The final report for the completed jobs has to be submitted latest by 31.03.2017, for stores, spares and moveable assets. In respect of bulk materials for the fourth quarter of the financial year, the report is to be submitted by 14.04.2017. A copy of the final report may also be sent to the DGM (IA) with details in a format provided at **Annexure-1(viii)**.

**8.00 Staff to be deployed:**

- a). To carry out the assigned work as per schedule, the stock verifier would co-ordinate by deputing a team headed by a **qualified Engineer/Chartered Accountant/Cost & Management Accountant**.
- b). To ensure completion of assignment as per schedule Stock verifier would further augment the staff strength and to make staff work on Sunday/Holidays/Late Hours, if so required.

**9.00 Compliance of Statutory requirements:**

Stock verifier will abide by the statutory provisions applicable to the staff to be employed by them, such as Minimum Wages Act., Contract labour (Abolition & Regulation) Act, Insurance cover for their staff under Workmen's Compensation Act, Employees PF Act, Employees State Insurance Act and other Central/State Govt. Acts as may be applicable from time to time. NFL will have no liability on these accounts.

**10.00 Damages to NFL:**

Stock verifier will give proper directions to their staff not to enter in any prohibited area in the plant. Damages to any of the property belonging to NFL due to negligence on their part or on the part of their staff would be compensated by them.

**\*Non- Local Firms:** Office of the bidding firm not stationed at the location/city of Audit.

**\*\* Local Firms:** Office of the bidding firm stationed at the location/city of Audit. (In case of Noida office firms stationed in NCR will be taken as Local Firms)

NATIONAL FERTILIZERS LIMITED:  
Name of Unit.....

ANNEXURE -1(C)

RESULT OF PHYSICAL VERIFICATION OF BULK MATERIALS, CHEMICALS, FINISHED PRODUCTS AND SEMI-FINISHED PRODUCTS FOR THE QUARTER ENDED.....

S.No.	Description	Unit /Qty	Book Stock	Physical Stock	Excess/ Shortage	Percentage of shortage/	Permissible Norms	Excess/ Shortage Value(Rs.)
1.	<u>PACKING MATERIALS</u>							
	a) HDPE Bags	NOS.						
	b) HDPE Bags (Neem Coated Print)	NOS.						
2.	<u>COAL</u>							
	a) Non-Coking	MT						
3.	<u>CHEMICALS &amp; PETRO- CHEMICALS</u>							
	a) Sulphuric Acid	MT						
	b) Caustic Soda Lye	MT						
	c) HSD with Prod.	KL						
	d) Petrol (MS)	LT						
	e) HSD with Store	LT						
	f) Others							
4.	<u>FINISHED GOODS</u>							
	a) Urea Plain	MT						
	b) Urea Neem	MT						
5.	<u>SEMI FINISHED</u>							
	Liquid Ammonia	MT						
	Nitric Acid	MT						

NATIONAL FERTILIZERS LIMITED, .....

CATEGORIES OF ITEMS OF INVENTORY

S.No. Description of Materials

- 1 Tools &Tackles
- 2 Asbestos and joining sheets
- 3 Hardware's
- 4 Pipes and pipe fittings
- 5 Pipes Fittings
- 6 Vales
- 7 Welding & soldering Material
- 8 Raw Materials
- 9 Packing Materials
- 10 Fire Fighting & Safety Equipments
- 11 Construction Material
- 12 Gases & Insulation
- 13 Alloy & Special Steel
- 14 Non Ferrous Material
- 15 Furniture & Fixture
- 16 General Stores Misc.
- 17 General Electrical Stores
- 18 Electrical Cables
- 19 Petrol Oil and Lubricants
- 20 Telephone Material
- 21 Fuel
- 22 Medical
- 23 Rubber & PVC Material
- 24 Lab Chemicals
- 25 Lab Equipments
- 26 Production Chemicals
- 27 Catalysts
- 28 Paints
- 29 Instrumentation Spares
- 30 Motor & Spares Elect.
- 31 Inverter/ DG Sets
- 32 Jyoti Spares
- 33 Cement Spares
- 34 L&T Spares
- 35 Transformers
- 36 Plant wise spares Electrical items
- 37 Auxiliary Plant to Ammonia Plant & ASU(Nitrogen)
- 38 Ammonia
- 39 Ash/coal /Furnace Oil & Material Handling
- 40 Misc. (Common Items for all the above plants such as Bearing Origin. etc.)
- 41 Primary Instrumentation
- 42 Transmitters
- 43 Main Penal Instrument
- 44 Instrument
- 45 Control Valves

- 46 Special Instrument
- 47 Test Equipment & Special Tools
- 48 Material & consumed Material
- 49 Auto spares (Loco Cranes and Pay Loaders)
- 50 Spares for jeep Car, Truck etc.
- 51 Spares for crane
- 52 Spares for construction aid
- 52 Capital Stores
- 53 General Stores
- 54 General Stores(CPP)
- 55 Plant Spares(CPP)
- 56 Mech. Spares
- 57 Mech. (HES)
- 58 Ammonia Plant
- 59 Mech. Workshop/HES
- 60 Mech. Spares CPP &SGP
- 61 O & U Plants

**Verify that points for implementation for storage of valuable scrap as listed below are being complied with and report discrepancies if any:**

1. Wooden door of the scrap store room may be replaced with steel door to keep value scrap safer from pilferage point of view.
2. Costly scrap is to be kept in separate strong room with proper double seal system and proper record of opening/closing in association with CISF.
3. In case of valuable scrap, tare weight is not applicable as these scraps are weighted directly on weigh scale and in that case slip is not generated. Only net weight is to be written on the MRV.
4. Origin of valuable scrap shall be mentioned by the User Dept. along with source.
5. The scrap should be returned through the representative of User Department to witness the weight measurement and to sign the MRV.
6. All Material Return Voucher (MRV) of valuable scrap should be complete in all respects and accompanied by documents as listed below:
  - a) Weighment slip of the weigh bridge duly signed by the In charge of Weigh Bridge, user department and CISF personnel depicting the details of gross weight, tare weight and net weight.
  - b) Certification from the User Deptt. to the effect that the material is scraped and has been segregated wherever practicable and cannot be used elsewhere in the plant.
  - c) Origin of the scrap (i.e. Taken out from burnt motor etc.).
7. All Salvage Vouchers (SLV) / Outgoing Gate Passes of Sale Order of valuable scrap would be complete in the following aspects.
  - a) Weighment slip of the weigh bridge duly signed by the In charge Weigh Bridge and CISF personnel depicting the details of gross weight, tare weight and net weight.
  - b) Physical description of the scrap.
  - c) Name and complete address of the consignee.
  - d) Gate Pass/challan details/ vehicle No.
8. All MRVs and SLVs / Gate Passes of valuable scraps should be invariably entered in the respective Bin Card / Ledger Sheet in the chronological order with quantity balance maintained and authenticated by the Godown in charge / Officer of Store Deptt. Separate Bin Cards/ Ledger Sheets be maintained for each category/ nature of item.
9. Valuable scraps may be kept metal-wise basis.
10. Attachments wherever feasible, should be dismantled by User Department before returning to stores Section according to nature of item. In case of mixed metal scrap which cannot be separated, User Department should indicate approximate quantity of each valuable metal Regarding storage & disposal of such items which are attached with other metal i.e. mixed scrap may be deliberated in detail by unit level committee & formulate the procedure which should be appropriate i.e. in commensurate with the value, volume, weight & pilfer-ability of such scrap material.
11. No change in specification of material or transfer / shifting from one category to other to be done in the Bin Cards / Ledger Sheet without authentication by the User Department. However, User Department shall ensure that correct metal description is entered at first stage in the MRV.

12. MOC / Purity etc. wherever applicable for costly items, like platinum wire etc. as scrap is generally seen by the parties before submission of quotation, and is intimated by User Department.
13. Scrap may be deposited in Stores after removing foreign material mud's etc. i.e. Sulphur Chimney /Paint containers.
14. Costly scrap items of copper, brass or other large items should have item description. MOC percentage composition of different metals, name of department and date of return by User Deptt. before returning to Stores.
15. There should be correlation between the total quantity issued to the User Department and scrap returned by User Department and this record should be maintained by User Department.

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**ANNEXURE -1(ii)**

Name of the firm of Stock Verifier:

Name of the Unit:

Physical Verification Slip No.

Group \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_

Category Item Code No.	Description	Unit of Measurement	Quantity	Verifier
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Above Quantity has been found after physical verification.

**Stock Verifier**

**Manager/Sr. Manager ( Stores)**

**ANNEXURE -1(iii)**

Name of the firm of Stock Verifier:

Name of the Unit:

Stock Taking Sheet No. \_\_\_\_\_

Main Inventory CodeNo. \_\_\_\_\_

Category of material verified:

Item Code No.	Name of Article	Unit of Measurement	Actual Stock	Bin Card Balance	Discrepancy		Comments of Incharge Stores	Remarks of the Stock Verifier
					Excess	Shortage		

Certified that all stocks of above items found have been presented for verification and been Actual stocks above are correct. signed.

Certified that the actual stocks on physical verification have Verified from the bin cards and

(In-charge Custody Of Material)

(Officer In-charge) Store Deptt.

(Stock Verifier)

**ANNEXURE -1(iv)**

Name of the firm of Stock Verifier: \_\_\_\_\_  
Report of Discrepancies in Stores Stock Verified at \_\_\_\_\_

Name of the Unit: \_\_\_\_\_

Date: \_\_\_\_\_

No.	Stock taking Sheet No.	Materials code	Descriptions of Articles	Unit of Measurement	Actual Stock	Book Balance Bin Card Balance	Discrepancy Excess/ Shortage	Comments of Incharge Stores	Remarks of the Stock Verifier
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(In charge Custody)  
Of Material

(Officer In charge)  
Store Deptt.

(Stock Verifier)

**LIST OF MOVABLE FIXED ASSETS**

<b>120</b>	<b>PLANT AND MACHINERY</b> 120018
	Workshop Machinery (Mechanical)
120019	Work shop Machinery (Electrical)
120020	Work shop Machinery (Instrumentation)
120021	Construction Equipments
120022	Locomotives
<b>130</b>	<b>MISC. EQUIPMENTS(F)</b>
130002	Laboratory Equipments
130003	Fire Fighting Equipments
130004	Store Handling Equipment (Including Weigh Bridge)
130005	Safety Equipments
130006	Drawing Office & Survey Equipment
130007	Canteen Equipments
130010	Misc. Equipments (CISF)
130013	PRO Equipment
130015	Production Equipment
130808	Training Centre Equipments
<b>131</b>	<b>MISC. EQUIPMENTS(T)</b>
131102	School Equipments
131103	Hospital Equipments
131104	Guest House/ Hostel Equipments
131105	Horticulture Equipments
<b>135</b>	<b>FURNITURE/FIXTURE &amp; OFFICE APPLIANCES(F)</b>
135001	Office Furniture Fixture
135004	Canteen Furniture
135805	Training Centre Furniture
120035	Office Appliances (Typewriter, Calculator Etc. Factory/Office)
120036	Room AC/Cooler/Water Coolers/Refrigerator
120042	Residential Electrical Appliances
<b>136</b>	<b>FURNITURE/FIXTURE &amp; OFFICE APPLIANCES(T)</b>
136102	Furniture & Fixtures (Hostel/Guest House)
136103	Furniture & Fixtures (Hospital)
136104	Furniture & Fixtures (School)
136107	Furniture & Fixture (CISF)
120043	Room AC/Coolers /Water Cooler/ Refrigerator Etc.(Residential)
120137	Room AC/Coolers/ Water Cooler/ Refrigerator (Township)
<b>140</b>	<b>VEHICLES (F)</b>
140001	Heavy Vehicles
140003	Light Vehicles
140004	Motor Cycles/Scooter/Auto Rickshaws
140005	Bicycles/Rickshaws
140006	Soil Testing Vans

<u>AssetsCode</u>	<u>Description</u>	<u>Location/ RoomNo.</u>
10	Chairs -Steel	
11	Chairs revolving	
12	Chairs -moulded	
012	Chair -Sofa	
20	Table – one side drawer	
21	Table – both side drawer	
22	Table – conference room	
23	Table–centre–side tables	
30	Filing Cabinet	
40	Almiraha	
41	Bookcase	
50	Racks Steel	
51	Racks wooden	

<u>Description</u>	<u>Location/ RoomNo.</u>
155	Computer–others(specified)
560	Computer Printers–dot matrix
570	Voltage stabilizers
580	Telephone instrument –ITT
590	Vacuum Cleaner

Note: This is an indicative list. Stock Verifier may obtain the updated list from the Unit.

**PHYSICAL VERIFICATION OF ASSETS AS ON .....**

<b><u>Assets Code</u></b>	<b><u>Description</u></b>	<b><u>Location/ Room No.</u></b>
360	Colour TV	
370	VCR	
380	Trolley TV stand	
390	Reception/table/counter	
400	Platform scale	
410	Deck stereo	
420	Amplifier	
430	TT Table	
440	News paper stand	
450	Book rack	
460	Library book counter	
470	Radio set	
480	Durries	
490	Drawing Board	
500	Washing Machine	
510	W Locker	
520	Photo phone over head	
530	Mini tape with ear phone	
540	Tube light fittings	
550	Computer- Pcs	
551	Computer- Pcs/XTs	
552	Computer- Pcs ATs	
553	Computers – 386	
554	Computers – 406	

Note: This is an indicative list. Stock Verifier may obtain the updated list from the Unit.

**PHYSICAL VERIFICATION OF ASSETS AS ON .....**

<b>AssetsCode</b>	<b>Description</b>	<b>Location/ RoomNo.</b>
150	WaterCooler	
160	Desert room cooler	
180	Postal Franking machine	
190	Telex machine	
191	Fax machine	
200	Cashbox	
210	Fans –pedestal/cabin	
211	Fans -ceiling	
212	Fans -exhaust	
220	Photocopier	
230	Heat convector	
231	Room heater	
240	Fixo graph	
250	Postal weighting machine	
260	Duplicator	
270	Refrigerator	
280	Deep freezer	
290	Speech board &platform	
300	Writing board	
310	Coffee machine	
320	Cooking range	
330	Mattresses	
340	Carpet	
350	Mixer grinder	
60	Cots	
70	Stools	
80	Benches	
90	Sofa	
100	Air conditioner split	
101	Air conditioner window	
110	Billiard Table	
120	Water Filter	
130	Geyser	
140	Type writer Manual	
141	Typewriter Electronics	

Note: This is an indicative list. Stock Verifier may obtain the updated list from the Unit.

**ANNEXURE – 1 (vi)**

Name of the firm of Stock Verifier:

Report of Physical Verification of Moveable Assets

Assets Account \_\_\_\_\_ Nomenclature \_\_\_\_\_ Date of verification \_\_\_\_\_

Sr. No.	Description of Assets	Identification No. of item	Location	Actual Stock	Balance as per Deptt. Record	Balance as Per property Ledger maintained by Accounts	Discrepancy as compared to Property Ledger		Reasons for Discrepancy
							Excess	short age	
1	2	3	4	5	6	7	8	9	10

Certified that all items under the above Assets have been produced for Physical Verification as per quantity mentioned above.

**(Officer In-charge of Assets)**

**(Stock Verifier)**

**LIST OF OBSOLETE, SURPLUS, UNSERVICEABLE AND NON-MOVING ITEMS INCLUDED  
IN THE INVENTORY AS ON 31.03.2017.**

Name of Unit:-

<b>Sr. No.</b>	<b>Item Code</b>	<b>Item description</b>	<b>Date of purchase</b>	<b>Unit of measurement</b>	<b>No. of Items</b>
A	Surplus Items				
B	Obsolete Items				
C	Unserviceable Items				
D	Non-moving Items:-				
(i)	More than 5 yrs				
(ii)	3-5 yrs				
(iii)	1 -3 Years				

(Officer In-charge of Assets)

(Stock Verifier)

**Annexure-1(viii)**

**SUMMARY REPORT**

Details of Items as on 30.09.2016

Category	Total Nos of Items	No. of Items verified	%age	Remarks
A				
B				
C				

**(Officer In-charge of Assets)**

**(Stock Verifier)**

## Annexure-D-2

### NATIONAL FERTILIZERS LIMITED INTERNAL AUDIT DEPARTMENT CORPORATE OFFICE: NOIDA

#### **Terms & conditions and scope of work for physical verification of movable assets at Corporate Office & Central Marketing Office Noida and Regd. Office New Delhi for the year 2016-17.**

The physical verification of movable assets at our Corporate Office, Central Marketing Office and Scope Complex for the year 2016-17 is to be carried out at the following locations once in a year.

##### **1. Location of offices:**

- i) Corporate Office-A-11, Sector-24, Gautam Budh Nagar, Noida (UP).
- ii) Central Marketing Office-A-11, Sector-24, Gautam Budh Nagar, Noida (UP).
- iii) Scope Complex-Core-III, 7 Institutional Area, Lodhi Road, New Delhi-3.

##### **2. Scope of Work**

i) The broad list of items of movable assets of Corporate Office, Central Marketing Office and Scope Complex is given at **Annexure-2(i)**. However Finance & Accounts Department, Corporate Office shall provide the list of moveable assets appearing in the Assets Register as on 31st Dec. 2016.

ii) Physical balances will be compared and reconciled with the records maintained by the custodian department of the assets verified and also with assets ledger maintained by Finance & Accounts Department.

##### **3. Methodology of Physical verification:**

i) Physical verification of all movable assets as per the list which shall be provided by Finance & Accounts Department, CO as at 31st Dec. 2016, shall be carried out by the Stock Verifiers.

ii) The Physical Verifiers would depute adequate staff for timely completion of the assignment.

iii) The Physical Verifiers will compare & reconcile the physical balances with the records maintained by the custodian departments of the assets and also with assets ledger maintained by the Finance & Accounts Department.

iv) Physical balance of assets shall be noted in the stock taking sheet, as per **Annexure-2(ii)**, (to be prepared in triplicate) which will be signed both by the Stock Verifiers and the representative of the concerned department. One copy of the stock taking sheet shall be handed over to the In-charge of the concerned department. Second copy shall be given to Finance & Accounts Department, Corporate Office and the third copy shall be retained by the Stock Verifiers.

v) A final list of shortages and excesses shall also be prepared in triplicate as per **Annexure-2(iii)**, which will be distributed as in the case of stock taking sheet mentioned above.

##### **4. Co-ordination of work**

i) The physical verification work shall be coordinated by DGM (F&A) CO and DGM/Chief Manager (P&A), Corporate Office, Noida.

ii) The Physical Stock Verifiers shall also nominate a qualified Chartered Accountant/Cost Accountant who would co-ordinate the assigned work.

## 5. Time Schedule for the completion of work

- i) The list of movable assets as on 31st Dec. 2016, required to be verified shall be provided by Finance & Accounts Department, Corporate Office by 20th Jan. 2017.
- ii) The job of physical verification shall be taken up by the Stock Verifiers from 1<sup>st</sup> Feb.2017 and shall be completed by 10th March, 2017.
- iii) The final report shall be submitted by Stock Verifier by 17th March, 2017 positively to, CO, Noida with a copy to the undersigned.

## 6. Compliance of Statutory Requirements

Physical Stock Verifiers will abide by the Statutory provisions applicable to the staff to be employed by them, such as Minimum Wages Act., Contract labour (Abolition & Regulation) Act, Insurance Cover for their staff under Workmen's Compensation Act, Employees PF Act, Employees State Insurance Act and other Central/State Govt. Acts as may be applicable from time to time. NFL will not have any liability on these accounts.

## 7. Damages to NFL

Physical Stock Verifiers shall give proper direction to their staff for taking due care while handling the assets. Damages to any of the property belonging to NFL due to negligence on their part or on the part of their staff would be compensated by them.

## 8. Facilities to be provided by NFL

### Besides Fee:

**\*For Non- Local Firms:** (Where Office of the bidding firm not stationed at the location/city of Audit)

To-and-fro fare limited to AC 2 Tier will be reimbursed to the staff/Partner against documentary proof for the journey performed from out-station to Delhi/Noida.

The lodging & boarding charges for audit staff shall be @Rs.1500/- (for single) or Rs.3,000/- per day on twin sharing basis, or actual whichever is lower shall be reimbursed on submission of documentary evidence. Boarding charges of Rs. 300/- per person per day shall be paid to the Auditor. The Partner of the firm shall be entitled for stay in Three-Star hotel. However, if stay is in un-starred hotel (for the Partner) the limit for reimbursement of lodging and boarding charges shall be Rs.3000/- per day (Alcohol & Beverages shall not be allowed). Further, **for local transportation** to and from hotel/guest house, the reimbursement shall be limited to Rs.200/- per person per day for audit staff as Auto charges and Rs.700/- per visit per day for partner as Taxi charges, or actual whichever is less.

**\*\*For Local Firms:** (Where Office of the bidding firm stationed at the location of Audit. (In case of Noida office firms stationed in NCR will be taken as Local Firms) To and from residence to NFL office at Sector-24 Noida, the reimbursement shall be limited to Rs.200/- per person per day for audit staff as Auto charges and Rs.700/- per visit per day for partner as Taxi charges or actual whichever is less.

Computer Hardware facility shall be provided by NFL if, required. However, software and system operation shall be arranged by Physical Stock Verifiers themselves. Any force required for handling & checking or rechecking of the quantities shall also be arranged by the Stock Verifiers.

**\*Non- Local Firms:** Office of the bidding firm not stationed at the location/city of Audit.

**\*\* Local Firms:** Office of the bidding firm stationed at the location/city of Audit. (In case of Noida office firms stationed in NCR will be taken as Local Firms)

**NATIONAL FERTILIZERS LIMITED:  
CORPORATE OFFICE, NOIDA**

**List of broad items of Moveable Assets for Physical verification for the year 2016-17(31<sup>st</sup> Dec, 2016)**

<b>Sl. No.</b>	<b>Asset Particulars</b>	<b>Quantity</b>
1	AC	
2	ALMIRAH/CABINET	
3	ARD	
4	BARROW	
5	BED	
6	BENCH	
7	BOOK CASE	
8	BINDING MACHINE	
9	BUDDY	
10	CAR AC	
11	CASH BOX	
12	CD WRITER	
13	CHAIR	
14	CLOCK	
15	COAT HANGER	
16	CVT	
17	DATA SAFE	
18	DEEP FREEZER	
19	DESERT COOLER	
20	DG SET	
21	DIARY	
22	DIGITAL CLOCK	
23	DINING SET	
24	DISH ANTENNA	
25	DTH	
26	DVD/CD	
27	ENTRY-EXIT CONTROL SYSTEM	
28	EPABX	
29	FANS	
30	FAX MACHINE	
31	FIRE EXTINGUISHER	
32	FRANKING MACH	
33	GAS STOVE	
34	GEYSER	
35	HARD DISK	
36	HEATER	
37	HOT CASE	
38	INVERTER	
39	LADDER	33

40	LAPTOP	
41	MEMO RECORDER	
42	MICROWAVE	
43	MODEMS	
44	MUSIC SYSTEM	
45	NUMBERING MACH	
46	PC	
47	PHOTOCOPIER	
48	PLANTER WITH CASE	
49	PRINTER	
50	PROJECTOR	
51	PUBLIC ADDRESS SYSTEM	
52	PUMPS	
53	RACKS	
54	REFRIGERATOR	
55	SCANNER	
56	SCREEN	
57	SERVER	
58	SHREDDER	
59	SIDE UNIT	
60	SOFA	
61	SPEAKERS	
62	STOOL	
63	TABLE	
64	TEL-CALL ID	
65	TEL-CORDLESS	
66	TELEPHONE	
67	TV	
68	TENDER BOX	
69	TV STAND/TROLLEY	
70	TYPRWRITER	
71	UPS	
72	VACUUM CLEANER	
73	VCR/VCD	
74	VENDING MACHINE	
75	VOICE RECORDER	
76	WATER COOLERS	
77	WATER DISPENSER	
78	WATER PURIFIER	
79	WEB CAMERA	
80	WEIGHING MACHINE	
81	WRITING BOARD	
	Grand Total	

**Annexure -2(ii)**

**Name of Firm of Stock Verifier:**

**Stock Taking Sheet of Movable Assets (Year 2016-17)**

Sheet No.: \_\_\_\_\_

Assets Accounts Head: \_\_\_\_\_ Nomenclature: \_\_\_\_\_ Date of Physical Verification: \_\_\_\_\_

S. No.	Description of Assets	Identification No. of Assets	Location	Unit/M	Physical Stock	Stock as Per Deptt. register	Balance as per assets ledger	Discrepancy as compared to assets ledger		Reason for Discrepancy
								Excess	Shortage	

Certified that all items under the above Assets account head have been produced for physical verification as per quantity mentioned above

(Officer In charge of Assets)  
With seal

(Stock Verifier)  
With seal

**Annexure-2(iii)**

Name of Firm of Stock Verifier:

Discrepancy Report of Moveable Fixed Assets (Year 2016-17).

Sr. No.	Stock Taking Sheet No.	Asset Account Head	Description of Article	U/M	Actual Stock	Balance as per Asset Register maintained by Accounts	Discrepancy		Remarks of Stock Verifier
							Excess	Shortage	

(Signature of Stock verifier)  
With seal