



BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED, NAMRUP.
PO-PARBATPUR-786623, DIBRUGARH, ASSAM.

Finance Department.
NOTICE INVITING TENDER

NO. - NAM/DGM/FICC/XV/23-24/002

Dated: - 10.04.2023

JOB: APPOINTMENT OF CHARTERED/COST ACCOUNTANTS FOR AUDIT & CERTIFICATION OF DOCUMENTS TO BE SUBMITTED TO GOVERNMENT OF INDIA (FICC) FOR THE FY-2023-24 (April'2023 to March'2024).

JOB DESCRIPTION:

1. **Subsidy claim Bill:** - Includes bill for DBT (Direct Benefit Transfer) Urea Subsidy and Freight Subsidy and City Compost Subsidy to be submitted on monthly basis separately for Namrup-II and III plant. The DBT Subsidy and City Compost Subsidy bills have to be signed electronically through OTP generated in AADHAAR linked mobile of the authorized signatory. Hence, AADHAAR and mobile linked with the same is necessary for certification of the bill. (Copy of AADHAAR to be submitted). All other subsidy bills including Freight Subsidy Bill have to be signed off-line on monthly basis.
2. **Annual Cost Data:** - Annual Cost and Financial Data to be submitted to FICC (Fertilizer Industry Coordination Committee) as per Proforma ACD-1 to ACD-10A consisting of various financial and cost data on annual basis at the end of the financial year.
3. **Escalation/De-escalation Claim:** - Claim based on increase/decrease of Input price on quarterly basis and Annual at the end of the financial year.(as and when required).
4. **Annual FICC formats:** - Some annexure/formats has to be submitted to FICC on annual basis regarding Production, Despatch, and Sales etc. of Urea at the end of the financial year and other documents to be submitted to Ministry as and when required.
5. **SSP Sale Certificate:** - Certificate to the effect as and when required on monthly basis.
6. **No Subsidy Claim Certificate (Export):** No subsidy claim Certificate with every lot of export sale (if any).
7. **City Compost Subsidy Bill:** The bills have to be signed electronically on monthly basis as stated at Sl. No. 1 above.
8. **Annual ToP (Technical Operative Data) :** It includes quantitative data on production & consumption of Raw materials etc in the various process of the plant. Consumption includes Natural Gas, Chemicals & Consumables, Process & De-mineralized water, HP & LP Steam, Bags & Spools, Captive & ASEB Power and Ammonia etc. Day-wise and month-wise data will be provided separately for Namrup-II & III plant and the data will have to be filled up as per the Proforma prescribed by FICC, GoI. After completion of audit, 6 sets will be printed out which will have to be authenticated by the authorized signatory of the audit firm.
9. In addition to the above, any other documents required by the Ministry from time to time have to be audited and certified before submission. Moreover, the data once submitted may also be revised due to change/rectification of input/output of various data.

10. **Supplementary Claim:** - The Subsidy bills once submitted has also to be supplemented by fresh claim (if required) due to increase/decrease of Concession Price of Urea or as the case may be as fixed by Gol from time to time or due to change of Pricing Policy by the Gol (if any).
11. **Differential claim:** - These claims arise due to the difference between the freight bills already submitted and the bills as per new notification rates from FICC/ministry (if any arises).
12. **Freight Bill on Imported Urea :** BVFCL has been appointed as Fertilizer Marketing Entity for handling and distribution of Imported Neem coated Urea in India. As per agreement with DoF, the Rail Freight will be paid to BVFCL as per actual based on RR (Railway Receipts) and Road Freight (Primary & Secondary) will be paid as per schedule of rate notified by DoF from time to time. Freight bill for transportation of the Imported Urea from Paradeep Port has to be audited and certified before submission to Gol, as and when required.

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

Qualifying criteria:

1. The incumbent should have a minimum of 10 (ten) years experience in the field of audit/ certification job in the name of the firm itself.
2. The Proprietor must be a Fellow Member in case of proprietorship firm and in case of partnership firm at least one partner must be Fellow Member of the respective institute.
3. The incumbent Firm must have Head Office/Branch Office in the NE States so that the job may be attended in our Office Campus on urgent basis within the time frame as scheduled in the NIT.

Techno Commercial Bid: (to be supported by documentary evidence) :

1. Name of the Firm with full address.
2. Registration No and Date & Certificate of Practice (COP) for the period concerned.
3. Proprietor & No. of Partners with Name, Membership No etc.
4. Duration of Profession.
5. No of employee (a) Qualified (b) Semi-qualified (c) Audit Assistants.
6. Experience: Details of audit in Govt, Semi-Govt, PSU, Chemical/Fertilizers/Agriculture sector and Other Industry with supporting documents (*One appointment letter copy for each year as supporting to be attached*).
7. Tax related documents such as PAN, Bank details – IFSC Code, Bank a/c No. With Branch code, Service Tax/GST details and Balance Sheet for last three years.
8. Declaration to the effect that **no TA/DA will be claimed for attending the audit/certification.**
9. Declaration in writing that **no advance will be claimed and only the monthly bills will be raised for the work done.**
10. Declaration confirming that **the job will be attended in the office of the Finance Manager, BVFCL, Namrup within 24 hrs of intimation (over telephone/e-mail) without fail.**

11. The NIT duly signed and sealed by the authorized signatory as a token of consent with all the terms and condition of the NIT should be attached.

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 Number with Techno Commercial Bid and Price Bid.**

Fooding & Lodging and Transport :

Since the job under Sl. No.21 & 23 of Proforma-2 (Annual Cost Data & ToP (Technical Operative Data) in Schedule of Price Bid consist of various financial and technical data to be audited and it will take around 7 to 8 days to complete the job, BVFCL will provide free accommodation with fooding and lodging facility in our Guest House for 1(One) Proprietor/Partner and 2(two) audit assistant during the course of audit. During this period of audit, transport facility will also be provided for to and fro from Guest House to Office & back. Excepting the above two specified job, no such facility will be provided.

Earnest Money Deposit :

The Techno Commercial Bid should be supported by a Demand Draft or by any other electronic mode with proof of deposit for **Rs.3,000/- (Rupees Three thousand)** only towards interest free **Earnest Money Deposit** drawn in favour of M/s Brahmaputra Valley Fertilizer Corporation Ltd. Namrup payable at State Bank of India, Namrup (Account No-10701519301/IFSC-SBIN0000223). The Earnest Money Deposit of the unsuccessful bidders will be released after finalization of the tender.

Security Deposit:

The selected Firm will have to pay an amount of **Rs.7,500/- (Rupees Seven thousand Five hundred) only** towards Security Deposit within 30 days from the date of issue of work order in favour of Brahmaputra Valley Fertilizer Corporation Limited, Namrup for one year from the date of execution. The security deposit amount will be released after successful completion of the job. It may be noted that, the Security Deposit will be stand terminated/forfeited in case of violation of the work order clauses during the course of the contract.

Validity :

The time period of the contract will be valid for 1(one) year only from 01.04.2023 to 31.03.2024. However, the same may be extended for another period of 1 (one) year on successful completion of the job and on discretion of the management.

Proforma for submission of Bid : (enclosed):

1. Proforma-1 : Techno Commercial Bid
2. Proforma-2 : Price Bid

Sealed quotations, as per Proforma-1 and Proforma-2, **indicating the NIT No on the top of the envelop**, are hereby invited from practising Chartered/Cost Accountants. Successful bidders after awarding the job **has to attend the office of the undersigned on monthly basis in common and on requirement basis as and when called for over telephone/e-mail, within 24 hours without fail for which no TA/DA will be paid**, as the documents has to be submitted to the Gol on urgent basis. **Time and Date of attending the job will be the essence of the contract as specified, failing which may lead to cancellation of the appointment, forfeiture of Security Deposit and will be barred for future also.**

Interested practising Chartered/Cost Accountants may submit their quotation with their expected fees in the format as above to **Dy.GM (F), BVFC Limited, Namrup, PO-Parbatpur-786623, Dibrugarh, Assam by post** latest by **01.05.2023 up to 3.00 p.m.** The documents received after the due date & time will not be entertained in any case. Company is also not liable for any postal delay.

The Techno Commercial Bid will be opened on **02.05.2023 at 11.00 a.m.** and the Price Bids for only Techno Commercially qualified bidders will be opened in presence of the Tenderer or their authorized representative on behalf of the tenderers (if any), at a later date which will be informed to the parties. The tender will be on single point basis and overall lowest bidder will be considered eligible for allotment of the job after negotiation (if any). 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, may be contacted at Mobile No.:- +91 9401737047/9650039066.

Sd/
A. M Jha
Dy GM (Finance)
Date: 10.04.2023



PROFORMA-1

NIT No : **NAM/DGM/FICC/XV/23-24/002 DATE 10.04.2023.**Job Description : Audit & Certification of documents to be submitted to Gol (FICC) for the financial year
2023-24 (April'23 to March'24)**Techno Commercial Bid**

SI No	Particulars	Your answer	Enclosers SI No.
1	Name of the Firm		
2	Whether Proprietorship or Partnership		
3	Full address of the Firm with Ho & Branch Office		
4	Contact No of authorized person		
5	E-mail ID		
6	a) Aadhaar No (copy to be enclosed) b) Aadhaar linked Mobile No.		
7	Registration No of the Firm (copy to be enclosed)		
8	Certificate of Practice (copy to enclose)		
9	Name of the Proprietor & Membership No.		
10	Name of the Partners with Membership No.		
11	Is the Proprietor/any partner, a fellow member		
11	Duration of Profession		
12	No of Employee : a) Qualified b) Semi-qualified c) Audit Assistant		
13	Experience : (to be supported by sufficient proof) a) Government Sector b) Semi-Govt. Sector c) Private Sector d) Public Sector Undertaking e) Others		
14	Other details : a) PAN (copy to enclose) b) Bank c) Bank Account No. d) IFS Code e) GST Registration No (Copy to enclose) f) Balance Sheet of last 3 years.		
15	Qualifying Criteria : a) 10 years experience in the field of audit/certification (supporting documents to enclose)		
16	Declaration in writing : a) Certificate to the effect that no TA/DA will be claimed for attending the certification job. b) Certificate of no advance will claimed and monthly bill will be raised only for work done. c) Certificate to the effect that the job will be attended within 24 hours of intimation over telephone or e-mail by the concerned officer.		
17	Details of EMD submitted		
18	In case of qualification, do you agree to deposit the Bank Guarantee as specified in the NIT.		
19	Do you agree with the terms and condition of NIT. (Duly signed NIT to be enclosed)		

Certified that I/We have agreed to all the terms and conditions as specified in the NIT for the Job.

Date :

Sealed Signature of the
Proprietor/Partner.

NB. Enclosures should be attached serially as per proforma.



PROFORMA-2

NIT No : **NAM/DGM/FICC/XV/23-24/002 DATE 10.04.2023.**

Audit & Certification of documents to be submitted to Gol (FICC)
for the financial year 2023-24 (April'23 to March'24)

SCHEDULE OF PRICE BID

SL NO	DETAILS OF BILL	RATE QUOTED
1	DBT Subsidy Bill- (Monthly) N-II	
2	DBT Subsidy Bill- (Monthly) N-III	
3	Freight Subsidy Bill (monthly) N-II	
4	Freight Subsidy Bill (monthly) N-III	
5	Differential claims N-II (Per month) Freight	
6	Differential claims N-III (Per month) Freight	
7	Escalation/De-escalation bills N-II (DBT)- (per month)	
8	Escalation/De-escalation bills N-III(DBT)- (per month)	
9	Escalation Claim (Quarterly) N-II	
10	Escalation Claim (Quarterly) N-III	
11	Escalation Claim (Annual) N-II	
12	Escalation Claim (Annual) N-III	
13	Annual/Any Other FICC Format (per format)	
14	Revised monthly bill (per bill) (if required)N-II	
15	Revised monthly bill (per bill) (if required)N-III	
16	Revised Escalation Claim (per claim) (if required)	
17	Monthly SSP Sale Certificate (per certificate)	
18	No Subsidy Claim Certificate (per certificate)	
19	City Compost Bill Certification (monthly)	
20	Annexure XII (A&B) Quarterly (N-II & N-III)	
21	Annual Cost Data- Yearly (N-II & N-III)	
22	Revised Annual Cost Data N-II & III-Yearly (if required)	
23	ToP (Technical Operative Data) Yearly (N-II & III)	
24	Revised ToP (Technical Operative Data) Yearly (N-II & III) (if required)	
25	Freight Subsidy Bill (Import) (per Bill)	
26	GST (IF ANY)	

Sealed Signature of the
Proprietor/Partner.

Date :

MANDATE FORM
(Bank Account information Form)

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / REAL TIME GROSS
SETTLEMENT (RTGS)/NATIONAL ELECTRONIC TRANSFER (NEFT) / INTRA BANK
ACCOUNT TRANSFER FACILITY FOR RECEIVING PAYMENTS.**

A. DETAILS OF ACCOUNT HOLDER :

NAME OF ACCOUNT HOLDERER / FIRM	
COMPLETE CONTACT ADDRESS	
MOBILE NUMBER / PH NO	
E.MAIL ID	

B. BANK ACCOUNT DETAILS :

ACCOUNT NAME (Name appearing in your Cheque Book/Bank Account))	
BRANCH NAME WITH ADDRESS TELEPHONE NO.	
BRANCH CODE	
COMPLETE BANK ACCOUNT NUMBER (Please note that the Bank Account must be in the name as appeared in the bill. In case of other Beneficiaries (Non-vendor) the Account name must be in the name of Applicant).	
IFSC CODE	
TYPE OF ACCOUNT (SB/CURRENT/CASH CREDIT)	
MICR CODE OF BANK	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected or me as a participant under the scheme.

(.....)
Signature of Customer

Date :
Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

(.....)
Signature of Bank

N.B:

Please attach a Cancelled Cheque/Bank Pass Book along with the account information form.