



**BRAHMAPUTRA VALLEY FERTILIZER
CORPORATION LIMITED**
(A Government of India Undertaking)

CORPORATE OFFICE

NAMRUP, P.O.- PARBATPUR,
DISTT.-DIBRUGARH, ASSAM-786623

Notice Inviting Expression of Interest (EOI) for Empanelment of Firms of Chartered / Cost Accountants as Stock Verifiers for conducting Physical Verification (PV) Audit of Inventory and Tangible Assets in BVFCLs Corporate Office at Namrup, Assam, Manufacturing Unit located at Namrup, Assam, for the Financial Years 2023-24, 2024-25 & 2025-26.

EOI NO:	BVFCL/ PV/2023-24/1
EOI Date	26.04.2023
EOI Beginning Date & Time	27.04.2023 (09.45 AM)
EOI Closing Date & Time	10.05.2023 (05.30 PM)

Regarding the appointment of store & assets verifier, the firm must have their head office/branch office in North Eastern states and/or Kolkata.

A complete set duly filled in EOI documents are to be submitted under sealed cover to the HoD/ DGM (Finance), CO, BVFCL at Namrup, P.O. Parbatpur, Distt 786623 (Assam) on or before EOI Closing date & time.

Application format

1. Name of the firm
2. Firm registration No.
3. Registration Date
4. No. of years of firm experience
(cut-off date is 31.03.2023)
5. Firms PAN (attach copy)
6. Firms GST registration no. (attach copy)
7. Complete Office Address (including Branches, if any)
8. E-Mail ID of the Firm
9. The name, contact number & email ID of the Partner
who shall issue the Physical Verification Audit report
10. Manpower Details
 - (i) Details of Partners

S.N.	Name of Partner	Location (HO/Branch) indicating City Name	Date of Joining in Firm	Specialization/ Area of Partner	Supporting Documents Page No.

(ii) Details of Other Audit Staff

S.N.	Name of Audit Staff	Qualification	Location (HO/Branch) indicating City Name	Supporting Documents Page No.

(iii) Experience of Stock verification in any other nitrogenous based fertilizer manufacturing plant/Ammonia and Urea manufacturing plant of a Company/Organization/Co-operative Sector

S. N.	Company/ Organization/Co-operative Details		Type of Plant	Period of assignment	Plant Production Capacity	Supporting Documents Page No.
	Name	CIN				

(iv) Experience of Stock verification in any other manufacturing plant of a company (other than plant mentioned above at sl. no. (iii))

S. N.	Company's Details		Type of Plant	Period of assignment	Plant Production Capacity	Supporting Documents Page No.
	Name	CIN				

- v) Professional Receipts of the firm for the FY 2021-22
(Attach certified copy of firm Financial Statements)

We hereby confirm that our Firm has not taken any deviation from the specified terms & conditions of the EOI documents. A copy of complete EOI documents duly signed and sealed on all pages as a token of acceptance of all terms and conditions as mentioned in attached Annexure "A".

We confirm that that our Firm will execute the PV of inventory & assets assignment at BVFCLs Corporate office at Namrup, Assam, Manufacturing Unit located Namrup, Assam from our nearest office/ branch office as mentioned in the copy of certificate of incorporation from ICAI.

It is certified that our audit firm is not debarred/ disqualified/ blacklisted by any regulatory/ statutory body or Government entity.

Signature of Partner with Seal of the Audit firm

Date :

Annexure A**1. Eligibility Criteria for empanelment of Stock Verifiers firms for Physical Verification Audit of inventory & Tangible assets:**

The applicant firms meeting the following criteria shall be evaluated in the manner indicated below:

Sl. No.	Particulars	Points per Criteria	Points	Supporting documents
1.	No. of years of firm experience (minimum 5 years)	5-10 years - 2 points 10-15 years- 4points More than 15 years- 6 points	6	Copy of certificate of incorporation from ICAI,ICMAI
2.	No. of Partners	2 point for FCMA/FCA/partner and 1 point for ACMA/ACA partner	8	-do-
3.	Experience of Stock verification in any other nitrogenous based fertilizer manufacturing plant /Ammonia and Urea manufacturing plant of a Company/ Organization/ Co-operative in preceding five FYs (i.e. FY2017-18, 2018-19, 2019-20, 2020-21 & 2021-22). (No. of Assignments)	4 points per assignment	12	Appointment letter issued by Company /Organization/ Co-operative showing the Name of plant.
4.	Experience of Stock verification in any other manufacturing plant of a company (other than plant mentioned above) in preceding five FYs (i.e. FY2017-18, 2018-19, 2019-20, 2020-21 & 2021-22). (No. of Assignments)	3 points per assignment	9	Appointment letter issued by Company showing the Name of plant.
5.	Professional Receipts of the firm (Minimum 25 lakh)	25-50 lakh – 2 points More than 50 Lakh- 100 lakh- 4points More than 100 lakh- 6 points	6	Statement of Un-audited / Audited Profit & Loss signed by the member stating Membership no. of such firm.

6.	Offices Situated in following locations: 1. North East 2. Kolkata	NE Location- 5 point Kolkatta Location- 4 point	9	Copy of certificate of incorporation from ICAI.
	Total Points		50	

2. Selection Criteria for empanelment & appointment of Stock Verifiers firms and Other Terms & Conditions

- i) The top 3 audit firms in descending order securing 30 points (including ties, if any) and above awarded as per selection criteria mentioned above shall be considered for empanelment.

Job will be awarded based on technical qualification criteria and highest score with the prescribed fee for the EOI.

The acceptance will be submitted to BVFCL for starting the awarded work within 3 days of issue of LOA. In case, firm who secures highest score and not interest to start the awarded work, the work may be awarded to the firm who secures next highest score.

In case of tie in score received from firms, then preference would be given to the firm that which was incorporated earlier among participant, if there be again tie, it is the discretion of the management to select the suitable firm.

- ii) BVFCL, at their discretion, shall evaluate the Assignment of work for the FY 2023-24 & 2024-25 subject to satisfactory performance of the firms based on the following evaluation criteria:-

S.N.	Evaluation Criteria	Point Obtained
1.	Commencement & Completion of Quarter/ Period wise PV as per time schedule mentioned at Para-7 or revised schedule as agreed mutually.	5 –With in time 4- 1 week delay 3- Two week delay 2-Three week delay 1- Four week delay 0- More than four week
2.	Qualitative discussion of significant observations of PV with Head of Unit/ CO and Finance Head in each phase.	Up to 5
3.	Submission of phase wise final report as per time schedule mentioned at Para-7 or revised schedule as agreed mutually.	5 –With in time 4- 1 week delay 3- Two week delay 2-Three week delay 1- Four week delay 0- More than four week
4.	Quality of phase wise PV Audit report	Up to 5
Total		20

Stock Verifiers firms shall obtain minimum 12 marks during the evaluation of assignment given in previous year (i.e. FY 2023-24 & FY 2024-25) for renewal of assignment for next year (i.e. FY 2024-25 & FY 2025-26).

The work will be awarded initially for one year and it is not mandatory to renew the same. Management may take decision for further renewal based on satisfactory performance of verifiers firm.

3. Categories of items to be verified:

Categories of items	Periodicity	Location
Raw Materials, Packing Materials and Chemicals.	Quarterly basis ending 30 th June, 30 th Sep., 31 st Dec. ,and 31 st March. (Annexure-1(A))	Respective Plants i.e. Urea Silo & Bagging Plant, Ammonia Storage Tanks, Coal Yard, Storage Tanks (Sulphuric Acid, Caustic soda, Diesel, Petrol etc.), Bentonite Sulphur, Bio-fertilizer, Industrial Products(Sodium Nitrate, Sodium Nitrite etc.), Neem Oil Tanks etc.
Finished & Semi-Finished goods.		
Stores, Spare Parts & Valuable Scrap.	Once a year for Valuable Scrap (100%) and Stores and Spare Parts More than Rs. 50,000/- (100%), Rs. 20,000-50,000 (50%) & Less than Rs.20,000/- (33%). (Annexure-1(B))	Different custodies in Main Stores.
Moveable Assets in Plant and Offices.	Once a year	Administrative Building, Plants & various Plant Offices in Factory and Guest House, Hospital, Park, Township etc.

4. Scope & Coordination of Work:

(i) Scope of work and related terms & conditions of Inventory are detailed below:-

Categories of major inventory items are given at **Annexure-1(i)**.

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

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 30.09.2023. The discrepancies, if any, should be reported to the Officer Incharge (Stores).

For this purpose the Stock Verifiers would be provided with the computer output of inventory holding as on 30.09.2023 (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 the Officer In charge (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.

- C) The job involves verification of various items by counting, weighing, measuring, dip method/level indicators and volume method etc.
- D) The stock verifier would be required to verify only those items, which exist in the inventory as on 30.09.2023.
- E) The physical verification work would be coordinated as under:

Categories of Items	Designated Officers
Bulk Materials	HoD/Dy. GM (Production) or his nominee
Stores and Spares Parts	In-charge Stores & Head of F&A Deptt.
Moveable Assets in Plant and Office/Guest House/Park/Hospital	Head of Admn. Deptt. (HR) and Head of F&A Deptt, Head of Hospital.

- (ii) Scope of work and related terms & conditions of Moveable Assets are detailed below:-
- A) The broad list of items of movable assets of Corporate Office, Plants & various locations of plants, Hospital, Guest House and Park etc. are given at **Annexure-2(i)**. However, Finance & Accounts Department, of Corporate Office shall provide the list of movable assets appearing in the Assets Register as on 15th June 2023.
- B) 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. The verifier would ensure compliance of CARO'2020 and prepare the record accordingly. The relevant extract is reproduced as under:-

“The auditor's report on the accounts of a company to which this Order applies shall include a statement on the following matters, namely:-

(i) (a)

(A) Whether the company is maintaining proper records showing full particulars, including quantitative details and situation of Property, Plant and Equipment;

(B) Whether the company is maintaining proper records showing full particulars of intangible assets;

(b) Whether these Property, Plant and Equipment have been physically verified by the management at reasonable intervals; whether any material discrepancies were noticed on such verification and if so, whether the same have been properly dealt with in the books of account;”

5. (i) Method of Verification of Inventory:

- 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 is a difference, an item wise list of discrepancies would be made out and handed over to Officer In-Charge (Stores).
- B.1) Completing physical verification of a particular code of materials as per program 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 Head of F&A depts., other copy to In-charge Stores and third copy will be retained by the Stock Verifier. In-charge 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 Stock taking Card which will be initialed by Store Keeper and Stock Verifier.

- D. 1) A final list of shortages/excesses will be prepared in the Performa (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. General Manager (Production) in which apart from Stock Verifiers, representatives from Civil Engineering, Production, Stores and F&A 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 into 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 LPG and Diesel, Medicine etc. The physical verification of these items shall also be done and the representatives of the Production department 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 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 30.09.2023 would be made available to Stock Verifier for linking up the balances with the Bin Card as on 30.09.2023 of items categorized as stock items. He would submit a report to **Head of Materials deptt.** with a copy to **Head of F&A deptt.** 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-1(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)**.
- (ii) Methodology of Physical verification of Moveable Assets:**
- A. Physical verification of all movable assets as per the list which shall be provided by Finance & Accounts Department of Corporate Office as on 15th June 2023, shall be carried out by the Stock Verifiers.
- B. The Physical Verifiers would depute adequate staff for timely completion of the assignment.

- C. 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.
- D. 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.
- E. 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.

6. Facilities to be provided by BVFCL:

- a) BVFCL 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 BVFCL.

7. Time Schedule for Completion of work:

(i) For Inventory

The entire work of physical verification as per stipulated terms and conditions is to be taken up and completed by 28.02.2024 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 by 31.03.2024 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 15.04.2024. A copy of the final report may also be sent to the DGM (Finance), Corporate Office, BVFCL, Namrup, Assam with details in a format provided at Annexure-1(viii).

(ii) For Moveable Assets

- i) The list of movable assets as on 31st March 2023, required to be verified shall be provided by Finance & Accounts Department of Corporate Office by 15th May 2023.
- ii) Accordingly, the job of physical verification shall be taken up by the Stock Verifiers in co-ordination with the concerned officials.
- iii) The final report shall be submitted by Stock Verifier by 15th June, 2023 positively to, Head of F&A Deptt. of Corporate Office, Namrup, Assam.

8. Deployment of Minimum Staff, Period of Working Days & Fees for conducting Physical Verification of Inventory & Tangible Assets

S N	Units	Minimum number of staff to be deployed & No. of working days in each phase for each Unit/ Office	Annual Fees in Rs. (excluding GST) for		
			FY 2023-24	FY 2024-25	FY 20225-26
1	Namrup, Assam	i) One Qualified Engineer/Chartered or Cost Accountant for 1 day ii) Three semi qualified persons/ article assistants for 5 days	1,00,000	1,03,000	1,06,000
Total			1,00,000	1,03,000	1,06,000

Regarding the appointment of store & assets verifier, the firm must have their head office/branch office in North Eastern states and/or Kolkata and accordingly TA will be reimbursed.

In addition to audit fees mentioned above, re-imburement of Travelling, Boarding, Lodging, Local transport expenses are given in the following manner:

Travelling Expenses	Local Transport	Lodging & Boarding and Fooding (for non local firms only)
<p>To-and-fro fare limited to 2nd AC Rail fare will be reimbursed against documentary proof for the journey performed by the team of auditors. However, if Partner visits, he may travel by rail/own vehicle and Reimbursement shall be limited to AC 1st class rail fare.</p> <p>The re-imburement of Travelling expenses is subject to payment of fare from Nearest firm office to concerned Unit or actual whichever is lower.</p>	<p>Local transport at the touring station to and fro Railway Station /Bus Stand and Companys Guest House/Place of Stay to place of work at the units shall be provided by the company.</p> <p>However, the local transport charges at the originating station, the reimbursement shall be limited to Rs.800/- for partner by Taxi and Auto charges of Rs.250/- for others audit team members.</p>	<p><u>For Namrup, Assam Unit:</u></p> <p>The lodging and fooding will be provided in BVFCL guest house free of charge. The partner of the firm shall be entitled for VIP accommodation.</p>

Note: The charges for Travelling Expenses shall be reimbursed on submission of documentary evidence and Local Transport shall be reimbursed on submission of self certificate provided by individual team members.

9. **Payment Terms:** The payment of audit fee would be made in terms of percentage specified below on submission of final audit report and Invoice, phase-wise (as mentioned at Para 5). The payment will be verified and released by F&A Department of concerned Office, subject to deduction of Income Tax at source as applicable.

Statutory Taxes etc.: All the other taxes or other statutory levies etc. shall be paid extra. The payment would be released on Phase wise (for all the Unit/Offices) as under:

S. N.	Quarter/ Period	% of Total Fee Payable
Unit at Namrup, Assam		
1.	1 st (April to June)	20 %
2.	2 nd (July to September)	20%
3.	3 rd (October to December)	20%
4.	4 th (January to March)	40%

The following may also be kindly ensured by Stock Verifiers firm:

- i) A detail indicating the audit staff deployed their designation and the period of assignment in each phase.
- ii) 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 Workmens Compensation Act, Employees PF Act, Employees State Insurance Act and other Central/State Govt. Acts as may be applicable from time to time. BVFCL will have no liability on these accounts.
- iii) 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 BVFCL due to negligence on their part or on the part of their staff would be compensated by them.

10. GENERAL TERMS AND CONDITIONS

- i) This EOI is only for the purpose of empanelment of Firms and does not guarantee/ assure allotment of PV Audit/ any other assignments.
- ii) Only empanelled firms will be intimated about the decision on empanelment.
- iii) The Company reserves its right to accept or reject any application(s) without assigning any reasons thereof. The decision of BVFCL Management for empanelment of Firms shall be final and binding upon the firms participating in the process of empanelment.
- iv) The Physical Verifier will ensure that the information obtained in respect of the working /operation of BVFCL is maintained in strict confidence and secrecy at all times,

including after the completion of the assignment. All such information shall remain exclusive property of BVFCL at all the times. A certificate towards maintaining confidentiality is to be provided by the firm at the time of acceptance of assignment.

- v) If progress/ performance of the PV audit team is not found satisfactory, BVFCL's management reserves the right to terminate the appointment of the Firm, without assigning any reason whatsoever.
- vi) No request for change of Office/Branch office shall be entertained during the assignment period.
- vii) The Empanelled Firm will be debarred from getting, in future, assignments in BVFCL in the following cases:
 - a. If the Firm obtains the appointment on the basis of misrepresentation of information / misstatement of facts at the time of submission of application/documents along with EOI.
 - b. The Audit Firm is found to have sub-contracted the work.
 - c. If the Firm does not take-up assignment in terms of the appointment letter.
 - d. If the Firm does not submit the Report, complete in all respects in terms of the appointment.
 - e. If an applicant resorts to any frivolous, malicious or baseless complaints/ allegations with an intent to hamper or delay the EOI process or resorts to canvassing/ rigging/ influencing the EOI process.

11. Requirements for application to be considered Valid.

- i) Application should be in typed format only.
- ii) Incomplete application would be summarily rejected. The application should be unconditional. Conditional applications would be summarily rejected.
- iii) The applicant is not entitled to any compensation for the expenses incurred in connection with the preparation and submission of application.
- iv) BVFCL takes no responsibility for delays, loss or non-receipt of documents or any letters sent by post/courier either way and also reserves the right to reject any offer in part or full without assigning any reasons thereof.
- v) BVFCL 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 BVFCL 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 BVFCL, even though BVFCL may opt to modify/withdraw the terms and conditions laid down in EOI or does not accept the offer or cancel the EOI as a whole.
- vi) No Firm engaged for Physical verification of Inventory and Tangible Assets work will be allowed to sub-contract the job awarded to it.
- vii) All the documents should be signed by a Partner with his/her name under the seal of the firm.
- viii) Applications must be submitted under sealed cover mentioning the EOI notice no. BVFCL/PV/2023-24/1 & date and the words '**Application for empanelment of Stock Verifiers for Physical Verification audit of Inventory & Tangible Assets for Financial Years 2023-24, 2024-25 & 2025-26**' addressed to DGM (Finance), BVFCL, Corporate Office, Namrup-786623 (Assam). The name and address of the firm must also be indicated on the envelope

itself.

12. Action against the Successful applicant

Failure to act according to EOI 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.

13. Arbitration

“Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be resolved amicably through negotiations by the Parties. A “Notice of Dispute” shall be given by the party seeking resolution of a dispute to other party. If the dispute is not resolved within Thirty (30) days from the notice, the dispute shall be referred to arbitration as per the procedure mentioned herein below:

A written notice shall be given by the contractor invoking arbitration to Brahmaputra Valley Fertilizer Corporation Limited through HoD/DGM (Finance), BVFCL.

Where the claim including determination of interest, if any, being claimed upto the date of commencement of arbitration does not exceed Rs. Five crore, the reference shall be made to a sole arbitrator. The parties shall mutually agree on the name of sole arbitrator. In case of disagreement upon the name of the sole arbitrator, the appointment of Sole Arbitrator shall be done in accordance with the provisions of Arbitration & Conciliation Act, 1996.

Where the claim including determination of interest, if any, being claimed, up to the date of commencement of arbitration exceeds Rs. Five crore, the reference shall be made to arbitral tribunal consisting of three arbitrators. Each party shall nominate one arbitrator each within 30 days from the date of receipt of notice of invocation of arbitration and two nominated arbitrators shall appoint the presiding arbitrator within 30 days thereafter. If a Party to the dispute refuses or neglects to nominate an arbitrator on its behalf within the period specified, or the two arbitrators’ fails to nominate Presiding arbitrator, appointment of Arbitrator(s) shall be done in accordance with the provisions of Arbitration & Conciliation Act, 1996.

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

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

The seat and venue of arbitration shall be Assam.

The cost of the proceedings shall be equally borne by the parties, unless otherwise directed by the arbitral tribunal. The decision of the arbitral tribunal shall be final and binding on all parties.”

14. Jurisdiction

In respect of all EOI conditions, the decision of BVFCL shall be final and binding. The venue of the Arbitration shall be Assam & Assam courts will have exclusive Jurisdiction.

Annexure-B

List of Documents to be attached along with the application/EOI

Interested firms are advised to go through the contents of the EOI documents carefully and submit the **self attested copies** of the following documents in proper sequence along with the EOIs as described here under:

1. Typed Application to be filled & signed.
2. Latest Registration certificate of the firm issued by The Institute of Chartered Accountants of India / The Institute of Cost Accountants of India
3. Copies of Appointment letter showing experience of Stock verification in any other nitrogenous based fertilizer manufacturing plant/Ammonia and Urea manufacturing plant of a Company/Organization/Co-operative in preceding five Financial Years (i.e. FY 2018-19,2019-20, 2020-21,2021-22 & 2022-23).
4. Copies of Appointment letter showing experience of Stock verification in any other manufacturing plant of a company (other than plant mentioned above) in preceding five Financial Years (i.e. FY 2018-19, 2019-20, 2020-21, 2021-22 & 2022-23).
5. Copy of profit & loss accounts of the firm for the year ended 31.03.2022 showing professional receipts of the firm
6. Copy of PAN
7. Copy of GST Registration

Annexure -1(A)

BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED:

Name of Unit

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

S.N	Description	Unit /Qty	Book Stock	Physical Stock	Excess/ Shortage	Percentage of shortage/excess	Permissible Norms	Excess/ Shortage Value(Rs.)
1.	<u>PACKING MATERIALS</u>							
	a) HDPE Bags	NOS.						
	b) HDPE Bags (Neem Coated Print)	NOS.						
2.	a) COAL- Non-Coking	MT						
	b) Neem Oil	KL						
3.	<u>CHEMICALS & 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 Coated	MT						
5.	<u>SEMI FINISHED GOODS</u>							
	Liquid Ammonia	MT						
	Nitric Acid	MT						

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

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) Weighments 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, tareweight 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 are 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.

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

BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LTD.

CATEGORIES OF MAJOR 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 Pipe Fittings
- 6 Valves
- 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

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

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

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 Code No. _____ Category of material verified:

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

Certified that all stocks of above items presented for verification and Actual stocks above are correct

Certified that actual stocks have been found on physical verification have been found and actual stock are correct

Verified from the bin cards and signed.

(In-charge Custody of Material)

(Officer In-charge) Store Deptt.

(Stock Verifier)

ANNEXURE -1(iv)

Name of the firm of Stock Verifier:

Name of the Unit:

Date:

Report of Discrepancies in Stores Stock Verified at _____

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 In-charge Stores	Remarks of the Stock Verifier

(In-charge Custody of Material)

(Officer In-charge) Store Deptt.

(Stock Verifier)

LIST OF MOVABLE PPE

PLANT AND MACHINERY

Workshop Machinery (Mechanical)
Work shop Machinery (Electrical)
Work shop Machinery (Instrumentation)
Construction Equipments
Locomotives

MISC. EQUIPMENTS(F)

Laboratory Equipments
Fire Fighting Equipments
Store Handling Equipment (Including Weigh Bridge)
Safety Equipments
Drawing Office & Survey Equipment
Canteen Equipments
Misc. Equipments (CISF)
PRO Equipment
Production Equipment
Training Centre Equipments

MISC. EQUIPMENTS(T)

School Equipments
Hospital Equipments
Guest House/ Hostel Equipments
Horticulture Equipments

FURNITURE/FIXTURE&OFFICEAPPLIANCES(F)

Office Furniture Fixture
Canteen Furniture
Training Centre Furniture
Office Appliances (Typewriter, Calculator Etc. Factory/Office)
Room AC/Cooler/Water Coolers/Refrigerator
Residential Electrical Appliances

FURNITURE/FIXTURE&OFFICEAPPLIANCES(T)

Furniture & Fixtures (Hostel/Guest House)
Furniture & Fixtures (Hospital)
Furniture & Fixtures (School)
Furniture & Fixture (CISF)
Room AC/Coolers /Water Cooler/ Refrigerator Etc.(Residential)
Room AC/Coolers/ Water Cooler/ Refrigerator (Township)

VEHICLES (F)

Heavy Vehicles

Light Vehicles
Motor Cycles/Scooter/Auto Rickshaws
Bicycles/Rickshaws
Soil Testing Vans

PHYSICAL VERIFICATION OF ASSETS AS ON.....

<u>Description</u>	<u>Location/ Room No.</u>
Chairs -Steel	
Chairs revolving	
Chairs -moulded	
Chair -Sofa	
Table – one side drawer	
Table – both side drawer	
Table – conference room	
Table–centre–side tables	
Filing Cabinet	
Almirah	
Book-case	
Racks Steel	
Racks wooden	
Computer–others(specified)	
Computer Printers–dot matrix	
Voltage stabilizers	
Telephone instrument–ITT	
Vacuum Cleaner	
VCR	
Trolley TV stand	
Reception/table/counter	
Platform scale	
Deck stereo	
Amplifier	
TT Table	
News paper stand	
Book rack	
Library book counter	
Radio set	
Durries	
Drawing Board	
Washing Machine	
W Locker	

Photo phone over head
Mini tape with ear phone
Tube light fittings
Computer- Pcs
Computer- Pcs/XTs
Computer- Pcs ATs
Computers – 386
Computers – 406
Water Cooler
Desert room cooler
Postal Franking machine
Telex machine
Fax machine
Cashbox
Fans –pedestal/cabin
Fans -ceiling
Fans -exhaust
Photocopier
Heat convector
Room heater
Fixo graph
Postal weighting machine
Duplicator
Refrigerator
Deep freezer
Speech board &platform
Writing board
Coffee machine
Cooking range
Mattresses
Carpet
Mixer grinder
Cots
Stools
Benches
Sofa
Air conditioner split
Air conditioner window
Billiard Table
Water Filter
Geyser
Type writer Manual
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**

Name of Unit :

S. N.	Item Code	Item description	Date of Purchase	Unit of measurement	No. of Items
A	Surplus Items				
B	Obsolete Items				
C	Unserviceable Items				
D	Non-moving Items:-				
(i)	More than 5				
(ii)	3-5 yrs				
(iii)	1 -3 Years				

(Officer In-charge of Assets)

(Stock Verifier)

SUMMARY REPORT

Details of Items as on 30.09.2021

Category	Total No's of Items	No. of Items Verified	%age	Remarks
A				
B				
C				

(Officer In-charge of Assets)

(Stock Verifier)

**List of broad items of Moveable Assets for Physical verification for the year 2023-24
(31st Dec, 2023)**

Sl. No.	Asset Particulars	Quantity
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	

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	

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

Name of Firm of Stock Verifier:

Stock Taking Sheet of Movable Assets (Year 2023-24)

Sheet No.: _____

Assets Accounts Head: _____ Nomenclature: _____ Date of Physical Verification: _____

S. N.	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
								Exc- ess	Short- age

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 2023-24).

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