

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

**Finance Department.**

**NOTICE INVITING TENDER**

**NO. NAM/CM/FICC/XV/15-16/002 DT. 07.04.2015**

**JOB : APPOINTMENT OF CHARTERED/COST ACCOUNTANTS FOR CERTIFICATION OF DOCUMENTS TO BE SUBMITTED TO GOVERNMENT OF INDIA. (FICC) FOR THE FY- 2015-16.**

**JOB DESCRIPTION :**

1. **Subsidy claim Bill** : Includes bill for Price Subsidy, Sales Tax Subsidy and Freight Subsidy to be submitted on monthly basis separately for Namrup-II and III plant.
2. **Escalation Claim** : Claim based on increase/decrease of Input price on quarterly basis and Annual at the end of the financial year.
3. **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.
4. **Annual FICC formats** : Some annexures has to be submitted to FICC on annual basis regarding Production, Despatch, 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 as and when required.
7. In addition to the above, the documents required by the Ministry from time to time has to be certified and get audited before submission. Moreover, the data once submitted may also be revised due to change/rectification of input/output of various data.
8. **Supplementary Claim** : The Subsidy bills once submitted has also to be supplemented by fresh claim due to increase/decrease of Concession Price of Urea fixed by GoI from time to time or due to change of Pricing Policy by the GoI.

**Experience :**

The incumbent should have minimum 10 (ten) years experience in the related field of Audit, out of which minimum 3 (three) years of working experience in Fertilizer Industry (PSU) will be given as preference.

The tender documents should be submitted in 2 (two) bid system viz. 1) Techno Commercial Bid and 2) Price Bid.

**Techno Commercial Bid :**

1. Name of the Firm with full address.
2. Registration No and Date & Certificate of Practice for the period concerned.
3. Proprietor & no. of Partners with Name, Membership No etc. with Bio-Data.
4. Duration of Profession
5. No of employee (a) Qualified (b) Semi-qualified (c) Audit Assistants.
6. Experience: Details of audit in Govt, Semi-Govt, PSU and Fertilizer Industry with supporting documents.
7. Tax related documents such as PAN, Bank details - IFSC Code, Bank a/c No. with Branch code ,Service Tax 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 Accounts Officer-I, BVFCL, Namrup within 24 hrs of intimation by the concerned officer without fail.**

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 No with Techno Commercial Bid and Price Bid.**

**Price Bid :**

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

Sl No	Name of Work	Estimated Rate	Price Quoted
1	Price Subsidy & Sales Tax Bill (monthly) N-II	2500.00	
2	Price Subsidy & Sales Tax Bill (monthly) N-III	2500.00	
3	Freight Subsidy Bill (monthly) N-II	2000.00	
4	Freight Subsidy Bill (monthly) N-III	2000.00	
5	Escalation Claim (Quarterly) N-II	2500.00	
6	Escalation Claim (Quarterly) N-III	2500.00	
7	Escalation Claim (Annual) N-II Escalation Claim (Annual) N-III	2500.00 2500.00	
8	Annual Cost Data(Namrup-II & III)	15000.00	
9	Annual FICC Format (Per format)	1500.00	
10	Revised monthly bill (per bill)	1500.00	
11	Revised Escalation Claim	1500.00	
12	Monthly SSP Sale Certificate	1500.00	
13	No Subsidy Claim Certificate (Per Rack)	1500.00	
14	Revised Annual Cost Data	2500.00	

Sealed quotations, **indicating the NIT No on the top of the envelop**, are hereby invited from practising Chartered/Cost Accountants who **has to attend the office of the undersigned on monthly/requirement basis and as and when called for, within 24 hours without fail during the month for which no TA/DA will be paid**, as the documents has to be submitted to the GoI on urgent basis. **(Preference will be given to the Chartered/Cost Accountants who has the office nearer to Namrup and will be able to fulfil the above condition.)**

Interested practising Chartered/Cost Accountants may submit their quotation with expected fees to the **Accounts Officer-I (Cost/MR/FICC), BVFC Limited, Namrup, PO-Parbatpur-786623, Dibrugarh, Assam** latest by **4th May'2015 up to 3.00pm**. The documents received after the date will not be entertained in any case. Company is also not liable for any postal delay.

The Techno Commercial Bid will be opened on **4th May'2015 at 3.30 p.m.** and the Price Bids for only Techno Commercial qualified bidders will be opened on **6th May'2015 at 3.30 p.m.** in the presence of the Tenderer or their authorized representative on behalf of the tenderer. The Company will neither be responsible nor consider any late submission of the tender. For any query in this regard, Accounts Officer-I (Cost/MR/FICC) may be contacted at Mobile No. 9435738306/9401737047.

Name : M.K.Jha  
Chief Manager(MS & Fin.)  
Date : 07.04.2015.

