

NOTICE INVITING TENDER
NO. NAM/FM/FICC/XV/14-15/001 DT. 08.05.2014.

JOB : APPOINTMENT OF COST AUDITOR FOR THE FINANCIAL YEAR 2014-15.

Under section 233B(1) of the Companies Act 1956, the Company is required to get its Cost records audited by practising Cost Accountants as defined in clause (b) of sub-section (1) of the Cost & Works Accountants Act'1959 (23 of 1959) and who holds valid certificate of practice under section (1) of section 6 of the Act and include a firm of Cost Accountants.

Sealed tenders, indicating the NIT no. on the top of the envelop, are hereby invited from the practising Cost Accountants who fulfil the following statutory requirements for audit of Cost Accounting records of the Company for the financial year 2014-15 (**quarterly review of Cost Record and annual audit at the end of the financial year**) including uploading of the report to MCA Portal in XBRL format as per MCA guideline .

1. Confirmation and Acceptance of the Cost Audit Assignment under section 233B of the Companies Act'1956 for the relevant year (2014-15).
2. Certificate under section 224(I-B) of section 224 read with section 233B(2) of the Act.
3. Declaration of holding valid certificate of practice as per requirement of ICWA Act'1959.
4. Certificate to the effect that none of the partner of the firm are subject to any disqualification under section 233B(5) of the Companies Act'1956.
5. Certificate of independence and arm's length relationship with the company.

The existing professional fees for the job is as follows :

1. Professional fees for the Annual Cost Audit of records for Namrup-II & III plant is Rs. 30,000/- (Rupees Thirty thousand) only excluding applicable taxes.
2. Reimbursement of travelling expenses by 2AC rail fare (to and fro) to Proprietor & Partner and 3AC rail fare (to and fro) to audit assistant or as per actual whichever is less on submission of documentary evidence..
3. Free accommodation to the audit team in the Company's Guest House.

Experience :

The incumbent should have minimum 10 (ten) years experience in the field of Cost Audit, out of which minimum 3 (three) of cost audit in Fertilizer (PSU) company 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 : (1) Cost Audit under section 233B(1) of the Companies Act 1956 with name of the company, Period of Audit with documentary evidence.
(2) Cost Audit with Fertilizer Industry (if any) with supporting documents.
(3) Other Audit – with details.
7. Tax related documents such as PAN, Bank details- IFSC code, Account No, Branch code, Service Tax details and Balance Sheet for last three years.

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 –

- | | |
|----------------------------------------------------------------------------------------------------------|--------------------|
| 1. Profession Fees – Quarterly Cost Review Report (per quarter) | Rs. |
| Annual Cost Audit (annually) | Rs. |
| 2. Uploading Fees of Report to MCA portal (annually) | Rs. |
| 3. Applicable tax, if any | @ % |
| 4. Reimbursement of Travelling expenses (as above)
(if disagreed, required reimbursement, in details) | - agreed/disagreed |

Interested Cost Accountants may submit their tender paper along with statutory & other documents to the **Accounts Officer (Cost/MR/FICC), BVFC Limited, Namrup, PO-Parbatpur, Dibrugarh Assam, PIN-786623** latest by **19th May'2014** upto **3.00 pm**.

The Techno Commercial Bid will be opened on **19th May'2014** at **3.30 p.m.** and the Price Bids for only Techno Commercial qualified bidders will be opened on **22nd May'2014** 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 (Cost/MR/FICC) may be contacted at Mobile No. 9435738306/8486896223.

Signature :

Name : A.K.Gupta. Finance Manager.

Date : 08.05.2014.