



**BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED, NAMRUP.**

**PO-PARBATPUR-786623, DIBRUGARH, ASSAM.**

**Finance Department.**

**NOTICE INVITING TENDER**

**NO. - NAM/DGM/FICC/XV/20-21/001**

**Dated: - 09.06.2020**

**JOB: APPOINTMENT OF CHARTERED/COST ACCOUNTANTS FOR CERTIFICATION OF DOCUMENTS TO BE SUBMITTED TO GOVERNMENT OF INDIA (FICC) FOR THE FY-2020-21.**

**JOB DESCRIPTION:**

1. **Subsidy claim Bill:** - Includes bill for DBT Urea Subsidy and Freight Subsidy to be submitted on monthly basis separately for Namrup-II and III plant. The DBT Subsidy bills have to be signed electronically through OTP generated in AADHAAR linked mobile of the signatory. Hence, AADHAAR and mobile linked with the same is necessary for certification of the bill. (Copy of AADHAAR to be submitted). 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 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. **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. 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, Gol. After completion of audit, 6 sets will be printed out which will have to be authenticated by the authorized signatory of the audit firm.
8. In addition to the above, the documents required by the Ministry from time to time have 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.
9. **Supplementary Claim:** - The Subsidy bills once submitted has also to be supplemented by fresh claim due to increase/decrease of Concession Price of Urea or as the case may be fixed by Gol from time to time or due to change of Pricing Policy by the Gol.
10. **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).

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

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**Qualifying criteria:**

1. The incumbent should have a minimum of 10 (ten) years experience in the field of audit/certification job.
2. The firm must have handled at least one certification job related to Chemical or Fertilizer or Agriculture sector during last 5 (five) years.
3. 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.

**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 and Other Industry with supporting documents (*only one appointment letter copy for each year as supporting*).
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 Dy. Finance Manager, BVFCL, Namrup within 24 hrs of intimation (over telephone/e-mail) 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 Number with Techno Commercial Bid and Price Bid.**

**Earnest Money Deposit :**

The Techno Commercial Bid should be supported by a Demand Draft of **Rs.5,000/- (Rupees Five thousand) only** towards interest free **Earnest Money Deposit** drawn in favour of Brahmputra Valley Fertilizer Corporation Limited, Namrup payable at State Bank of India, Namrup(IFSC Code-SBIN0000223). The EMD for un-successful bidders will be released after finalization of the tender.

**Security Deposit :**

The selected Firm will have to deposit an amount of **Rs.30,000/- (Rupees Thirty thousand) only** towards Security Deposit within 30 days of issue of work order in the form of Bank Guarantee. The Bank Guarantee will be released after successful completion of the job. It may be noted that, the EMD/Security Deposit will be stand terminated/forfeited in case of violation of the work order clauses during the course of the contract.

The Professional fees may be quoted as follows –

SI No	Name of Work	Price 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	
		Contd.

7	Escalation/De-escalation bills N-II (per month)	
8	Escalation/De-escalation bills N-III (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)	
15	Revised Escalation Claim (per claim) (if required)	
16	Monthly SSP Sale Certificate-per certificate (when required)	
17	No Subsidy Claim Certificate-per certificate (when required)	
18	City Compost Bill certification-(Monthly)	
19	Revised Annual Cost Data (if required)	
20	Annexure XII (A&B)- Quarterly (N-II & N-III)	
21	Annual Cost Data- yearly (N-II & N-III)	
22	ToP (Technical Operative Data) Yearly (N-II & III)	
	<b>TOTAL</b>	

Sealed quotations, **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, 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 EMD/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 the **DGM (Finance), BVFC Limited, Namrup, PO-Parbatpur-786623, Dibrugarh, Assam** latest by **25.06.2020 up to 3.00pm**. 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 **25.06.2020 at 3.30 p.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 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. – 9101380580/8638575883.

Sd./ P. Majumdar  
Dy. Finance Manager  
Date: 09.06.2020