

BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED
(A Government of India Enterprise)

CIN No. U24123AS2002GOI006786

GST No:- 18AABCB9399R1ZK

HEAD OFFICE
Namrup, P.O.-Parbatpur, Dist-Dibrugarh,
Assam-786623

TENDER NO: -A/XV/BVFCL/F&A/COSTAUDITOR/2017-18/03

Tender Document for

**Prequalification and Appointment of Cost Audit Firms for conducting Cost Audit of
BVFCL NAMRUP-II & III units for the year 2017-18.**

Last Date & Time of Receipt of Tender At Venue:

HEAD OFFICE
Namrup, P.O.-Parbatpur, Dist-Dibrugarh,
Assam-786623
22/06/2017 AT 3:00 PM

Date and Time of opening of Technical Bid Documents

22/06/2017 at 3.30 PM

Website: www.bvfcl.co.in

NOTICE INVITING BID

BVFCL Profile: Brahmaputra Valley Fertilizer Corporation Limited, a CPSU under the administrative control Ministry of Chemical & Fertilizer, Govt. of India, is a 100% Govt. of India undertaking. The Company has a rated capacity of 3.90 lakh MT of urea. The Company is presently running two manufacturing units located at Namrup namely N-II & N-III (Assam) and the only fertilizer plant exists in entire North-East. Namrup -II plant went into commercial production in 1976 and currently working with annual capacity (50%) of 1, 20,000 MT of urea. Namrup-III plant went into commercial production in 1987 and currently working with annual capacity of 2, 70,000 MT of urea. Company has its Registered Office at Namrup, P.O. - Parbatpur, Dist-Dibrugarh, Assam-786623.

Sealed bids are invited by BVFCL from Practicing Cost Accountant Firms for conducting Cost Audit for both the plants units at namrup in accordance with the provisions of the Companies (Cost Records and Audit) Rules 2014. Cost audit shall be in adherence to the relevant orders/clarification issued by Cost Audit Branch, Ministry of Corporate Affairs, Govt, of India and the Cost Accounting Standards issued by the Institute of Cost Accountants of India, from time to time for the Financial Year 2017-18 under two stage bidding process.

Prequalified parties would remain on panel for a period of 04 (four) years.

1 (a) Essential documents required to be submitted for validity of Technical Bids:

- i. The firm is required to enclose a copy of its valid PAN Card.
- ii. The firm is required to enclose a copy of its valid Service Tax Registration certificate (ST-2).
- iii. The name of the partner who shall issue the Cost Audit Report.

1 (b) Eligibility cum selection Criteria for Pre-Qualification: (Technical Bid)

- i. Firms of Practicing Cost Accountants registered with the Institute of Cost Accountants of India (ICAI) shall be considered for Appointment as Cost Auditors for conducting Cost Audit of the Company.
- ii. In addition to the above essential requirement, the following will be the basis of Points for the selection of Cost Auditors:-

Sr. No.	Selection Criteria	Points to be allocated	Maximum Points
1	Experience in practice (No. of years).	1 point for every completed year of Firm's Registration	5
2	No. of Partners in the Firm who are with the Firm for a minimum period of two years as on date of application.	1 point for each partner	5
3	Experience of PSU Cost Audit.	1 point for each completed Cost Audit of a PSU Unit/Company(*)	5
4	Experience of the Firm as Cost Auditor in Fertilizers Sector (Urea).	3 points per year per unit/company(*) of Fertilizers Sector (Urea)	15

5	Experience of the Firm as Cost Auditor in other than Fertilizers Sector (Companies with Annual Turnover of > Rs. 500 crores).	1 points per year per unit/company(*) of other than Fertilizers Sector (Urea)	5
6	Firm having a branch/head office in the North-East region.	5 points for branch/head office. (Address need to be mention for future communication)	5
Total			40

(*) Cost Audit of multiple units of a company in a year shall be counted as 1 (one) audit.

Note:-

- i) Clear and complete details and documentary evidence in respect of above (as desired in **Annexure-I**), for determination of Points in support of information against Items 1 to 5 in Sr. No. 1 (b) (iii) above is required to be furnished. Proposals without the required documentary evidence(s) shall be ignored for evaluation.
- ii) Total 6 (six) no's of firm will be empanel for next four years i.e. from 2017-18 to 2020-21.
- iii) Bids should be un-conditional. Conditional bids shall be summarily rejected.

1 (c) Format for submission of Technical Bid is enclosed at **Annexure-I**.

1 (d) Format for submission of Financial Bid is enclosed at **Annexure-II**.

2. Requirements for Bid to be considered valid, Bid Evaluation Process for Financial Bids, Detailed Terms & Conditions, scope of work & time schedule, Travelling, Boarding, Lodging, Local transport expenses of Cost Audit, Arbitration, Jurisdiction and other related clauses that are material to the process of award of Assignment and its execution are mentioned in **Annexure-A**.

3. Documents required for evaluation of Technical Bids (to be kept in Sealed Cover-1 super scribed as Technical Bid) duly signed with seal:-

- (i) Essential Documents mentioned at 1 (a) on pre-page.
- (ii) Documents in support of Eligibility Criteria as Mentioned at 1 (b) on pre-page.

4. Documents required for evaluation of Financial Bids to be kept in Sealed Cover-2 super scribed as Financial Bid.

- (i) Annexure-II duly signed with seal.

5. The Annual Report on Cost Audit will be finalized & issued by a senior partner of the firm.

Last Date and Time for receipt Technical Bid: 22-06-2017 up to 3:00 PM

Date and Time of opening of Technical Bid: 22-06-2017 at 3.30 PM

The tender documents are available at BVFCL website- www.bvfcl.co.in and it also can be downloaded from the govt. portal site.

In case you require any other information, please feel free to contact the undersigned on any working day.

The two sealed envelopes should be kept under one sealed envelope and must be sent /delivered clearly super-scribing "Application for prequalification and Appointment of Cost Auditor" and Tender No. "A/BVFCL/F&A/COSTAUDITOR/2017-18/03"

Representative of the firm can be present at the time of opening of Technical Bid on bringing a letter of Authority from the Partner of the Firm.

Bids are to be submitted on or before 22-06-2017 up to 3.00 PM by hand/regd. Post/speed post at the following address:

Dy. General Manager (F&A)
BVFCL, Namrup
P.O.-Parbatpur, Dist-Dibrugarh,
Assam-786623

6. Proposed Audit Fee

The schedule of fee will be as follow:

i. Cost Audit fees: -

Quarterly Cost Review Report (3 quarter)	Rs. 10,500/-
Annual Cost Audit (annually)	Rs.30, 000/-
Uploading Fees of Report to MCA portal including conversion (Includes Filing of CRA-2 & fee for form CRA-2)	Rs 7, 000/-

The bids should be valid up to 30st September, 2017.

Encl:

1. Format for submission of Technical Bid (Annexure-I)
2. Format for submission of Financial Bid (Annexure-II)
3. General Terms & Conditions (Annexure-A)

(Preferably to be given on the Audit Firm's Letter Head)

Annexure-I

Format for submission of Technical Bid

1. Name of the Cost Audit Firm:
2. Registration Number of the Cost Audit Firm with Institute of Cost Accountants of India:
3. Date of Registration of the Firm:
4. Particulars of Cost Audit Firm:
 - i) (a) Address of the Firm as registered with ICAI
(b) Address of the Firm at North-East region (If any)
(if different from 'a').
 - ii) (a) Telephone Number with STD Code
(b) Mobile No. of the Partner (for Contact Purpose)
 - iii) Email address of the Firm
 - iv) Website of the Firm, if any
 - v) PAN No. of the Firm
 - vi) Service Tax No. of the Firm
5. Technical Details

1	Experience in practice (No. of years) (Details to be submitted in Annexure)	
2	No. of Partners/Members Name & Address of the Partners with their Membership nos. to be given (Details to be submitted in Annexure)	
3	Experience of PSU Cost Audit (No. of years) (Details to be submitted in Annexure)	
4	Experience related to Fertilizers Sector (urea) manufacturing industry (No. of years) (Details to be submitted in Annexure)	
5	Experience of the Firm as Cost Auditor in other than Fertilizers Sector (Companies with Annual Turnover of > Rs. 500 crores) (No. of years) (Details to be submitted in Annexure)	
6	Firm having a branch/head office in the North-East region. (Yse/No) If yes	

6. We hereby confirm the acceptance of all provisions and terms & conditions of the Invitation without any deviation.

Place:

Date:

**Authorized Signatory
With Official Stamp**

Financial Bid for Cost Audit of BVFCL for 2017-18

1. Name of the Cost Audit Firm:
2. Registration Number of the Cost Audit Firm with Institute of Cost Accountants of India:
3. Date of Registration of the Firm:
4. Particulars of Cost Audit Firm:
 - i) (a) Address of the Firm as registered with ICAI
(b) Address of the Firm at North-East
(if different from 'a')
 - ii) (a) Telephone Number with STD Code
(b) Mobile No. of the Partner (for Contact Purpose)
 - iii) Email address of the Firm
 - iv) Website of the Firm, if any
 - v) PAN No. of the Firm
 - vi) Service Tax No. of the Firm

Sl. No.	Particulars	Estimated fees (Excluding applicable tax)	Quoted fees (Excluding applicable tax)	Quoted fees (In words)
1	Quarterly Cost Review Report (3 quarter)	10500		
2	Annual Cost Audit (annually)	30000		
3	Uploading Fees of Report to MCA portal including conversion (Includes Filing of CRA-2 & fee for form CRA-2)	7000		

Place:

Date:

**Authorized Signatory
With Official Stamp**

1. Requirements for Bid to be considered Valid.

- a) The bid documents complete in all respects & duly signed with seal by authorized person shall be submitted by the bidder in two sealed separate envelopes as at (a) & (b) below. These two sealed envelopes should be kept under another sealed envelope and must be sent / delivered clearly super scribing:

“Application for prequalification and Appointment for Cost Audit” and Tender No. “A/BVFCL/F&A/COSTAUDITOR/2017-18/03”

- a) Cover-1 **“Technical Bid for prequalification and Appointment of Cost Audit 2017-18”**
- b) Cover-2, **“Financial Bid for appointment of Cost Audit 2017-18”**
- c) Incomplete offers would be summarily rejected.
- d) No extension of time shall be permitted for the collection of Tender Documents and/or Tender opening date.
- e) No cutting or overwriting would be allowed in Financial Bid. In such cases, bid would not be considered.
- f) Offers submitted against tender documents only will be considered and the offer shall be in the name of the firm.
- g) While submitting the bid, tenderers are requested to ensure that bids are in compliance with the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the tenderer; BVFCL will bear no financial implication on this account.
- h) BVFCL takes no responsibility for delays, loss or non-receipt of tender documents and also reserve the right to reject any offer in part or full without assigning any reasons thereof.
- i) 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 invitation to Tender or does not accept the offer or cancel the tender as a whole.

2. Evaluation criteria for Financial Bids:

2.1 The bids should be unconditional. Conditional bids would be summarily rejected.

2.2 Financial Bids shall be opened only after due scrutiny of Technical Bids is completed. The day for opening of Financial Bids shall be intimated to the techno commercially successful bidder separately.

- 2.3 Evaluation of bids shall be done on the basis of rates quoted in the price bid separately. However, Expenses towards boarding/lodging and TA etc. shall not be considered while evaluating financial bid.
- 2.4 If some discrepancies are found between the rates given in words & figures the rate as quoted in words shall be adopted.
- 2.7 Should there be a tie in the quotations received from different bidders, BVFCL retains the right to choose the Firm as it deems fit.
- 2.8 Currencies for bid and payment shall be in Indian Rupees only.

3. Scope of Work and Time Schedule

- a) To conduct Cost audit of the two manufacturing units at Namrup-II & III in accordance with the provisions of the Companies (Cost Records and Audit) Rules 2014. Cost audit shall be in adherence to the relevant orders/clarification issued by Cost Audit Branch, Ministry of Corporate Affairs, Govt, of India and the Cost Accounting Standards issued by the Institute of Cost Accountants of India, from time to time.
- b) Cost audit team should consist of adequate number of qualified/semi-qualified assistants (Cost Accountants) of the Firm so as to be commensurate with cost audit work requirements.
- c) Verification and certification of cost proformas maintained by the Company as per Companies (Cost Records and Audit) Rules, 2014.
- d) Verification and certification of annexure to the cost audit report.
- e) Cost audit firm so appointed shall commence quarterly/annually cost audit and submit report within the stipulated as per Companies (Cost Records and Audit) Rules, 2014 and relevant orders/clarification issued by Cost Audit Branch, Ministry of Corporate Affairs, Govt, of India and the Cost Accounting Standards issued by the Institute of Cost Accountants of India, from time to time.
- f) The cost audit firm shall ensure submission of cost audit report and annexures to the cost audit report along with their reservation(s) or qualification(s) or observation(s) or suggestion(s), if any.

4. Detailed Terms & Conditions

- a) For Cost Audit of BVFCL (Namrup-II & III) units, assignments shall be given to one firm only and parties are requested to give single quote for BVFCL (Namrup-II & III) units. However, Firm has to issue single Cost Audit Report for both the plants.
- b) **Pre-qualified parties would remain on panel for a period of 4 years.**
- c) **Financial bid should be for Cost Audit for the year 2017-18 only.**

- d) In Financial Bid, only professional fee excluding Service Tax for conducting Cost Audit are to be quoted.
- e) Should there be a tie in the quotations received from different bidders; preference would be given to the Firm that was incorporated earliest among the bidders.
- f) **All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal.**
- g) The proposal should be submitted strictly as per the terms & conditions laid down in the document.

5. Travelling, Boarding, Lodging, Local Transport Expenses

- a) Reimbursement of travelling expenses by 2AC rail fare (to and fro) to Proprietor or 1 (one) Partner or 1 (one) Qualified and 3AC rail fare (to and fro) to 1 (one) audit assistant or as per actual whichever is less on submission of documentary evidence. Fooding & Lodging shall be provided to the audit team in BVFCL Guest House free of charge.
- b) Local transport at the Namrup station- to-and-fro Railway Station/Bus Stand and Company's Guest House to place of work will be provided by the company free of charge. However, in respect of local transport charges at the originating destination, the reimbursement shall be limited to auto charges @ Rs.200/- to Audit staff Rs.300/- for partner by taxi, or actual whichever is less.

6. Action against the Tenderer

Failure to act according to tender 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.

If a tenderer resorts to any frivolous, malicious or baseless complaints/allegations with intent to hamper or delay the tendering process or resorts to canvassing/rigging/lance the tendering process, BVFCL reserves the right to debar such tenderer from participation in the present/future tenders up to a period of 3 years.

7. Arbitration:

Except where otherwise provided in the contract, all matters, questions, disputes or difference whatsoever, which shall at any time arise between the parties hereto, touching the construction, meaning, operation or effect of the contract, or out of the matters relating to the contract or breach thereof, or the respective rights or liabilities of the parties, whether during or after completion of works or whether before or after termination shall after written notice by either party to the contract be referred to the

arbitration of Director Finance, National Fertilizers Limited or his/her nominee.

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

The firm hereby agrees that it shall have no objection if the arbitrator so appointed is an employee of BVFCL and had to deal with the matter to which the contract relates and that in the course of his duties as such he has expressed his views on all or any of the matter in dispute or differences.

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

8. Jurisdiction

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

6. General

Bidder/Tenderer shall mean the firm who submits the tender and enters into contract with BVFCL and shall include their executors, administrators and successors and permitted assignees.