



ब्रह्मपुत्र वैली फर्टिलाइजर कॉर्पोरेशन लिमिटेड, नामरूप
Brahmaputra Valley Fertilizer Corporation Limited, Namrup
कार्मिक विभाग

Personnel Department

संदर्भ संख्या/ Ref. No.: BVFCL/HR Audit/2019/983

दिनांक/ Date: 27/05/2019

अभिरुचि की अभिव्यक्ति
EXPRESSION OF INTEREST

विषय: एचआर ऑडिट के लिए बजटीय उद्धरण के लिए अनुरोध

Sub: Request for budgetary quotation for HR audit

Sir/Madam,

We are in process to engage service of an agency/ consultant having experience in HR audit for conducting audit of BVFCL HR policies, systems and processes to check the efficiency and effectiveness as well as finding the gaps, if any, seeking recommendations to further improve the HR policies and system in BVFCL. BVFCL is situated at Namrup, District-Dibrugarh, Assam, PIN-786623, email-info@bvfcl.co.in, Fax+91(0)374-2500317 and its total manpower strength is 595.

SCOPE OF WORK FOR HR AUDIT

The HR areas that are within the scope of the audit, but not limited to:

- i. Compliance/ consistent of HR objectives, strategies and procedures with company's goals, values and business;
- ii. Selection, recruitment, hiring, engagement of all employees, promotion policies and procedure thereof;
- iii. Training and Development of employees(including on board training);
- iv. Succession Planning;
- v. Employees motivation and reward system (including salaries, benefits, incentives, etc.);
- vi. Performance Appraisal Management System;
- vii. Employees file maintenance;
- viii. Human Resources Management Information System(HRMS);
- ix. Compliance of existing HR process, practices and procedures with respect to Indian Labour Legislations and internal rules and procedures.

All the prospective bidders are requested to submit their budgetary quotation within 10 days for HR audit in BVFCL considering the above mentioned scopes of work to Mr. R.K.Sharma, Dy.General Manager (HR), Brahmaputra Valley Fertilizer Corporation Limited, Namrup, PO Parbatpur, District Dibrugarh, Assam/ Email: info@bvfcl.co.in.

Thanking you,

Yours faithfully,
For and on behalf of BVFCL

(R.K.Sharma)
Dy.General Manager (HR)
BVFCL