

ब्रह्मपुत्र वैली फर्टिलाइजर कॉरपोरेशन लिमिटेड, नामरूप  
BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED, NAMRUP  
कार्मिक विभाग / PERSONNEL DEPARTMENT

संदर्भ संख्या.  
Ref. No.002/BVFCL/Pers/1208

दिनांक  
Date: 18.08.2020

**EXPRESSION OF INTEREST**

**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-dhembram@bvfcl.co.in, Fax+91(0)374-2500317 and its total manpower strength is 550.

**Scope of Work for HR AUDIT**

**1. Organizational objective of the assignment:**

Audit of HR systems, policies and process for assessing their effectiveness and identifying the strengths and opportunities for improvement.

**2. Components of Service:-**

Service rendered by the Organization engaged for consultancy is intended to fulfill the following:

- i. Audit of HR policies & objectives, processes and systems of BVFCL.
  - ii. Benchmarking of HR policies & objectives, processes and systems of BVFCL with the best practices of similar/comparable private sector and/or public sector companies.
  - iii. Based on findings emerging from audit of HR policies & objectives, systems and processes and benchmarking thereof, identification of strengths and opportunities for improvement for revisiting/reviewing the existing practices of BVFCL.
3. The areas of HR system within the scope of the audit are:
- i. Study alignment of HR policies & objectives, processes and system with the company's mission, objectives, values and targets set in Memorandum of Understanding (MOU);
  - ii. Recruitment and on-board training;
  - iii. Performance Management System;
  - iv. Training and Development;
  - v. Promotion policy and procedure;
  - vi. Talent Management and Succession Planning;
  - vii. Employees Benefit Administration (including salaries, benefits, incentives, etc.);
  - viii. Reward and Recognition System;
  - ix. Time and Attendance Management (including absence and leave);

- x. Human Resources Management Information System(HRMS);
- xi. Compliance of statutory and legal requirements like Indian Labour Legislations.

4. **Key activities of the assignment:** Indicative list of key activities would be as under:

**A. Initiation and Planning**

- i. Meeting and interaction with the BVFCL top management and key senior management functionaries to understand the dimensions and issues pertaining to effectiveness of HR policies, systems and processes in BVFCL.
- ii. Sub themes of each HR policies, process & systems mentioned above will be discussed with consultant at the time of initiating HR Audit.
- iii. Focus Group Discussion (FGD)/ Interviews (involving key management role holders, Departmental Heads and employees separately) in a detailed manner to capture experiences & effectiveness related with HR policies, processes and systems at BVFCL. Study of one year data in the above areas identified for HR audit.
- iv. Devise the model/ framework for carrying out HR audit in BVFCL based on the inputs gathered through the above processes.

**B. Action Planning**

- i. About 07 days visit by consultant team (consisting of at least 2 consultants) to BVFCL, excluding travel time, may be required to complete the jobs under the scope.
- ii. Carry out FGDs & one on one meeting with representative employees and stakeholders and organize Gap Analysis Workshop with top management, key senior management functionaries, senior executives and Internal Resource Persons (IRPs) with focus on identify gaps & risks in HR Policies, systems and processes.

5 **Key deliverable of the assignment:**

Indicative list of deliverables desired from the service provider would be submission in form of hard copies (at least 4 nos.) as well as soft copy of reports covering the following:

- i. Detailed report on audit and study of HR Policies & Objectives, Process & Systems, benchmarking with best practices in comparable organizations. Efficacy and effectiveness of identified HR process.
- ii. Strengths and Gap analysis (opportunities for improvement) of each process/policy/system covered under HR Audit.
- iii. Report containing key areas for action with priority map and the recommended interventions/initiatives emerging from the action planning workshops and HR audit.

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.

Thanking you,

Yours faithfully,  
For and on behalf of BVFCL

(D.Hembram)

मुख्य कार्मिक अधिकारी / Chief Personnel Officer