

**BRAHMAPUTRA VALLEY FERTILIZER CORPORATION LIMITED**  
**(A Government of India Enterprises)**

**CIN No. U24123AS2002G01006786G**  
**STNO:-18AABCB9399R1ZK**

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

**TENDER NO:-A/III/BVFCL/F&A/INTERNAL AUDITOR/2025-27/01**

**Date: 06.01.2025**

**Tender Document for**  
**Appointment of Internal Auditor of BVFCL NAMRUP for the year 2025-27**

**Last Date & Time of Receipt of Tender at Venue:**

**30/01/2025 up to 3.00PM**

**Date and Time of opening of Bid Documents**

**07/02/2025 at 3.30PM**

**HEAD OFFICE**

**Chief Manager (F & A)**  
**Namrup, P.O-Parbatpur, Dist-Dibrugarh**  
**Assam-786623**

**Phoneno: 0374-2500547**  
**Fax No: +91(0)374-2500317**

**Website: [www.bvfcl.com](http://www.bvfcl.com)**

Note:-in case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the next following working day at the same time and venue.

## **ONLINE NOTICE INVITING BID**

### **Sub:-Enquiry for Appointment of Internal Audit or for the Financial year 2025-27.**

Brahmaputra Valley Fertilizer Corporation Limited, a CPSU under the administrative control of Ministry of Chemical & Fertilizer, Govt of India, is a 100 % Govt. of India undertaking. Its registered and corporate offices are at Namrup, Assam. Outside the Namrup, the company has a liaison office at New Delhi and marketing offices at Guwahati, Kolkata, Patna & Bhubaneswar. Brahmaputra Valley Fertilizer Corporation Limited (BVFCL/ Company) was incorporated on 5 th April 2002 after segregation of Namrup units in Assam from Hindustan Fertilizer Corporation Limited (HFCL) from 01st April 2022. BVFCL is under the administrative control of Ministry of Chemicals and Fertilizers, Department of Fertilizers with 100% shareholding by the Government of India. BVFCL is engaged in the manufacture of Neem coated Urea, Bio-fertilizer, Vermi-Compost manure at Namrup (Assam) and trading of seeds pesticides, Fertilizers (MOP, SSP, Rock Phosphate etc.) and Micronutrients. Apart from this BVFCL has started handling of imported Urea on Govt. account at PICT, Paradeep Port. Corporation is making its products under the brand name "Mukta". During the FY 2023-24, the Turnover of the Corporation was Rs. 748.96 Crores

**Bids** are invited (Only ) by BVFCL from practicing Chartered Accountant / Cost Accountant Firms or LLPs for Appointment as Internal Auditors for the period from 01.04.2025 to 31.03.2027 at Plant and Corporate Office located at Namrup (Assam), in accordance with the provisions of companies Act 2013. In addition, Auditor should visit one time with prior permission from HOD (Finance) / Director (Finance) to our liaison office in New Delhi and/ or other marketing offices. The firm which is selected for the job would be appointed for two years initially which may be extended by another two year (one plus one) with same fees and terms & condition subject to satisfactory performance of their internal audit jobs.

**The Audit fee for the assignment is outlined in the table below:**

<b>Financial Year</b>	<b>Amount (Rs.)</b>
<b>2025-26</b>	<b>1,80,000.00</b>
<b>2026-27</b>	<b>1,85,000.00</b>

**The fees mentioned above is exclusive of GST and out of pocket expense. There shall be no increment in payment of out of pocket expenses.**

#### **1(a) Essential documents required to be submitted for validity of 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 GST Registration certificate.
  - III. The name of the partner who shall issue the Internal Audit Report.
1. **Earnest Money Rs. 10,000/- (Ten thousand rupees):** Bidder shall upload scanned copy for requisite amount of Earnest Money Deposit in the form of Demand Draft issued from any Nationalized/Scheduled Bank and drawn in favour of **Brahmaputra Valley Fertilizer Corporation Limited** payable at SBI, Namrup or scanned copy of Bank Guarantee in prescribed format issued from Nationalized Banks.
  2. After successfully submitting the tender online, the bidder should take a printout of the bid() submitted along with all necessary supporting along with the DD for EMD and send a copy of the same to the BVFCL corporate office so as to reach within 7 days of the closure of the bid. Bids received without EMD shall be summarily rejected.

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

**A) MANDATORY:**

- I. Firms of practicing Cost Accountants / Chartered Accountants registered with the Institute of Chartered Accountants of India / Cost Accountants of India shall be considered for Appointment of Internal Auditor for conducting Internal Audit of the company.
- II. The firm(Partnership/LLP etc.) should be in practice for the **past 20 years** as on the date of submission of Tender. (Supported by date of Incorporation certificate issued byInstituteofCharteredAccountantsofIndia/InstituteofCostAccountantsofIndia).
- III. The firm should have **at least 2 full time** Chartered Accountants or Cost Accountants as partners, as on the date of submission of Tender (supported by copy of Constitution certificate of the firm issued by Institute of Chartered Accountants of India/Institute of Cost Accountants of India).
- IV. The firm must have its office in Assam or any of **the North-Eastern state**.  
In case of branch office in the state of Assam, the firm must have **a qualified** as fulltime in-charge either as a partner or paid staff and **2 assistants one of whom should be a semi-qualified** as on the date of submission of tender(supported by institute documents).
- V. The firm should have experience in conducting Statutory Audit or Internal Audit (Last 07 years only i.e. from 2017-24) for **atleast 7 (seven) companies** (Registered under Companies Act) as on the date of submission of Tender (Statutory means Audit conducted by Firm of Chartered Accountant under Section 139 of Companies Act 2013 or by Firm of Cost Accountant under Section 148 of Companies Act 2013 and Internal Audit means audit as per Section138 of the Companies Act 2013).

**Out of the 7 Companies** as mentioned above for getting eligible, the firm should have experience in **at least 3 manufacturing** companies having AnnualTurnoverof**atleastRs.600crore**each.

**B) NON-MANDATORY:**

- I. The firm's having experience in conducting Statutory Audit or Internal Audit in atleast one Urea/complex fertilizers or chemicals and petrochemicals manufacturing Company/ organization/ co-operative having Annual Turnover of **Rs. 600 crore** or more during **last 7 financial years** will be given weightage in selection.
- II. The firm having experience in the area of Direct, Indirect taxation, Accounting Standard, etc will be given weightage in selection by the Committee.
- III. The firm having experience in conducting Statutory Audit or Internal Audit of at least one PSU(Central/State) having an Annual Turnover of **Rs.600crore** in the Last 7 financial years will be given weightage.

**The evaluation of firms for appointment as Internal Auditor will be strictly on the basis of parameters only.**

**A)** The following will be the basis of points for the selection of Internal Auditor:-

<b>Serial No.</b>	<b>Particulars</b>	<b>Minimum Requirement</b>	<b>Points/Marks to be allocated</b>	<b>Maximum Points/Marks</b>
1	Existence of the firm as on date of Tender (fraction of the year to be ignored)	20years	10 points for firms with 20 years of experience and 1Marks per year of existence beyond 20 years	15
2	Number of full time Chartered Accountants or Cost Accountants (inclusive of two full time partners) as on date of Tender.	2 Numbers	3 points for FCA partner and 2 point for ACA partner	18
3	Number of companies audited (Statutory Audit or Internal Audit) of manufacturing/power generation sector in Central PSU/State PSU/ listed Private companies by the firm (Last 07 years only i.e. from 2017-24)	7Companies	02 Mark For each Company	16
4	Number of manufacturing companies having Annual Turnover of Rs. 600 Crore or more each audited by the firm (Last 07 years only i.e. from 2017-24).	3 Companies	2 Marks For each Company	10
5	Number of Urea/ Complex fertilizer ,chemicals and petrochemicals Manufacturingcompanies /organizations/Co-operatives having Annual Turnover of Rs. 600 crore (Last 07 years only i.e. from 2017-24).	Desirable	5Markfor each Company	25
6	Professional Receipt of the firm (Minimum Rs 20 lakh)	Desirable	Rs .20-50 lakh – 6 points More than Rs.50 lakh – Rs.100Lakh - 9points More than Rs 100 Lakh – 12 points	10
7	Firms having Head office in Assam or any other NER state	-	-	6
<b>TOTAL</b>				<b>100</b>

(\*) Internal Audit of multiple units of a company in a year shall be counted as 1 (one) audit. Units should not include Liaison Office, Sales Depot, and Godown.

In case of PSUs appointment letter should be issued by the PSU or C&AG as applicable.

### **Ranking of Bidders**

The score of bid (out of 100) would determine the ranking of bidders. The bidder scoring the highest score for this area would be considered as the most preferred bidder (P1). The bidder having next highest score with respect to this area would be considered as second preferred bidder (P2) and so on. The contract shall be awarded to the P1 bidder firm.

**Firms securing atleast 60 points as per the selection criteria mentioned shall be considered for ranking. Firms securing points below 60 will be rejected.**

In case there is a tie between two or more firms, the following will be the order for award of contract.

- I. The firm having its headquarter in Assam.**
- II. The firm having experience of audit in fertilizer manufacturing.**
- III. The firm that has the highest turnover.**

Note:-

- a. The firm securing highest marks in Evaluation based on above system shall be considered as qualified for award of contract.
- b. Clear and complete details and documentary evidence in respect of above (as desired in **Annexure-I**).
- c. The firm which is selected for the job would be continued for next year (F/Y2026-27) with same fees and terms & condition based on satisfactory performance. The firm which is selected for the job would be appointed for two years initially which may be extended by another two year (one plus one) with same fees and terms & condition subject to satisfactory performance of their internal audit jobs.
- d. Bids should be un-conditional. Conditional bids shall be summarily rejected.
- e. **The firm must have their head office / branch office in Assam. T.A. will be from the office location In Assam to the Unit at Namrup. Further in case the firm is having branch at location of Marketing / liason office TA will be reimbursed from the nearest branch to the Liaison / Marketing office.**
- f. **The firm shall send the personnel i.e qualified staff audit assistant or article clerk registered with the firm for the Audit(supported by constitution certificate).**
- g. Earnest Money : - Rs. 10,000/-, Tenders must be accompanied by Earnest Money Deposit for an amount of Rs.10,000/- byway of Demand Draft Drawn in favour of Brahmaputra Valley Fertilizer Corporation Limited, payable at NAMRUP. Tender received without EMD shall be summarily rejected.
- h. The EMD of unsuccessful bidders shall be returned /refunded after finalization of the contract without any interest.
- i. EMD shall be forfeited at the sole discretion of BVFCL in case the bidder after intimation from BVFCL of the acceptance of his tender, either wholly or in part, refuses to accept the Work Order / or changes any of the conditions of the tender within validity period.
- j. Format for submission of Bid is enclosed at **Annexure-I**.

2. Online Bids are invited for the above job through Central Public Procurement Portal (CPPP) <https://etenders.gov.in>. For obtaining detailed online tender documents and for participation in online tender process, parties are requested to visit <https://etenders.gov.in> and [www.bvfcl.com](http://www.bvfcl.com). Changes in the NIT, if any at a subsequent stage, will be notified in the above websites only prior to the last date of submission.
3. All the supporting documents including the Demand Draft for EMD is to be submitted by way of scanned copy along with the bids. Submission of bids by only physical mode (without submitting online) will not be accepted and all such bids will be rejected.
4. **The Quarterly report will be finalized & issued by a senior partner of the firm.**

The tender documents are available at CPP portal only, it may also be downloaded from the company website- [www.bvfcl.com](http://www.bvfcl.com).

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 /dispatched clearly super-scribing “**Application for Appointment of Internal Auditor**” and Tender No “**A/III/BVFCL/F&A/INTERNALAUDITOR/2025-27/01dated 06.01.2025**”.

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

Bids are to be submitted on or before **30.01.2025 up to 3.00 PM** online in the CPP portal only. Print out of bids with all necessary documents and EMD to be sent physically so as to reach by **06.02.2025**.

**Chief Manager(Finance)  
BVFCL,Namrup  
P.O.:Parbatpur,Dist-  
Dibrugarh,Assam-786623  
Ph.No.0374-2500547**

The bids should be valid upto **120 days from the date of opening.**

Encl:

- 1) Format for submission of Bid (Annexure-I)
- 2) Bid Evaluation Format(Annexure-II)
- 3) General Terms & Conditions(Annexure-A)
- 4) Other Related documents(Annexure-III to V)

**Format for submission of Bid**

1. **Name of the Cost/Chartered Audit Firm:**
2. **Registration Number of the Cost/ Chartered Audit Firm:**
3. **Date of Registration of the Firm:**
4. **Particulars of the Firm:**
  - I. Address of the Head office/Branch of the firm's registered with the Institute of Cost Accountants of India /Chartered Accountants of India.
  - II. Telephone Number with STD code.
  - III. Mobile Nos. of the partners
  - IV. Email address of the firm
  - V. Website of the firm,if any
  - VI. PAN No.of the Firm (Copy enclosed)
  - VII. GST No.of the firm(Copy enclosed)
  - VIII. NameoftheFirm&BankA/c.Name,A/cNumber,NameoftheBranch,IFSCcode(forreleasetheEMDpurpose)andenclosea cancelled cheque.
  - IX. UTR.No.of EMD payment ofRs.10,000/-with date.

**5. Details:-**

## i. Details of Partners.

S.N.	Name of Partner	Location (HO/Branch) indicating City Name	Date of Joining in Firm	Specialization/ Area of Partner	Supporting Documents Page No.

## ii. Experience of Statutory/Internal Audit assignment in Central PSU/State PSU/ listed Private companies.

S.N.	Company's Name	Type of assignment	Period of assignment	Supporting Documents Page No.

- iii. Experience in manufacturing companies having Annual Turnover of Rs. 600 Crore or more each audited by the firm

S.N.	Company's Name	Type assignment	Period assignment	Turnover of the Company	Supporting Documents Page No.

- iv. Experience in urea, complex fertilizer, chemicals and petrochemicals manufacturing company having Annual Turnover of Rs. 600 Crore or more each audited by the firm

S.N.	Company's Name	Type assignment	Period assignment	Turnover of the Company	Supporting Documents Page No.

- v. Professional Receipt of the Firm (Attach audited Financials of F.Y. 23-24)

S.N.	Firm's Name	Professional Receipts (Rs. In lakhs)

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

Place:

Date:

Authorized Signatory  
With Official Stamp



**Annexure-II**

<b>Serial No.</b>	<b>Particulars</b>	<b>Points/Marks to be allocated</b>	<b>Maximum Points/Marks</b>	<b>Self Assessed Points</b>	<b>Supporting for self assessment of Points (Relevant page no of supporting to be mentioned)</b>
1	Existence of the firm as on date of Tender (fraction of the year to be ignored)	10 points for firms with 20 years of experience and 1 Marks per year of existence beyond 20 years	15		
2	Number of full time Chartered Accountants or Cost Accountants (inclusive of two full time partners) as on date of Tender.	3 points for FCA partner and 2 point for ACA partner	18		
3	Number of companies audited (Statutory Audit or Internal Audit) of manufacturing/power generation sector in Central PSU/State PSU/ listed Private companies by the firm (Last 07 years only i.e. from 2017-24)	02 Mark	16		
		For each Company			
4	Number of manufacturing companies having Annual Turnover of Rs.600Crore or more each audited by the firm (Last 07 years only i.e. from 2017-24).	2 Marks for each Company	10		
5	Number of Urea/ Complex fertilizer ,chemicals and petrochemicals		25		
	Manufacturing companies /organizations/Co-operatives having Annual Turnover of Rs. 600 crore (Last 07 years only i.e. from				
		5 Mark for each Company			

	2017-24).				
6	Professional Receipt of the firm (Minimum Rs 20 lakh)	Rs .20-50 lakh – 6 points More than Rs.50 lakh – Rs.100Lakh- 9points More than Rs 100 Lakh – 12 points	10		
7	Firms having Head office in Assam or any other NER state	-	6		
<b>TOTAL</b>			<b>100</b>		

Place:  
Date:

**Authorized Signature with Official Stamps**

## **Annexure-A**

### **1. Requirements for Bid to be considered Valid.**

The bid documents complete in all respects & duly signed with seal by authorized person shall be submitted by the bidder separately in the CPP portal. Only the Printout of the bid along with EMD and supportings should be send by sealed envelopes should be sent to BVFCL corporate office. Sealed envelope should clearly superscribe:

“Application for Appointment of Internal Auditor“ and Tender  
No. “**A/III/BVFCL/F&A/INTERNALAUDITOR/2025-27/01 dated 06.01.2025**”.

- a) “**Bid for prequalification and Appointment of Internal Audit 2025-27**”As mentioned in Annexure-I, **DD of EMDRs.10,000/-**,duly signed and stamped the entire pages of bid documents/ tender along with annexure.
- b) The firm must have their head office / branch office in Assam or any other North Eastern states accordingly TA will be reimbursed.
- 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, bidders 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 bidder; 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 doesnot accept the offer or cancel the tender as a whole.

## **2. Scope of Work and Time Schedule**

Minimum man days required for the Audit team in the year 2025–27.

Sl. No.	Particulars	Average number of attendance for 1 <sup>st</sup> two quarter.	Average number of attendance for 3 <sup>rd</sup> quarter.	Average number of attendance for 4 <sup>th</sup> quarter.	Total Average number of man days required in the year 2025-26
1	Partners	3	2	3	8
2	Semi Qualified Assistants	6	4	4	14
3	Other Assistants	10	6	10	26

Audit of the following work / area will be conducted during the period 01.04.2025 to 31.03.2027.

- i. Accounts Including establishment accounts.
- ii. Materials Department & Store Accounts Section.
- iii. Contract, Works and Bill Payment Section.
- iv. Human Resource Departments.
- v. Township, Guest House, Hospital and Company funded Schools.
- vi. Direct and Indirect Tax Compliances.
- vii. Scrutiny of monthly , quarterly and annual TDS/GST Returns filled and suggest for rectifications if any.
- viii. Invoicing and Trade Receivables from Urea and other Trading products.
- ix. Import of Fertilizers and other trading products.
- x. Subsidy Claims.
- xi. Appointment of Handling & Transportation Contracts.
- xii. Appointment of Dealers & Stockiest.
- xiii. Checking of the entire ledger including Cash/Bank, Adjustment Vouchers, Journal Vouchers, Debit/ Credit Notes etc. and their posting to main ledger and subsidiary ledgers, preparation of accounts schedules, preparation of monthly Trial Balance, Profit & Loss Accounts and Balance Sheet.
- xiv. Scrutiny of all ledgers and suggest for adjustments/write offs/write backs in respect of long pending balances in books.
- xv. Checking of Bank transactions / Bank Reconciliation of all Bank Accounts of the BVFCL in a quarter.
- xvi. Vouching of at least 70% of all vouchers of the company in a quarter and minimum 30 % of all vouchers of each section, units, marketing office and local offices during a quarter.
- xvii. Carrying out of miscellaneous jobs related to Annual Closing of Accounts.
- xviii. Physical verification of cash(in all cashpoints)..
- xix. Participation as a member of Valuation of Replaced old Assets & Review of Capitalization of Fixed Assets.
- xx. Participation as a member of quarterly physical verification of Raw Material, Packing Material & Finished Products.

The above is an indication of the scope of work. However the detailed scope of work is at **Annexure-VI**.

### **Note:**

- 1) Audit will be conducted as per the details given in the Internal Audit Manual, Standards on Auditing and Guidance Notice etc. issued by the Institute of Chartered Accountants of India from time to time, the guidelines issued by the Audit Committee. The audit should also cover the provision of the company Act,

2013 and rules made thereunder.

- 2) Details guidelines for the above areas will be given at the time of appointment.

### **3. Detailed Terms & Conditions**

- 4.1 Internal Audit of BVFCL, Namrup, assignments shall be given to one firm only.  
4.2 Auditor should visit one time with prior permission from HOD (Finance) / Director (Finance) to our liaison office in Delhi and sale offices for verification/vouching of JV's and ledgers as maintained there.  
4.3 The job is to be taken up as early as possible.  
4.4 The internal audit work will be carried out on quarterly basis (First two quarters jointly and rest two quarter separately).  
4.5 The audit firm appointed by BVFCL must not sub-contract the work.  
4.6 If process / performance of the audit team are not found satisfactory, the management reserves the right to terminate the appointment of the firm at any time.  
4.7 Shifting of office file out of the office premises are not allowed in any case. However, in case of any urgency, the files can be taken with written consent of the concerned Head of Division/office.  
4.8 In case LOA (Letter of Appointment) issued is not accepted by the L1 bidder, the bidder shall be debarred for 3(three)years from the date of default.  
4.9 The Internal Audit Reports should be submitted as per the schedule as mentioned here under:

<b>Period</b>	<b>Date of submission of reports</b>
For Six months (01.04.2025 to 30.09.2025)	by 15.11.2025
For 3 <sup>rd</sup> quarter (01.10.2025 to 31.12.2025)	by 15.01.2025
For 4 <sup>th</sup> quarter (01.01.2026 to 31.03.2026)	by 15.05.2026

- 4.10 While submitting Internal Audit Report, Partner / Proprietor shall visit to Namrup for discussion with the Management.

- 4.11 **Payment Terms:** The payment of audit fees would be made in terms of percentage specified below on submission of final report and Invoice, phase wise. The payment will be verified and release by F&A Department, subject to deduction of Income Tax at source as applicable.

<b>S.N.</b>	<b>Phase/Period</b>	<b>% of Total Fees payable</b>
1.	1 <sup>st</sup> Phase (April to June)	35%
2.	2 <sup>nd</sup> Phase (July to Sept.)	
3.	3 <sup>rd</sup> Phase (Oct. to Dec.)	25%
4.	4 <sup>th</sup> Phase (Jan. to March)	40%

- 4.12 No advance shall be payable under any circumstances and payment shall be remitted through RTGS as per the bank details mentioned on bill submitted to Corporation. TDS shall be deducted as per Income tax Act 1961.

- 4.13 The Internal Audit report should be submitted to the Management along with necessary remedial suggestion for taking corrective actions.

**4.14** Travelling, fooding and lodging expenses will be paid in the following manner:

SI No	Particulars	No of years experience	Entitlement
1	Sr. Partner	More than 25 years	GM Level
2	Partners	More than 15 years	DGM Level
3	Jr.Partners	Less Than 15 Years	Sr Manager Level
4	Paid Assistant Qualified		Asst Manager Level
5	Paid Assistant un Qualified &Article Clerks		Accounts Officer Level

The proof of experience in form ICAI registration certificate to be attached. Further the fooding shall be restricted to the lower of actual expenditure or the eligible TA/DA allowance of the company on production of actual expenses.

**4.15 Lodging & Fooding:**

- I. Corporation will provide accommodation including fooding to partner of the firm and also to audit staff in the Company's Guest House at Namrup on free of cost.
- II. For visit to Delhi & Sales offices, Auditor will get lodging and fooding reimbursement as per the eligibility defined at 4.14 or actual whichever is less on submission of invoice.

4.16 The party who is selected for the job would remain be continued for next year (F/Y 2026-2027) with same fees and terms & condition subject to satisfactory performance of the party. The firm which is selected for the job would be appointed for two years initially which may be extended by another two year (one plus one) with same fees and terms & condition subject to satisfactory performance of their internal audit jobs.

4.17 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.

4.18 The proposal should be submitted strictly as per the terms & conditions laid down in the document.

4.19 Entire departments and the work of BVFCL will be under the scope of Internal Audit.

**4.20 Reporting Requirements:**

Internal Auditor Report should be divided into following parts namely:

**Part-I Significant Observations & Reservations:** This part should contain the internal auditor's comments on all such significant observations & reservations, if any, for conducting the internal audit which the internal auditors should bring to the notice of management, along with their financial implications, if any, & risk associated with the observation. This report should also bring out deviations or non compliance of policies, systems and procedure prescribed by BVFCL. The observations should be self contained paras with appropriate titles and report should be as per Annexure III.

**Part-II Final Audit Report and Executive Summary:** This part should contain the internal auditor's observations on routine working indication each area as mention in scope of work along with compliances if any, on the earlier report. The

report should also contain references to areas where no adverse observations have been noted. In respect of other areas, specific suggestions for improvement, if any, may also be highlighted for each area. The observations should be self contained paras with appropriate titles and report should be as per Annexure IV.

**Part-III Suggestions and Recommendations:** This part should contain the internal auditors suggestions for adjustments and rectifications after scrutiny of ledgers, statutory fillings. The suggestions and recommendations should be specific and quantified. In case of no such suggestions or recommendations, the internal auditor has to clearly specify that there is "**NIL observations**" in this part with appropriate titles and report.

#### **4. Action against the Bidder**

BVFCL reserves the right to terminate the contract if the progress/performance of the audit firm is found unsatisfactory or any part/whole of the contract terms is not fulfilled. BVFCL also reserves right to de-list such audit firms and take other appropriate action against them.

If a bidder 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 bidder from participation in the present/future tenders up to a period of 3 years.

5. BVFCL is committed to a corruption free work environment. All the above services and commitments of BVFCL will be honored without the citizen having to pay any bribe. In case any person demands any bribe, it is the duty of the responsible to inform the matter to Vigilance Office, BVFCL, Namrup, P.O. Parbatpur, Distt. Dibrugarh, Assam, Pincode : 786623.

#### **6. Arbitration:**

Except where otherwise provided in the contract all matters, questions, disputes or differences what soever, which shall at any time arise between the parties here to, 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 HOD (Finance) ,BVFCL for appointment of Arbitrator.

The Arbitration proceedings shall be governed by the Arbitration & Conciliation Act, 1996, The Arbitration & Conciliation (Amendment) Act 2015 ) or any further statutory modification or re-enhancement thereof and the rules made there under.

If the arbitrator to whom matter is referred ,vacates his/her office by any reason whatsoever then the next arbitrator so appointed by the authority referred above may start the proceedings from where his predecessor left or at any such stage he may deem fit..

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.

7. The seat of Arbitration shall be Namrup, P.O. Parbatpur, Distt. Dibrugarh, Assam, Pincode: 786623.

**8. Jurisdiction**

In respect of all tender conditions, the decision of BVFCL shall be final and binding. The venue of the Arbitration shall be Namrup & Dibrugarh Court will have exclusive jurisdiction.

**9. General**

Bidder / Bidder 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.

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**Annexure-III**

File No. \_\_\_\_\_

Dated: \_\_\_\_\_

HOD (Finance)

Brahmaputra Valley Fertilizer Corporation Limited,  
Namrup.

**Subject: Significant Observations of Internal Audit in respect of**  
**\_\_\_\_\_ For the period \_\_\_\_\_ to \_\_\_\_\_**

Sirs,

We have conducted the Internal Audit of \_\_\_\_\_ for the period  
\_\_\_\_\_ To \_\_\_\_\_. The significant points observed during the Audit are  
indicated below for kind information and necessary action:

S.N.	Audit Queries/ Observations	Reply as given by the Auditee Office	Internal Auditor's final Comments/Sug gestions	Associate Risk(High/Med ium /Low)

Thanks,

Yours faithfully,

(Signature)

Name & Address of the Auditors/Firm

**Annexure-IV**

File No. \_\_\_\_\_

Dated: \_\_\_\_\_

**Final Audit Report and Executive Summary for the Period \_\_\_\_\_ to \_\_\_\_.**

S.N.	Audit Queries/Observations	Reply as given by the Auditee Office	Internal Auditor's Final Comments/Suggestions

Signature

Name & Address of the Auditors/Firm

**UNDERTAKING REGARDING BLACKLISTING/ NON – DEBARMENT**

(on Letter Head of the Bidder's Firm)

Name of Work: \_\_\_\_\_

**NIT NO.....****Date: .....**

This is to certify that we (The Bidder / Contractor) (including our affiliates or subsidiaries or Contractors/ subcontractors for any part of the contract):

- (i) do not stand declared ineligible/ blacklisted/ banned/ debarred by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world from participation in its Tender Processes; and/ or
- (ii) not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for:
  - offences involving moral turpitude in business dealings under the Prevention of Corruption Act, 1988 or any other law; and/or
  - offences under the Bharatiya Nyaya Sanhita or any other law for causing any loss of life/ limbs/ property or endangering Public Health during the execution of a public procurement contract and/ or
  - suspected to be or of doubtful loyalty to the Country or a National Security risk as determined by appropriate agencies of the Government of India.
- (iii) We have not changed our name or created a new "Allied Firm" consequent to having been declared ineligible, suspended, blacklisted, banned, or debarred as mentioned above by any Central or State Government, agency of Central or State Government of India, any other country in the world, Public Sector Undertaking, or any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.
- (iv) We acknowledge that any false statement or misrepresentation made in this declaration will result in immediate disqualification from the tender process, termination of any awarded contract, and may subject us to legal action under applicable laws. We also undertake to promptly notify the tendering authority if any such ineligibility, conviction, or blacklisting occurs after the submission of this declaration and during the period of the tender process and any resulting contract.

Signature

(Contractor / Authorized

Signatory) Name of Signatory:

Bidder's Name:

Seal:

Date:

Place:

**Note: To be submitted in bidder's letter pad**

i) An Affidavit in original on Non-judicial Stamp Paper of Rs. 100.00 duly attested by Notary stating :

With reference to NIT No....., dated ..... of Brahmaputra Valley Fertilizer Corporation Ltd., Namrup for the work of Conservancy Contract Township & Factory I, \_\_\_\_\_

S/o \_\_\_\_\_ Proprietor / Partner / Authorized Representative of the firm M/s \_\_\_\_\_

do solemnly affirm and declare as under :-

That my/our firm/sister concern etc. has not been black listed or put on holiday by any Institutional Agency / Govt. Department / Public Sector Undertaking for participating in the Tender, in last 3 years.

a. No other Firm / Sister Concerns / Associates belonging to the same group are participating / submitting the Tender for this job.

I/We agree with the above Signature of Contractor with Seal

VERIFICATION -Verified that the above contents of my affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

Place : \_\_\_\_\_

Date : \_\_\_\_\_

xxi) A bidder shall not be eligible to participate in this NIT process if the bidder/his firm/his sister concern has been debarred / black-listed / put on holiday by any Institutional Agency / Govt. Department / Public Sector Undertaking in last 3 years.

xviii) Power of Attorney in the Name of Partner, who has signed the Tender Document. (In case of Partnership Firm or otherwise as the case may be).

This letter shall form part of the contract document and shall be signed and uploaded along with the tender documents.

**Scope & Area of Internal Audit Programme for Units for FY 2025-27**

**General:**

- i) To check that internal checks and control system for various activities of the organization and monitoring of such systems, is in place in the organization.
- ii) To check the adequacy of the existing policies/procedures and Internal control systems and suggest measures for their improvement/ streamlining.
- iii) To check adherence to laid down policies/procedures applicable in the Internal Audit Manual and Accounting Manual.
- iv) To follow the general guiding principles of the Internal Audit as specified Under Chapter-3 of the Internal Audit Manual. Planning, execution & conduct of Internal Audit shall be as per Chapter-6 of the Internal Audit Manual.
- v) The scope and area required to be covered by Internal Auditors and quantum and periodicity has been elaborated in detail under respective chapters in the Internal Audit Manual, however, brief details of the same are mentioned below which are indicative only.

**1. Cash & Bank Accounts:**

- i) Check that Cash/Bank books are prepared daily.
- ii) Review of Cash Office Operations for evaluating controls in cash/bank receipts and disbursements, maintenance of records in the Department, no un-authorized corrections, Securities kept for cash- like Double locking system, Insurance of cash in safe and in transit, fidelity insurance for officials dealing in cash.
- iii) Check that only machine numbered or computerized receipts are used and all unused new blank receipt books are kept in custody of the authorized officer. The existence of unused books may be verified physically with reference to the stock register. Ensure that the original copies of all the cancelled receipts are kept with the counter-foils invariably. Similar check may also be exercised in respect of cheques.
- iv) Check that cash payments/receipts do not exceed the limit as prescribed under Income Tax Act, 1961. As a matter of practice all payments to suppliers, contractors should be through „RTGS / NEFT“only. Wherever payment is made through cheque it should be made only through „A/c Payee“ cheque.
- v) Check that cash transactions occur only after approval of the delegated authority.
- vi) Checking of Bank Reconciliation Statement, Dishonored/ Stale cheques, if any.
- vii) Surprise checking of cash in hand.
- viii) Checking of Security of Payments/Receipts through e-payments/e-collection.
- ix) To check Register of unpaid payments, collateral security and valuable documents and bank confirmation certificate.
- x) Check that confirmation of issue of Bank Guarantee is obtained directly and reviewed regularly to ensure validity/renewal.

## **2. Purchase Accounts Section:**

- i) Check that the particulars of the bill agree with the purchase order with reference to the rates, specifications, date of supply, mode of transport, quantity ordered and where there are deviations these are supported by proper amendments. Also check Bank advices, Bill of Entry (BE), Bill of Clearing Agent, Port Trust charges, LC charges etc. for import of materials. The bill is supported by the Stores Receipt Voucher and Inspection Report duly signed by Competent Authority.
- ii) Check that items like packing and forwarding charges, GST etc. for which rates are not shown in the purchase order have been billed correctly.
- iii) Check that confirmation of issue of Bank Guarantees is obtained directly from the bank and are reviewed regularly to ensure their validity/renewal.
- iv) Check the statutory deduction and its timely deposit.
- v) Review the system of follow up of Purchase Orders. Ascertain whether supplies were received within stipulated dates of delivery. In case of delays it may be examined whether the extension of time of delivery is given after due consideration at the appropriate level and with financial concurrence and whether non-enforcement of claims for liquidated damages was as per the exigencies of the work.
- vi) To examine that the GST Registration Certificates are obtained by the units/offices.
- vii) Check that advances to the suppliers are allowed strictly in accordance with the terms stipulated in the Purchase Orders and advances are adjusted before bills for payment are passed.
- viii) To check that the total advances to suppliers as per the Advance Ledger are reconciled periodically with the Control Accounts maintained in the general ledger and scrutinize cases of old outstanding lying unadjusted.

## **3. A. Sales Accounts Section:**

- i) In respect of Direct Sales, check that the terms & conditions of sales are as per the approved sales policy of the Company, Sale of Goods Act, Fertilizer Control Order, Essential Commodities Act and other statutory laws and rules. Cash receipt vouchers have also been prepared with reference to delivery orders.
- ii) Check that the invoices for road and rail dispatches have been raised correctly. The total dispatches made as per loading statement received from the Transportation Deptt. in a month are reconciled with the quantity shown in the Sales Day Book.
- iii) Check that in case of sales to Institutional Buyers/Private Dealers, invoices have been prepared and presented as per the terms of credit sales policy.
- iv) Verify that the sales on credit are in accordance with approved „Credit Policy” of the Company and interest on delayed payments have been recovered.
- v) Check reconciliation of value of sale done by the unit every quarter.
- vi) Check reconciliation of opening balances, production, dispatches, shortages/damages and closing stock done by the unit every quarter.
- vii) To review Sundry Debtors ledger and check that reconciliation of balances/age-wise analysis is done and confirmation of balances is obtained.

Proper follow up for recovery of outstanding debtors is done by the executive Deptt.

- viii) Check that Advances received are correctly accounted for and adjusted.
- ix) Check that adequate Security Deposit is collected from the dealers.
- x) To verify that direct confirmation for issue of Bank Guarantees (BG) by the bank is obtained from the bank and are regularly reviewed to ensure their timely renewal/validity.
- xi) Check accuracy of statutory deduction and their timely deposit.
- xii) Check timely payment of GST.
- xiii) Check bagging, loading, transportation and shortages in transit.
- xiv) Check approval for hiring of warehouses, payment of rent, verification of warehouse stock.
- xv) Check operation of collection account and ensure that DDs received against sale proceeds are deposited quickly and the funds are transferred to Main Collection Account immediately. The unauthorized debits/credits are properly reconciled and appropriate action is taken.
- xvi) To verify that all the terms and conditions and guidelines of FICC for subsidy claims have been fulfilled and subsidy claims have been correctly raised and timely submitted to the appropriate authority with relevant documentary evidence. Also examine that the subsidy has been accounted for as per accounting policy followed by the company.
- xvii) Check that the award of contracts for loading/transportation of urea/other products are as per the laid down procedure of the Company and the payments including GST are released as per terms and conditions of the contracts. TDS is deducted at the applicable rates.

#### **4. Stores Accounts Section:**

- i) Check whether SRV (Stores Receipt Vouchers) have been prepared in time and signed by the Competent Authority, pricing done correctly, differences in provisional liability and actual payment as per bills promptly reconciled, recovery of demurrage/wharf age/freight etc. is made and SRV"s are adjusted quickly.
- ii) To verify that issue notes are signed by authorized official, chargeable heads of accounts are correct, all issue notes are included in Issue Notes Summary, pricing of issue notes through computer is correct, issues to contractors/on loan and to other units has the approval of Competent Authority and are accounted for correctly.
- iii) To verify that stores issued to contractors and other outside parties/loan are with the approval of Competent Authority and are debited to contractor"s account in RA bills of works accounts.
- iv) To verify that issue note reference is indicated in Material Returned Notes, the returned unused materials are valued at cost.
- v) Check that sale of scrap is effected as early as possible, Security Deposit (SD) and payments are deposited as per terms of sale order and sales invoices are raised timely.
- vi) Check that action for identification of stores & spares as surplus or obsolete items and other items of inventory for the purpose of account of diminution in value of such stores & spares is taken in the books of accounts.
- vii) Check that action arising out of Physical Inventory Report with regard to adjustment of excesses/shortages has been taken after obtaining sanction of the competent authority.

**5. Budget & MR Accounts Section:**

- i) Verify that budgeting systems are effective and adequately meet the control objective of providing an accurate and reliable budgeting system, as a means to ensure that agreed financial and business objectives are achieved.
- ii) Check that budgets are planned comprehensively with sufficient detail for effective control to achieve the financial and business objective.
- iii) Check that production/sale plans are in sufficient detail and subsidiary budgets have been prepared as per norms prescribed.
- iv) Check that budgets are used as instrument of control.
- v) Check that actual financial performance is reviewed with respect to budget estimate, the reasons for variation are analyzed, and appropriate modifications are done periodically over the remaining budget period and comment thereon.
- vi) To see that Cost Review meetings are being held regularly and the decisions taken are implemented.
- vii) Check that appropriation of Budget provisions from one head to other head has the approval of Competent Authority.
- viii) Check expenditure of repairs & maintenance is as per the provisions of revenue budget for the year and comment variance if any.
- ix) Examine Non-Project minor Capital Schemes valuing more than Rs.5.00 lakhs which had been implemented during previous year and submit report submitted as to whether the benefits originally envisaged have been achieved.
- x) 100% checking of quantities moved by Rail to various districts from requisite documents like Railway Receipts.

**6. Insurance Accounts Section:**

- i) To examine that the Insurance Policies under fire & allied risks, marine insurance, other miscellaneous insurance covers are obtained. Also check the adequacy of insurance covers. Handbook on insurance (Appendix 4 to Internal Audit Manual) may be referred to.
- ii) Check that Insurance Cover has been taken for all the assets and exclusion of assets, if any, has been made by a conscious decision.
- iii) Check that all necessary steps to comply with changing requirements of Insurer/Insured, in order to negotiate reduction in premium, have been taken. Check that claims along with supporting documents are lodged as becoming due for fire and allied risk policy as well as other policies. The claims are also lodged on transporter/suppliers.
- iv) Verify that the declarations in respect of transit insurance are made correctly and timely. Claims are lodged promptly.
- v) Quarterly ageing of claims is also done and ascertain the reasons of non-settlement.



**7. Central Accounts Section:**

- i) Check that monthly trial Balance, Quarterly/Half-yearly/Annual Accounts are prepared and reviewed including Inter Unit reconciliation of accounts and comment thereon.
- ii) Check that Main Ledger/Sub-Ledger is prepared regularly, Central Ledger reviewed monthly, irregular balances are probed for appropriate rectification.
- iii) Check that assets ledger are prepared, reviewed and reconciled with Central Ledger monthly. Check the correctness of calculation of depreciation on Property, Plant & Equipment (PPE). Check that adjustments for assets transferred, sold, discarded etc. are recorded correctly.
- iv) Check that physical verification of PPE is carried out by the units as per guidelines issued by Corporate Office and discrepancies resolved. Also verify that the system of numbering/coding of each asset to enable identification and easier stock verification is implemented.
- v) Check that procedures applicable to purchase/disposal of capital items are being complied with during purchase/disposal of PPE.
- vi) To check that Income Tax Return is submitted in time, income is properly classified computation of Income Tax Surcharge/Cess and interest in respect of Income Chargeable to Tax, is properly calculated and compiled with.
- vii) Check that Leasehold property is amortized over the lease period.
- viii) Check that proper procedure for products leviable GST has been followed for maintenance of records, timely deposit of GST and returns thereof.
- ix) Check that confirmation of balances of the parties is obtained by the units/offices. Auditor to give report containing financial account head, total no. of parties & amount as per account head, no. of letters issued & amount covered, no. of confirmation letters received & value covered and %age of value for which confirmation is received.
- x) GST compliance with regard to Input credit/Output tax and set-off.

**8. Works Accounts Section:**

- i) Check randomly that work has been awarded as per the prescribed procedure and budget provision keeping in view the justification and necessity of jobs. To review that the tendering procedures and directives issued for the works contracts procedures are properly followed. Estimates are prepared based on real facts and reasonable factors. Check that subsequent amendments, if any, were imperative due to technical considerations of the design consultant and additional financial implication, if any, has the financial concurrence and approval of the competent authority.
- ii) In deciding on the extent of Jobs to be done through outside agencies check that facilities available in house have been fully considered.
- iii) Check whether administrative, technical & financial sanction had been obtained as per delegation of powers.
- iv) To verify that the work has been awarded to the lowest bidder, if not justification for awarding the work other than the lowest has been recorded, and financial concurrence/approval of Competent Authority obtained. The agreement on non-judicial stamp paper is executed.
- v) Check that execution of work is as per work order.
- vi) Check the system of recording of measurements, standard of test checking. Preparation & checking of bills (R/A & Final Bill).
- vii) To verify that advance payments, payments to contractors/consultants/ engineer firms and architects including GST are as per work order.
- viii) To verify that payment of sub-standard work, extra/substituted items, escalation is regulated as per provisions of work order.
- ix) To check Bank Guarantees are kept valid and there is a proper system of watching the validity. Confirmation of issue of Bank Guarantees is obtained directly from the Bank.
- x) To verify that deductions towards security deposit, TDS and other deduction like liquidated damages, non-conforming work etc. is regulated as per work orders.
- xi) Check that wherever there is delay in completion of work, necessary liquidated damages, have been recovered as per the terms of the contract. Extension of time has been granted by the competent authority after certifying on record that no loss had occurred.
- xii) Check the receipt, consumption and control of materials.
- xiii) Check whether deviation statement has been prepared for each item of ARC/contract/work order.
- xiv) Check whether unit is reviewing cases where deviations in executed quantities exceed work order quantities by 50%.
- xv) In case of capital work, check that various requirements with regard to capitalization of PPE allocation of expenditure during construction, unallocated expenditure etc are complied with as per relevant IND-AS.

**9. Establishment Accounts Section:**

- i) Check the input data for preparation of salary bill, the control and checks in force to prevent double/wrong payments.
- ii) Verify whether salary bills are prepared as per attendance records/time cards.
- iii) Scrutiny of salary bills, perks, allowances, review of TA Bills/LTE Bills/Medical Reimbursement Bills and other misc. payments made by establishment section.
- iv) Review the various advances and related documents.
- v) Check whether statutory and other deductions have been made from wages are properly recorded in control accounts and statutory deductions deposited in time.
- vi) Check that payments relating to Statutory Bonus and production/profit linked incentive for workers and officers have been calculated and paid as per payment of Bonus Act and laid down policy of the Company.
- vii) Ascertain that present value of future liability towards Gratuity and Encashable EL/HPL, is accounted for on the basis of year end actuarial valuation as required in the relevant IND-AS.

**10. Personnel & Administration:**

**A) Administration Department:-**

- i) Check that proper records relating to payments of telephone bills, electricity & water charges are maintained and recoveries from concerned are made.
- ii) Verify that appropriate stock registers are maintained for all assets under charge of Deptt.
- iii) Check that physical verification of assets has been done periodically to ascertain the existence of the assets in serviceable condition and proper certificate in this regard is recorded in the register by the authorized officer. Whether discrepancies noticed are reconciled and accounted for in relevant records.
- iv) Check the records relating to the expenditure incurred on maintenance of vehicles owned by the company. Analyze the consumption of petrol/diesel/gas per KM and examine the reasons for variations. Also verify that each vehicle has valid registration and insurance cover. Also verify that the drivers have proper, appropriate and valid driving license for the type of vehicles they are deployed with.
- v) Check that the work orders of various contracts such as miscellaneous contracts, hiring of taxis, reimbursement of coupons, canteen, sanitation, horticulture etc. are awarded as per the tendering procedure laid down by the Company.
- vi) To verify that Corporate Social Responsibility (CSR) budget as approved by Board of Directors of NFL is further allocated to the Units/Marketing offices based on detailed projects submitted. The activities/project(s) are identified after a detailed Base Line Survey of the concerned area/village conducted in accordance with DPE guidelines by designated agencies. Also to verify that duly approved CSR activities are effectively implemented.

**B) Personnel Department:-**

- i) Check that recruitment is made against sanctioned posts.
- ii) Checks that all statutory obligations with regard to contract labour i.e. PF, ESI etc. are adhered to.
- iii) Check the cases of fixation of pay whether financial concurrence has been obtained wherever necessary.
- iv) Check that in case of trainees, service bonds are obtained in prescribed forms and cost of training is recovered from those who discontinue their training/service during training period.
- v) Verify that all the statutory reports are being sent to State/Central Govt./Labour Commissioner and other Govt. Offices within scheduled time.
- vi) Verify that the personnel files with regard to maintaining of personal information of the employees, family particulars, nomination forms for gratuity, pension etc. are properly maintained.
- vii) Check whether leave account of each employee is maintained properly as per rules of the Company.
- viii) Verify that medical reimbursement bills are as per the company Policy/Rules and also check the list of dependents in case of claim of dependents.
- ix) Whether units have declared surplus man power.
- x) Steps taken for dealing with surplus man power. Whether action has been taken to re-deploy through transfer to other department or other plant & if transferred- whether implemented. If no, reasons for delay in implementation & resultant loss.

**11. Materials Management - Purchases:-**

- i) Verify that general guidelines regarding procurement of materials, engagement of service contractors/material handling contracts etc. as per purchase manual are followed. Also check that NIT/tender documents have financial vetting and approval of Competent Authority.
- ii) Verify that approved list of suppliers is maintained by the Dept. and is reviewed periodically as per guidelines/procedure given in the Purchase Manual.
- iii) Check whether the approved tender procedure for procurement of materials was followed.
- iv) Verify that the indents are approved by competent authority and the indents for capital items have the financial concurrence with budget provision.
- v) Verify that the order has been awarded to the lowest tenderer and if not, the reasons for ignoring the lowest have been recorded and have been approved by Competent Authority.
- vi) Review the cases of emergent purchases with reference to their justification, reasonableness and actual consumption after procurement.
- vii) Check if constitution of tender committee is as per guidelines of the purchase manual and the order has been placed as per terms agreed by the tender committee.
- viii) Check the internal lead time taken in conversion of indents in to PO"s.

## **12. Materials Management – Stores:**

- i) Check that all the inward materials consigned to BVFCL is got released from railways/transporter without incurring demurrage/wharf age.
- ii) Check that proper records are maintained for materials received and kept in safe custody for inspection.
- iii) See that delivery orders against the annual rate contracts are released keeping in view the level of inventory.
- iv) Check that Receipts, Issues and Balances columns of material are entered in Bin-cards & shown correctly after every transaction.
- v) Check that periodical physical stock verification is carried out. The verification reports are promptly attended; shortages/ discrepancies are reconciled and adjusted.
- vi) Check that proper claims have been lodged on insurance/ Railways/ Transporters for any shortage or breakage of the material.
- vii) Check that proper procedure provided in the stores manual is followed for material sent to fabricators for repair and maintenance.
- viii) Check the cases of delay in inspection of materials received in the main stores.
- ix) Check the cases of delay in raising of SRVs after the inspection of materials.
- x) Examine that there is proper system of classification of non-moving and slow moving items of inventory to identify the items as surplus & obsolete and action for their disposal is taken.
- xi) Check that sale of scrap is affected as early as possible.

## **13. Township Administration & Guest House:**

### **A) Township Administration:-**

- i) Check that proper records for land, building etc. are maintained, registration deeds and other permanent documents are kept in safe custody.
- ii) Verify that the procedures and rules for allotment of land/buildings/quarters/shops etc. are followed and proper records are maintained. Also check delay in occupancy and out of term allotments.
- iii) Check whether the total allotments along with vacant houses are reconciled periodically with the total number of houses.
- iv) Check the billing system for recoverable from outsiders in respect of land/buildings/quarters/shops etc. allotted to them. Test check documents in respect of recoveries for two months with reference to the lease agreements/rules of the Company.
- v) Verify that the control in existence and system followed to keep a watch over unauthorized encroachments on Company's land/property is adequate.
- vi) Check that the terms of lease of land allotted to various parties and the allotments have been approved by the Competent Authority.
- vii) Steps taken to realize outstanding lease rent from Shopkeepers.
- viii) Progress in implementation of recommendation by legal department to evict shopkeepers defaulting in payment of lease rent.

**B) Township Maintenance Records:**

- i) Examine that proper procedure for award of Work Orders/Contracts is adopted and budgetary control system applied.
- ii) Check the Accounts of Stores, its issue and consumption by contractor. Also examine the stock of stores not moved/moved slowly.
- iii) Check the complaints register and comments on the effectiveness of attending the complaints.
- iv) Check the imprest account and temporary advances and reports cases of non-adjustments or where there have been unreasonable delays.

**C) Township Income:-**

Verify that the bills for recovery of various types of income/recovery are raised timely, rates for the services including bought out services are in order.

**D) Guest House – Owned/Leased:-**

- i) Verify that register of visitors is maintained, Test check the bills, amount received from guests and also the occupancy rate.
- ii) Check the stock register of guest house non-consumable items.

**E) Horticulture:-**

- i) Review the actual coverage of plantation with the planned programme.
- ii) Review the afforestation work done through contractors and comments on the performance.
- iii) Examine the system of procurement and accounting for tools and implements as well as disposal of scrapped/condemned items.
- iv) Review sale of items (by auction or otherwise) including method of price fixation.
- v) Verify the expenditure incurred on maintenance of lawns/parks and see it is within budget provision.

**Brahmaputra Valley Fertilizer Corporation Ltd.**  
**REPORT ON SURPRISE CHECK ON WEIGHMENT OF INDUSTRIAL PRODUCTS**

Report No. \_\_\_\_\_

Dated: \_\_\_\_\_

1. Name of the Product :
2. i) D.I.No. and date :  
ii) Qty. as per D.I. :
3. Date and time of Surprise Check :
4. Particulars of tanker/truck:
  - i) Tanker/Truck No. :
  - ii) Capacity of the tanker/truck
    - a) Gross Weight :
    - b) Tare Weight :
    - c) Net Weight Loaded :
  - iii) Weight found on surprise check :
  - iv) Discrepancy if any :
5. Remarks if any :

(Signature)  
BVFCL Representative

(Signature)  
Internal Auditor

**Brahmaputra Valley Fertilizer Corporation Ltd.**

**REPORT ON SURPRISE CHECK OF RAKE AT UNLOADING POINT**

Report No. \_\_\_\_\_

Dated: \_\_\_\_\_

1. Name of the Rail Head :
2. State :
3. Wagon Particulars:
  - i) RR Number & Date :
  - ii) Wagon No. :
  - iii) Product :
  - iv) Quantity :
  - v) Date of Arrival :
  - vi) Weather Condition at the time of Unloading :
  - vii) Condition of Seal at the time of Unloading :
  - viii) Condition of the Wagon:

Roof

**Floor**

**Door**

Others causing damage to Bags
  - ix) Number of Bags Damaged :
  - x) Number of Bags Mended :
  - xi) Number of Bags Requiring Standardization :

(Signature)

BVFCL Representative

(Signature)

Internal Auditor