



रामागुण्डम फर्टिलाइजर्स एण्ड केमिकल्स लिमिटेड

**RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED
(A JOINT VENTURE COMPANY OF NFL, EIL AND FCIL)**

CIN No. U24100DL2015PLC276753

CORPORATE OFFICE

4th Floor, Wing- A, Kribhco Bhawan, Sector-1,
Noida, Uttar Pradesh, Pin Code- 201301

Registered Office

Scope Complex, Core No. III ,7, Institutional Area,
Lodhi Road, New Delhi-110003

TENDER NO: -RFCL/C&P/F&A/COST AUDITORS/24-25/040 DTD 03.07.24

**Tender Document for
Appointment of Cost Audit Firms for conducting Cost Audit of RFCL for the year 24-25.**

Last Date & Time of Receipt of Tender at Venue:

CORPORATE OFFICE

4th Floor, Wing- A, Kribhco Bhawan, Sector-1,
Noida, Uttar Pradesh, Pin Code- 201301

Bid submission Date and Time : 22.07.24 till 04:00 PM
Date and Time of opening of Technical Bid Documents : 22.07.24 at 04:30 PM

Phone: 0120 – 2553600

NOTICE INVITING BID

Company Profile: As mandated by Government of India, a Joint Venture company of National Fertilizers Limited (2nd largest producer of fertilizers in India), Engineers India Limited (EIL) a Navratna premier engineering consultancy PSU and the Fertilizer Corporation of India Ltd. (FCIL) under the name & style of RAMAGUNDAM FERTILIZERS AND CHEMICALS LIMITED has been incorporated on 17th Feb'2015 for setting up a new Gas based Ammonia-Urea complex with production capacity of 2200 MTPD of Ammonia and 3850 MTPD of Urea (1.27 Million MT Urea Per Annum) AT FERTILIZER CITY, RAMAGUNDAM, Peddapalli, Telangana - 505210. The Project has declared its commercial operation on 22nd March,2021.

The year 2024-25 will be the third year of cost audit for RFCL.

The Shareholding of RFCL will be as under:

S.No.	Particulars	% Shareholding
1.	National Fertilizers Limited	26
2.	Engineers India Limited	26
3.	Fertilizer Corporation of India Limited	11
4.	State Govt. of Telangana	11
5.	Gail India Limited	14.3
6.	HTAS Consortium	11.7

Company has its Registered Office at New Delhi, Corporate office at Noida and Plant at Ramagundam, Telangana.

Sealed bids (Two Part Bids) are invited by RFCL from Practicing Cost Accountant Firms for conducting Cost Audit of the manufacturing units at Ramagundam 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 2024-25 under two stage bidding process.

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 GST Registration certificate (REG-06).
- iii. The name of the senior 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. Partner / Proprietor of the Cost Accountants firm must hold a valid Certificate of Practice (CoP)
- iii. The firm of Cost Accountant must have at least one-year experience of audit in Fertilizers sector (Urea).

- iv. 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 three years as on date of application	1 point for each partner	5
3	Experience of PSU Audit (Cost)	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)	4 points per year per unit/company(*) of Fertilizers Sector (Urea)	20
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
Total			40

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

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 Sr. No. 1 (b) above is required to be furnished. **Proposals without the required documentary evidence(s) shall be ignored for evaluation.**

ii) The Firm securing at least 60% marks based on above system shall be considered as qualified for opening of price bid.

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 as Annexure-I (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 Final Report on Cost Audit will be finalized & issued by a senior partner of the firm.

Last Date and Time for receipt Technical Bids: 22.07.24 up to 4:00 PM

Date and Time of opening of Technical Bids: 22.07.24 at 4.30 PM

Date and Time of opening of Price Bids: To be intimated later

The tender documents are available at RFCL website- www.rfcl.co.in and can be downloaded from the site.

In case you require any other information, please feel free to contact the AGM(F&A) 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 Appointment of Cost Auditor” and Tender No. RFCL/C&P/F&A/COST AUDITORS/24-25/040 DTD 03.07.24”

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 **22.07.24 upto 4.00 PM** by hand/regd. Post/speed post at the following address:

AGM (F&A)
Ramagundam Fertilizers and Chemicals Limited
Corporate Office: 4th Floor, Wing- A, Kribhco Bhawan,
Sector-1, Noida, Uttar Pradesh, Pin Code- 201301

Email: kailashagrawal@rfcl.co.in
Phone No. 0120-2553611

The bids should be valid up to 30th Sep, 2024.

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)

For & On Behalf Of
Ramagundam Fertilizers and Chemicals Limited

Sankalp Sharma
Deputy Manager [C&P]

(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 Delhi
(if different from 'a' above)
 - ii) (a) Telephone Number with STD Code
(b) Mobile No. of the Senior Partner (for Contact Purpose)
 - iii) Fax Number with STD Code
 - iv) Email address of the Firm
 - v) Website of the Firm, if any
 - vi) PAN No. of the Firm
 - vii) GSTIN No. of the Firm
5. Technical Details

1	Experience in practice (No. of years) (Details to be submitted in Annexure along with copy of documentary evidence)	
2	No. of Partners/Members Name & Address and Tenure of the Partners with their Membership nos. to be given (Details to be submitted in Annexure along with copy of documentary evidence and Partnership deed/ Proprietor ship affidavit)	
3	Experience of PSU Cost Audit (No. of years) (Details to be submitted in Annexure along with copy of documentary evidence)	
4	Experience related to Fertilizers Sector (urea) manufacturing industry (No. of years) (Details to be submitted in Annexure along with copy of documentary evidence)	
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 along with copy of documentary evidence)	

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**

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

Annexure- II

Financial Bid for Cost Audit of RFCL for 2024-25

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 Delhi
(if different from 'a' above)
 - ii) (a) Telephone Number with STD Code
(b) Mobile No. of the Senior Partner (for Contact Purpose)
 - iii) Fax Number with STD Code
 - iv) Email address of the Firm
 - v) Website of the Firm, if any
 - vi) PAN No. of the Firm
 - vii) GSTIN No. of the Firm

Sr. No	Unit	Minimum Cost Audit Fees in Figures-excluding GST	Audit Fee in Rupees for FY 2024-25 excluding GST	GST Amount (Rs) (with SAC code)	Total Amount (In figures) incl. GST	Total Amount (In words) incl. GST
1	Ramagundam	1,00,000.00				

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 Appointment for Cost Audit” and Tender No. RFCL/C&P/F&A/COST AUDITORS/24-25/040 DTD 03.07.24”

- a) **Cover-1 “Technical Bid for Appointment for Cost Audit 2024-25”**
b) **Cover-2, “Financial Bid for appointment for Cost Audit 2024-25”**
- 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; RFCL will bear no financial implication on this account.
- h) RFCL takes no responsibility for delays, loss or non-receipt of tender documents or any letters sent by post either way and also reserve the right to reject any offer in part or full without assigning any reasons thereof.
- i) RFCL 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 RFCL 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 RFCL, even though RFCL 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 RFCL retains the right to negotiate with all or any of the bidders.

2.3 Financial Bids shall be opened only for qualified bidders having minimum score of 60% marks in technical bid after due scrutiny of Technical Bids is completed. The day for opening of Financial Bids shall be intimated separately.

2.4 Evaluation of bids shall be done on the basis of rates quoted in the price bid separately and **The firm which has bid lowest fee quote but not less than minimum prescribed fees of Rs. 1 lacs excluding taxes** will be awarded the tender at quoted fees. However, Expenses towards boarding/lodging and TA/DA etc. shall not be considered while evaluating financial bid.

2.5 If some discrepancies are found between the rates given in words & figures the rate as quoted in words shall be adopted.

2.6 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.

2.7 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 manufacturing units at Ramagundam 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) led by a senior partner 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 annexures to the cost audit report.
- e) Cost audit firm so appointed shall commence cost audit and submit report alongwith related requirements in the period of 180 days from the closure of the financial year 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. Contract Period

The appointment shall be for a period of one year i.e. FY 2024-25, however, period of assignment may be extended by RFCL **for another one year on mutual consent basis.**

5. Detailed Terms & Conditions

- a) In Financial Bid, only professional fee including GST for conducting Cost Audit are to be quoted.
- b) 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.
- c) The proposal should be submitted strictly as per the terms & conditions laid down in the document.

6. Travelling, Boarding, Lodging, Local Transport Expenses

*For Non- Local Firms:

- a) To-and-fro fare limited to 2nd AC will be reimbursed to the staff/partner against documentary proof for the journey for conducting Cost Audit.
- b) Lodging and boarding shall be provided in RFCL Guest House free of charge.
- c) Local transport at the touring 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.

**For Local Firms:

- a) Local transport - to-and-fro Place of Stay to place of work the reimbursement, shall be limited to Rs.200/- per Auditor per day as Auto charges and Rs.700/-per day for partner as Taxi charges or actual which-ever is less.

***Non- Local Firms:** Office of the bidding firm not stationed at the location/city of Audit.

**** Local Firms:** Office of the bidding firm stationed at the location/city of Audit.

7. 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 an intent to hamper or delay the tendering process or resorts to canvassing/rigging/influencing the tendering process, RFCL reserves the right to debar such tenderer from participation in the present/future tenders up to a period of 2 years.

8. Dispute Resolution Clause:

"Except where otherwise provided in the contract all matters, questions, disputes or differences (Dispute/s) 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 shall be resolved / settled amicably through negotiation by the parties. For the same, one party shall issue dispute notice in this regard, to the other party. If the said dispute/s could not be settled amicably within 45 days from the date of receipt

of dispute notice by other party, then, party/ies may refer the said dispute/s for adjudication through Arbitration, as prescribed hereunder.

On failure of amicable resolution/settlement as above, the dispute/s shall be referred / adjudicated through Arbitration under / in accordance with “Delhi International Arbitration Centre(DIAC) (Arbitration Proceedings) Rules” as amended or modified or re-enacted from time to time. The fees and cost of Arbitration shall be governed by The Delhi International Arbitration Centre (DIAC) (Administrative Cost Arbitrators’ Fees) Rules (DIAC (Fee) Rules, as amended or modified or re-enacted from time to time.

The number of Arbitrator shall be three (3) in case of matter involving total amount of claims (without considering claim of interest) more than Rs.3 Crore, otherwise number of Arbitrator shall be one (1) i.e. (Sole) Arbitrator.

The language of Arbitration shall be English.

The Governing Law Shall be Laws of India and dispute/s shall be adjudicated as per Indian Laws.

The Venue and Seat of the Arbitration Shall be Delhi / New Delhi. The courts at Delhi/ New Delhi shall have exclusive Jurisdiction.

It is also 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 dispute/s 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 SBI MCLR Rate applicable to RFCL on the date of award of contract.”

9. Jurisdiction

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

10. General

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

11. Cooling Off Period

There shall be a cooling off period of 1 year, for firms who have been appointed for a continuous period of 2 Financial Years (FY) immediately preceding the current FY i.e FY 2024-25 (including extension, if any).