

I. JOB DESCRIPTION:

BSNL, a public limited company incorporated under the provisions of Companies Act, 1956, is the principal provider of various public telecommunication services in India.

BSNL provides its services through 24 Territorial Circles and 2 Metro Districts. In addition to these 26 Administrative Circles, there are various support Circles such as Training Institutes, Project Circles, Maintenance Regions, Broadband Network Circle, NCES, Telecom Factories, Inspection Circle, Quality Assurance Circle etc.

It is proposed to entrust the job to a firm of Cost Accountant(s)/Chartered Accountant(s) who shall prepare the product-wise financial reports and other related work till the submission of Accounting Separation Reports for the year 2011-12 to TRAI, as per Accounting Separation Regulation, 2012 and in line with Operator Specific Accounting Separation Manual for 24 Telecom Circles and 2 Metro Districts and consolidate the same for BSNL as a whole.

These records / reports are to be prepared centrally at BSNL Corporate office, New Delhi. The selected firm is required to submit ASR reports both in soft copy and two sets of hard copies on or before 24th September, 2012 for onward submission to TRAI by 30-09-2012.

The firm will be responsible for liaison with TRAI for acceptance of the said reports and providing the answer for any query/objection raised by TRAI in regard to reports prepared and submitted to TRAI from time to time.

II. ELIGIBILITY AND OTHER CONDITIONS:

(i) The firm of Cost Accountant(s)/Chartered Accountant(s) firm must be registered with the Institute of Cost Accountants of India/Institute of Chartered Accountants of India as the case may be. Both Partnership & Proprietorship firm of Cost Accountant(s) / Chartered Accountant(s), which is having at least 3 qualified (passed final examination of Institute of Cost Accountants of India/ Institute of Chartered Accountants of India) Cost Accountants/Chartered Accountants functioning in the said capacity of Partner or proprietor and qualified employee can apply.

(ii) As on 1-4-2012, the firm must have at least 1 year experience in the last six financial years in the field of preparation of ASR for any telecom operator. Certificate from telecom operator shall be submitted as proof in this regard.

(iii) The interested firms whose **Head Office or Branch** office is located in and around Delhi / NCR will be preferred.

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The firms are required to furnish the following details:

(a) Name of Cost Accountant Firm/Chartered Accountant firm and location of its Head office or Branch office which shall be the office of job execution and support.

(b) Full postal address of the firm along with contact details i.e. telephone numbers (landline and mobile), Fax number & e-mail address.

(c) Whether firm of Cost Accountant(s)/Chartered Accountant(s) is a Partnership or Proprietorship firm.

(d) Year of registration and registration number given by Institute of Cost Accountants of India/Institute of Chartered Accountants of India. A latest copy of constitution certificate issued by Institute concerned should be furnished.

(e) Details of partners and semi-qualified persons.

(f) Details of experience supported by relevant documents such job assignment letter, job completion certificate etc.

III. EARNEST MONEY DEPOSIT:

The interested Cost Accountant(s) Firm/Chartered Accountant(s) firm should enclose an amount of Rs. 3,000/- (Rupees Three thousand only) as Earnest Money Deposit (EMD), by means of demand draft drawn in favour of AO (Cash), BSNL Headquarters, New Delhi along with the Firm's profile and other supporting documents as stated above. The EMD will be refunded to unsuccessful firms whose bid is not accepted in due course.

IV. FEE:

Fee quoted should indicate taxes and out of pocket expenses, if any.

V. SUBMISSION OF TWO SEPARATE BIDS:

The interested Cost Accountant/Chartered Accountant firms should submit two bids **in two separate sealed Covers** viz., (1) Techno-commercial bid and (2) Financial bid. These two covers should be placed in one single cover. The financial bid will be opened only in case of those Firms who qualify the techno-commercial bid.

The Techno-commercial bid should contain the documents as listed in Para II & III, while Financial Bid should contain fee as listed in Para IV above.

The decision of the Management is final and no enquiries/correspondence will be entertained in this regard.

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VI. LAST DATE OF RECEIPT OF PROFILES, SUPPORTING DOCUMENTS, DEMAND DRAFT ETC. IN TWO SEPARATE SEALED COVERS:

The interested Cost Audit firms should submit their profiles together with required supporting documents to the following address so as to reach by **10th September, 2012 positively**.

Assistant General Manager (CA-III),
BSNL Corporate Office,
1st Floor, Bharat Sanchar Bhawan,
H.C. Mathur Lane, Janpath,
New Delhi-110001.
Tel. No. 011-23734108 / 23734110.