

**ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED (AHECL).
(A GOVT. OF ASSAM UNDERTAKING)**

REGISTERED OFFICE

1st Floor, Block-II, HOUSEFED Complex, Lastgate, Dispur,
Guwahati-781006.

CIN: U11101AS2006SGC008235.

Website: www.ahecl.in

Phone: 9127062203, email: gm@ahecl.com

**DETAILS OF THE REQUEST FOR QUOTATION (RFQ) BEARING NO:
AHECL/TECH./22/2024/4042 DATED 18.02.2025 FLOATED FOR ENGAGEMENT OF ONE
CHARTERED ACCOUNTANCY FIRM / COMPANY FOR AUDIT PURPOSE.**

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**DESCRIPTIONS OF SCOPE OF WORKS, RFQ SUBMISSION FORMATS
AND PROCEDURE AS AVAILABLE ON AHECL
WEBSITE (www.ahecl.in).**

(S/d-)

**Chief Financial Officer
AHECL**

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SECTION-I

(ABOUT AHECL)

ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED. (AHECL)

Assam Hydrocarbon and Energy Company Limited (AHECL) was incorporated on 5th September, 2006 under the Companies Act 1956 and as amended under the Companies Act, 2013 by the Govt. of Assam, primarily with the objectives of exploration of hydrocarbons and other sources of energy. With an Authorized Capital of Rs. 100 Crores (Rupees One Hundred Crores) only, the Company is categorized as a “Public Company Limited by Shares”.

SECTION-II

SCOPE OF WORK RELATED TO AUDIT:

AHECL acquired 10% Participating Interest (P.I) in the AA-ONHP-2017/20 (Namrup-Borhat) oil exploratory block under Open Acreage Licensing Policy, Round-I (OALP-I), in Consortium with Oil India Limited (OIL) :70% P.I.(Operator) and Numaligarh Refinery Limited (NRL): 20% P.I. AHECL signed the 2nd amended Revenue Sharing Contract (RSC) on 22.06.2021 and the 1st amendment to the Joint Operating Agreement (JOA) in respect of the Namrup Block on 23.11.2021. As per Article –I of General Provisions of Joint Operating Agreement (JOA) AHECL being a non –operator Consortium partner can conduct an audit on the accounts pertaining to the block AA-ONHP_207/20 (Namrup-Bohat) every year. Accordingly, Board of Directors of AHECL decided to conduct an Audit of the expenses incurred in the Namrup Block which will be required to be done at office of Oil India Limited at Duliajan, for clarity and precision.

SECTION-III
(RFQ INFORMATION)

ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED.
(A Govt. of Assam Undertaking)

Ref: AHECL/TECH/22/2024/4042

Date: 18.02.2025

**REQUEST FOR QUOTATION (RFQ) FOR ENGAGEMENT OF ONE CHARTERED
ACCOUNTANCY FIRM / COMPANY FOR AUDIT PURPOSE.**

Assam Hydrocarbon and Energy Company Limited (AHECL), a Govt. of Assam Undertaking invites Quotations from eligible registered Chartered Accountancy Firms/ Companies, having its office in the State of Assam and having experiences of financial audits in PSUs / CPSUs of Oil & Gas sector for more than 03(three) years. **The detailed terms & conditions of the RFQ and the prescribed formats for submission of technical specification and financial quotation may be collected from the registered office of AHECL or be downloaded from the Company's website (www.ahecl.in).** Interested C.A Firms / Companies may submit their profile along with quotation on any working day on or before 4th March 2025 till 5:00 P.M at the following address:

To
MANAGING DIRECTOR
ASSAM HYDROCARBON AND ENERGY COMPANY LIMITED
1ST FLOOR, BLOCK-II, HOUSEFED COMPLEX,
LASTGATE, DISPUR
GUWAHATI-781006, ASSAM.

By order.
Sd/-
Chief Financial Officer
AHECL

SUBMISSION OF RFQ

Chartered Accountancy Firms/ Companies may submit their profile along with quotation separately in sealed envelopes in two parts viz **Part-1: Technical Specification** marked as "*Technical Specification*" & **Part-2: Professional Fees cum Price Bid** marked as "*Quotation for Audit*" as per the prescribed formats which are given as (ANNEXURE-I) and (ANNEXURE-II) respectively. Quotation submitted must be exclusive of any taxes. Quotationers must ensure that their quotations are complete in all respects and conform to the RFQ terms & conditions, and the specifications are complied with, failing which their quotation are liable to be rejected without seeking any clarifications on any exception/deviation taken by the Quotationer in their quotation.

**SECTION-VI
(RFQ FORMS)**

ANNEXURE-I

REQUEST FOR QUOTATION - PART-1 (TECHNICAL SPECIFICATION)

(With respect to ref. no : AHECL/TECH/22/2024/4042 dated 18.02.2025)

(to be submitted in the Letter Head of CA Firm / Company)

(PLEASE FILL THE FOLLOWING IN BLOCK LETTERS)

Sl No.	Particulars	Details	
1.	Name of the Chartered Accountancy Firm / Company		
2.	Date of establishment (in dd/mm/yyyy format)		
3.	Firm's / Company's Registration Number		
4.	Address of the Firm / Company (Head Office) with contact details		
5.	Phone Nos. & email Address:		
6.	PAN No		
7.	GST No		
9.	Annual Turnover of the CA Firm / Company (in Rs. as per audited financial statements & Return of Income. <i>(Copies of Audited Balance Sheet and Profit & Loss A/c OR Income Expenditure A/c and Receipt Payment A/c, Income Tax Returns, GST Returns of the last two years to be submitted.</i>)	FY-2022-23	FY-2023-24
11.	Experiences of financial audits of Oil & Gas sector projects / oil field activities of State Govt. PSUs or any oil sector CPSUs under the Govt. of India <i>(Multiple assignments in the same PSU for more than 1 year will be considered as single assignment. Please enclose required documents in the manner as specified in the EOI)</i>		
	Name of the Auditee Organisation & Type of Organisation	Financial year of Audit	Date of engagement
			From

Date:

Place:

(Signature of the Authorized
Signatory with name & designation
under common seal of the C.A Firm/ Company)

ANNEXURE-II

REQUEST FOR QUOTATION- PART-2 (QUOTATION FOR AUDIT)

(With respect to ref. no : AHECL/TECH/22/2024/4042 dated 18.02.2025)

(TO BE SUBMITTED IN THE LETTER HEAD OF CA FIRM / COMPANY)

TABLE FOR QUOTING ONE TIME PROFESSIONAL FEE CUM PRICE QUOTATION

Sl. No	Particular	Fees in Rupees	
		In Figures	In Words
1.	All-inclusive Lump Sum Fee (including TA/DA and other out of pocket expenses, etc.) for the entire Scope of work covered under the Terms of Reference on a Firm price basis (with no escalation provision for whatever reason) valid till the complete execution of the assignment.		

Date:

Place:

(Signature of the Authorized Signatory
with name & designation
under common seal of the C.A Firm/ Company)



