

**APPOINTMENT OF COST AUDITOR FOR
THE FINANCIAL YEAR 2017-18**



**ASSAM POWER DISTRIBUTION
COMPANY LIMITED**

Regd. Office: Bijulee Bhawan, Paltanbazar, Guwahati-781001

CIN: - U40109AS 2003SGC007242

INVITATION OF EXPRESSION OF INTEREST (EOI) FROM COST ACCOUNTANT / COST ACCOUNTANT FIRMS FOR APPOINTMENT AS COST AUDITOR OF APDCL FOR THE FINANCIAL YEAR 2017-18

1. Introduction:-

Assam Power Distribution Company Limited (APDCL) is a deemed licensee under the provisions laid down in Section 14 Proviso 5, read with Section 131 (2) of the Electricity Act 2003. APDCL is a company engaged in Electricity Distribution, trading of power in the State of Assam or outside in accordance with provisions of Applicable Law and all activities ancillary or appurtenant thereto.

Pursuant to Companies (Cost Records and Audit) Rules 2014 and as per the Provisions of Section 148 of the Companies Act'2013, APDCL is required to appoint Cost Auditor for Audit of Cost Records of APDCL.

Accordingly, the company (APDCL) intends to appoint a Cost Accountant / Cost Accountant Firm as Cost Auditor for conducting Cost Audit for the Financial Year 2017-18. Therefore Interested Individual / Firms are requested to send their Proposal as per our EOI.

2. Maintenance of Cost Records and Cost Audit :-

Cost Records are being maintained by the Company as per the extant rules and Cost Audit became applicable in APDCL from the Financial Year 2011-12 onwards.

3. Scope of Work:-

The broad scope of work would be:

- 3.1 To conduct Cost audit of the Company in accordance with the provisions of the Companies (Cost Records and Audit) Rules 2014 and amendment thereto. Cost audit shall be in adherence to the relevant orders/clarification issued by 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.
- 3.2 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 commensurate with cost audit work requirements.
- 3.3 Verification and Certification of cost proformas maintained by the Company as per Companies (Cost Records and Audit) Rules, 2014.
- 3.4 Verification and Certification of Annexure to the Cost Audit Report.

- 3.5 Cost Auditor so appointed shall commence Cost Audit and submit Report as per Companies (Cost Records and Audit) Rules, 2014 within 180 days from the close of the financial year.
- 3.6 The Cost Audit firm shall ensure to submit Cost Audit Report along with reservation or qualification or observations or suggestion, if any in form CRA-3 and Annexure as per notification or any other instructions issued by Central Government from time to time or any other section of the Companies Act 2013.
- 3.7 The Cost Audit firm shall ensure e-filing of Cost Audit Report and Annexure to the Cost Audit Report to MINISTRY OF CORPORATE AFFAIRS (MCA), GoI, in XBRL form or in the manner prescribed by the Govt. from time to time, within the scheduled date prescribed by MCA - GoI for filing, after the Board of Directors of the Company approves the Cost Audit Report.

4. Selection Criteria:

- 4.1 Practicing Cost Accountants / Cost Accountant Firms registered with the Institute of Cost Accountants of India (ICAI) having its office(s) in Assam shall be considered for Short listing /Appointment as Cost Auditors for conducting Cost Audit of the Company.
- 4.2 The following will be the basis of Points for the selection and selection will be made on the basis of attainment of highest Points.

Sl. No.	Selection Criteria	Basis for awarding of Points	Maximum Points
1	Experience in practice (No. of years)	3 Points for every year of Firm's Registration.	15
2	Experience of PSU/ Company Audit (Cost)	3 Points for each completed Cost Audit of a PSU Unit/ Company.	15
3	Experience related to Power Company	5 Points for a completed Cost Audit of Power Company.	30
4	No. of Partners / Members	5 Points for each Partner/ Members (Partner / Member should be Cost Accountant)	20
5	Majors clients (i.e., Companies with Annual Turnover > Rs. 100 Crores)	5 Points for each such Client.	20
TOTAL			100

Note:

1. Clear and complete details in separate sheets, for determination of Points with supporting documents of information against Item from Sl. No. 1 to 5 above are to be furnished.
2. The Firm securing at least 50% marks based on above system shall be considered as qualified.

5. Pre-requisites for considering rankings:

- 5.1 Documentary evidence(s) in support of Criteria at 4.2 (Sl. No. 1 to 5) mentioned in the above table and para-5.2 below is required to be submitted. Proposals without the required documentary evidence(s) shall be ignored for evaluation.
- 5.2 In case of a tie, the following sequence shall be adopted for selection:
- Firm with longer experience will be preferred based on the year of establishment.
 - Firm with a higher number of Fellow and or Associate Members of the Institute of Cost Accountants as partners will be considered.

6. Terms and Conditions:

- 6.1 The tenure of appointment shall be at the sole discretion of the Company. The tenure may be renewed every year for a maximum of Five Years at the sole discretion of the Company. However, it is expressly stated here that the said tenure is not to be construed as assured and the Company reserves the right not to reappointment at its sole discretion without assigning any reason thereof.
- 6.2 Firm(s) who have served in the capacity of Cost Auditor(s) of the Company in the past can apply only if 5 (Five) years have elapsed from the last year of assignment held in the Company of Cost Auditor(s) of the Company in the past can apply only if 5 (Five) years have elapsed from the last year of assignment held in the Company.
- 6.3 The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.
- 6.4 Overwriting/correction/erase and/or use of white ink should be avoided in the Offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorised person of applicant firm.
- 6.5 Documentary evidence(s) in respect of all the information above by the applicant firm(s) must be furnished along with the proposal.
- 6.6 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 authorised signatory of the applicant firm(s) with the firm's seal.
- 6.7 The proposal should be submitted strictly as per the terms & conditions laid down in the document. The Offer in the Prescribed Format at Annexure – I as Technical Bid is to be submitted in physical form at following address:

Chief General Manager (F&A),
Assam Power Distribution Co. Ltd. (APDCL)
5th Floor, Bijulee Bhawan
Paltan Bazar, Guwahati-781001
Ph. No. 0361-2738542
Mail ID :- cgmf.compilation@gmail.com

The sealed offer for appointment of Cost Auditor should be submitted for Technical Bid in the Tender Box placed in the office of above mentioned address as per the Format attached at **Annexure -I**. The Technical bid envelope must be sealed and Super – scribed with “**EOI for Appointment as Cost Auditor of APDCL for the F.Y. 2017-18 – Technical Bid**”. The Name & Address of the Applicant firm must also be mentioned on the body of the envelope.

Offers submitted in any other form shall not be considered.

- 6.8 The Company reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely at its sole discretion without assigning any reason whatsoever.
- 6.9 The Firms are required to submit their GSTIN if applicable, in their offers.
- 6.10 The last date for receipt of the proposal is **28th August’ 2017 by 3.00 P.M.** in the Tender Box of the above address. Proposals received after this date and time shall not be considered.
- 6.11 The Bid will be opened on **29th August’ 2017 at 11.00 A.M.**

7. Cost Audit Fees:

- 7.1 The Audit Fee shall be decided by the Company from time to time.
- 7.2 The Cost Auditor’s remuneration for the financial year 2016-17 was fixed at Rs. 50,000/- (Rupees Fifty Thousand) only and out of pocket expenses up to Rs. 12,000/- based on actual.

8. Compliances / Declarations /Certificates by Individual / firm(s) on appointment:

The cost audit firm(s) shall have to comply with and furnish declarations and certificates as required under Statutory/Company rules, upon appointment as cost auditor(s), as under:

- 8.1 The Cost Audit Firm shall not sub-contract the cost audit work.
- 8.2 The cost audit team will work in strict confidence and will ensure that the cost data, cost statement and cost information and any other information in respect of the operation of the location / work centre/ Company is dealt with in strict confidence and secrecy.
- 8.3 No partner of the cost audit firm should be related to either Managing Director or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013.
- 8.4 Neither the cost audit firm nor its partner(s) nor associates should have any interest in the business of the Company.
- 8.5 The Cost Auditor(s) will be required to issue & submit certificate of Independence and arms length relationship.

- 8.6 The Cost Audit firm(s) /Auditor shall have prime responsibility to ensure that the maximum number of audit limits specified under Companies Act, 2013 are not violated.
- 8.7 The Cost Audit firm (s) /Auditor shall be free from any disqualification under the Companies Act, 2013. In addition to this, the Cost Audit firm (s) /Auditor must not be holding any assignment as Statutory Auditor(s) or Internal Auditor(s) of the Company.

9. Debarring Provisions:

The Audit Firm will be debarred from getting, the Cost Audit of APDCL:

- 9.1 If the Firm obtains the appointment on the basis of false information / mis-statement.
- 9.2 If the Firm does not take up audit in terms of appointment letter.
- 9.3 If the Firm fails to maintain/ honour confidentiality and secrecy of the Company's data, cost Statement and cost information.
- 9.4 If the Firm fails to comply with any of condition laid down in clause 8 above.

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

Format for submission of Offer

Annexure – I

TECHNICAL BID

Sl. No.	Particulars	Information
1	Name of the Cost Audit Firm:	
2	Registration Number of the Cost Audit Firm with Institute of Cost Accountants of India: (Enclose the copy of Registration Certificate)	
3	Particulars of Cost Audit Firm:	
i)	(a) Address of the Firm as registered with ICAI:	
	(b) Address of the Firm at Assam {if different from (a)}	
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 of the Firm:	
4.	Technical Details	
A.	Experience in practice (No: of years) (Details to be submitted in Annexure)	
B.	Experience in PSU/ Company Audit (Details to be submitted in Annexure)	
C.	Experience related to Power Company (Details to be submitted in Annexure)	
D.	No. of Partners / Members, Names & Addresses of the Partners along with their Membership Nos. to be given (Details to be submitted in Annexure)	
E.	Majors clients, if any (i.e., Companies with annual turnover > Rs. 100 Crores) (Details to be submitted in Annexure)	
5.	We hereby confirm the acceptance of all provisions and the terms & conditions of the Invitation without any deviation.	

Place:
Date:

Authorized Signatory
With Official Stamp