



**MAHARASHTRA STATE POWER GENERATION CO. LTD.**

**ACCOUNTS SECTION**

2<sup>nd</sup> Floor, Prakashgad, Plot No. G-9, Anant Kanekar Marg,  
Station Road, Bandra (East), Mumbai-400 051  
Email: gmcamspgcl@gmail.com

Fax No.022-26582627

Phone Nos. 022-26472131 / 4211

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**NOTICE INVITING APPLICATION TOWARDS EMPANELMENT FOR COST AUDITOR**

Ref: MSPGCL/Cost Auditors/117

Date:26-07-2018

Applications are invited from Cost Accountants Concern/Firms, for empanelment as Cost Auditors for FY 2018-2019 & onwards, to conduct cost audit of the power stations of the company.

One sealed envelope containing the various forms to be filled up along with the supporting documents as mentioned in the foregoing note and clearly super scribing "Application for Empanelment of Cost Auditor Concern/Firm" must be delivered on the address mentioned here below.

Cost auditors concerns/firm shall take necessary care to reach their applications on or before scheduled date and time. MSPGCL shall not be responsible for postal delay, loss of tender during transit. No correspondence in this regard will be entertained.

**Last Date and Time For:**

Submission of the Application	Between 30-07-2018 11.00 AM to 08-08-2018 up to 5:00 PM
Application to be Submitted to:	Chief General Manager (Accounts) Maharashtra State Power Generation Company Limited 2 <sup>nd</sup> floor, Prakashgad, Bandra (East), Mumbai – 400051.

Thanking you,

Yours faithfully,

Chief General Manager (Accounts)

## **INVITATION FOR EMPANELMENT AS COST AUDITOR FOR MAHAGENCO**

### **1. INTRODUCTION OF THE COMPANY**

MAHAGENCO is in the business of power generation & having installed capacity of 13602 MW comprising of 10170 MW Thermal, 2580 Hydel, 672 MW Gas & 180 MW Solar. Company operates 7 coal based Thermal Power Stations at Bhusawal, Chandrapur, Koradi (near Nagpur), Khaperkheda (near Nagpur), Paras (near Akola), Nashik & Parali and Gas based power station at Uran and 23 Hydel power stations spread across Maharashtra. The list of power Stations is as per Annexure- IV. The corporate Office of the company is located at Bandra (East), Mumbai.

### **2. Cost Audit in MSPGCL**

MSPGCL is currently covered under Companies (Cost Record and Audit) Rules, 2014 & Companies (Cost Record and Audit) Amendment Rules, 2014 issued by Central Government under sub-section (1) and (2) of section 469 and section 148 of the Companies Act 2013. Product and Services to be covered under the audit and the scope of cost audit shall be as per the relevant section/orders/clarifications/notifications issued from time to time by the Central Govt.

### **3. Empanelment and Appointment**

The Company intends to empanel the Cost Accountants Concerns/firms inviting applications, of which one Cost Accountants firm would carry out the audit. Every year one firm out of the panel will be appointed as Cost Auditor for concerned financial year.

### **4. Scope of Work**

1. Cost audit in accordance with the provisions of the Companies (Cost Audit Report) Amendment Rules, 2014 in respect of all power Stations of the Company. Cost audit shall also be in adherence to the relevant orders/clarification/notifications, issued from time to time 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.
2. A single cost audit report for company, as a whole, is to be uploaded at MCA portal, however, Cost Statements are to be audited for each Power Station.
3. Annual visit to various Thermal, Gas, hydro and Solar Power Stations for the above purpose.
4. Assistance for Submission/e-filing of Cost Audit Report along with Annexures to the company/MCA, Government of India, within the scheduled date and in the manner as specified / prescribed by MCA.
5. Cost audit concerns/firms so appointed shall commence cost audit and submit Cost Audit Report for the Company as a whole within the time schedule communicated by the Company.
6. Presentation of the findings of cost audit and suggestion for improvement if any to Audit Committee/Board.
7. Cost Auditor so appointed shall convert the Audit report along with the annexures in XBRL mode for e-filing.

8. Compliance with any other instructions / notifications / circulars issued in respect of cost audit under applicable Companies Act/other laws.
9. Audit Team: The team should be consisting of qualified assistants led by a senior person of the firm/concerns commensurate with the size of the organization.

**5. Eligibility cum selection Criteria, Assignment of work, Rotation of firms & Fees:**

**5.1 Eligibility cum selection Criteria.**

For the purpose of empanelment, the applicant firm/concern needs to satisfy the following criterion :

- i. Sole proprietorship concern/ firm of Practicing Cost Accountants should be registered with the Institute of Cost Accountants of India (ICAI).
- ii. Sole proprietorship concern/ firm of Cost Accountants must have minimum 5 years of experience.
- iii. Sole proprietorship concern/ firm should have registered office in Maharashtra.
- iv. In addition to the above essential requirement, the following will be the basis of allotment of the work. The firm/concern having higher points, as per the criteria given below, shall be allotted the assignment earlier to the firm having lower points (subject to note 1, 2 & 3 below):-

<b>Sr. No.</b>	<b>Parameter</b>	<b>Evaluation criteria</b>	<b>Points to be allocated</b>	<b>Maximum Points</b>
1	Experience in practice (No. of years from date of registration of firm)	No. of years experience in cost audit practice(minimum 5 years)	5 Point for minimum tenure of 5 years & 1 point for every subsequent year of experience	20
2	Experience of Cost Audit of any company (excluding power sector) registered in India having turnover of more than Rs.1000 cr. (refer note 1 below)	Number of Companies audited during the years (2012-13 to 2016-17)	3 Points per Company per year subject to maximum 6 points each year*.	15
3	Number of partners in Cost Auditor Firm as on date of submission of bid	Number of Partners	2 Point per Partner	10
4	Experience as Cost Auditor in Power Sector excluding the assignments in Sr. 2 above.	Number of Companies audited during the years (2012-13 to 2016-17)	1 Point per power company per year subject to maximum 2 points each year*	05
	<b>Total</b>			<b>50</b>

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

Note: 1) For Sr.No.2 above, turnover of the financial year for which the cost audit was conducted will be considered. The P&L statement, duly audited, needs to be submitted for this purpose.

2) In case of tie in the number of points obtained, the company reserves right to apply weight of 2 to the marks obtained against Sr.No.1 above and weight of 1 to all other marks so as to find weighted average. The firm having higher weighted average shall be selected first for the assignment. If tie is still there, the firm having longer period after its registration shall be selected first for the assignment.

3) In case the Firms/ Partners who have served in the capacity of Cost Auditor of the Company upto F.Y. 2017-18 (for a period of consecutive three years or more subsequent to incorporation of the company i.e. from 05-06-2005), participates in the empanelment process and gets qualified for empanelment, then such concern/ firm having such partners shall be empanelled but will be placed at the bottom of the panel for appointment as Cost Auditor for financial year 2018-19 & onwards for appointment on rotation basis. The work to such firms shall be allotted after the other firms in the panel have been assigned the work.

**5.2 Following documentary evidence should be submitted in support of each of the above mentioned criteria:**

- i. Concern/Firm are required to enclose a copy of its valid PAN Card of firm.
- ii. The Concern/firm is required to enclose a copy of its valid GST Registration certificate if applicable.
- iii. The Concern/firm is required to indicate the names of the Partner of the firm
- iv. Proof of Registration of Concern/Firm clearly indicating the registration date and firm registration number issued by ICAI.
- v. In case of the firm, Partnership Deed or certificate from ICAI or other evidence clearly indicating the partners in the firm with their membership number and date from which they are with the firm.
- vi. Membership Certificate issued by the ICAI to all partners working in the Concern/firm be provided.
- vii. Copies of Appointment / Engagement letter for Cost Audit issued by the auditee companies or other evidence clearly indicating engagement of the firm as Cost Auditor in the company.
- viii. Copies of Audited P&L of the auditee company in case of turnover requirements.

Mahagenco reserves the right to ask for the additional documents at the time of empanelment or assignment of work.

**5.3 Rotation of firms**

The company would assign the assignment to the empanelled concerns/firms on the basis of their rank as per the criterion given at Para 5.1 above for one year. For the next year, the company reserves the right to assign the assignment to the current concerns/firm or to assign the same to the concerns/firm having next lower rank than the current concern/firm. During empanelment, any concerns/firm can conduct the work to the maximum two years.

## **5.4 FEES**

The fees payable for the Cost Audit for FY 2018-2019 is Rs. 4,00,000/- plus taxes and the same shall be continued for future period also, until it is revised by the company. No any additional payment over and above this fee is payable towards cost audit. (Additional Payment means and includes T.A. / D.A., Lodging & Boarding, Local Transportation, other incidental expenses and out of pocket expenses.). Local conveyance and accommodation & boarding at MahaGenco's guest house are provided by respective power stations wherever possible. However, due to any constraints, if the same cannot be provided by MSPGCL, the firm has to make own arrangement & no separate payment shall be made for the same.

### **6. Compliances/Declarations/Certificates by firm(s) on appointment**

- 6.1 The Cost Audit Concern/Firm shall not sub-contract the assigned cost audit work,
- 6.2 The cost audit team shall work in strict confidence and shall ensure that the cost data, cost statement and cost information and any other information in respect of the operation of the Power Station / work centre / Company is dealt with in strict confidentiality and secrecy and to be used only for the purpose of Cost Audit.
- 6.3 No partner of the cost audit concern/firm should be related to any director, whole Time or part time, of the Company within the meaning of the Companies Act, 2013.
- 6.4 Neither the cost audit firm nor its partner(s) or associates should have any interest in the business of the Company.
- 6.5 The cost auditor will be required to submit a certificate that
  - The concern/firm is eligible for appointment and is not disqualified for appointment under the Companies Act 2013, The Cost and Works Accountants Act, 1959 (23 of 1959) and the rules or regulations made there under. In addition to this, the Auditor Concern/Firm is not holding any assignment as Statutory Auditor or internal auditor of Mahagenco and its subsidiaries as on the date of appointment and during the continuity of the Cost Audit.
  - Where a cost accountant is a partner / proprietor of more than one firm, in such case, only one concern/firm shall be allowed to take part in the selection process of Mahagenco. If it is found that more than one firms /concern having common partners makes application in the empanelment process initiated by Mahagenco., then such applications shall stand cancelled and the said concerns/firms will be debarred
  - The partners holding Certificate of Practice issued by Institute of Cost Accountants of India are in whole time practice.

### **7. Debarring Provisions:**

Failure to act according to appointment 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 any applicant firm resorts to any frivolous, malicious or baseless complaints/allegations with an intent to hamper or delay the empanelment process or resorts to canvassing/rigging/influencing the empanelment

process, Mahagenco reserves the right to debar such applicant firm from participation in the present/future empanelment process up to a period of 2 years.

The Audit Firm will be debarred from getting, in future, the Cost audit of Mahagenco.

- i. If the Firm obtains the appointment on the basis of false information/mis-statement.
- ii. If the Firm does not take up audit in terms of appointment letter.
- iii. If the Firm fails to comply with any of condition laid down in clauses mentioned in this notice inviting applications for empanelment.

#### **8. Submission of Application:**

The firms are expected to submit their applications as per the prescribed format and along with the necessary supporting documents. Formats are provided in the Annexures. The same will be sent in a sealed envelope super scribed as “**Application for prequalification for Empanelment of Cost Auditor Concern/Firm**”.

The application shall contain no erasures or overwriting except as necessary to correct errors made by the applicant, in which case, such corrections shall be initialed and stamped by the person or persons signing the application in original.

9. It is requested that the application has all the required information and that there is no ambiguity of any kind. The evaluation would be done on the basis of the information / data provided in the application.
10. While submitting the applications, applicants are requested to ensure that application is in compliance with the regulations applicable under various statutes. Any fine, penalty or expenses due to breach arising thereon will be borne by the applicant, Mahagenco will bear no financial implication on this account.

Further, Mahagenco shall always be at liberty to reject or accept any offer or offers or part thereof or to cancel this process at its sole discretion, without assigning any reason whatsoever. The submission of offer shall have no cause of action or claim against Mahagenco 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 Mahagenco.

#### **11. Amendment to the process**

At any time prior to the deadline for submission of proposals, Mahagenco, for any reason, whether on its own initiative or with reference to the clarification requested by a prospective applicant, may modify, change, incorporate or delete any condition by amendment, which will be notified on the official website of the Company i.e. <https://www.mahagenco.in> and such amendment shall be binding on the applicants. Mahagenco may, at its discretion, extend/reduce the deadline for the submission of proposals which will be notified on the official website of the Company.

12. Applicants are advised to study the document carefully. Submission of application shall be deemed to have been done after careful study and examination of the invitation to make applications with full understanding of its implications. Failure to furnish all information required by the application documents or submission of an application not in accordance with the documents in every respect may result in rejection of the application. Incomplete/partial applications, late received applications are likely to be rejected and no correspondence in this regard will be entertained by Mahagenco. Mahagenco takes no responsibility for delays, loss or non-receipt of application documents or any letters sent by post/courier or any other channel of communication. Applications submitted through email/ fax or any other electronic mode will not be considered for evaluation.

**Any clarification required regarding the empanelment process may be obtained from the office of Chief General Manager (Accounts), MSPGCL, 2<sup>nd</sup> Floor, Prakashgad, Bandra (East), Mumbai-400051” upto 04-08-2018 through email addressed to [gmcamspgcl@gmail.com](mailto:gmcamspgcl@gmail.com)**

**13. Annexures**

- (a) Format for submission of various details is enclosed at **Annexure-I.**
- (b) Self evaluation by the Concern/Firm at **Annexure-II**
- (c) Self Declaration Form– **Annexure–III.**
- (d) List of Power Stations– **Annexure-IV**

## Annexure-I

**(TO BE GIVEN ON THE COST ACCOUNTANT CONCERN'S/FIRM'S LETTER HEAD )**

<b>Sr. No</b>	<b>Particulars</b>	<b>Details to be filled by bidder.</b>
1	Name of the Firm of the Cost Auditor	
2	Registration Number of the Firm with the Institute of Cost Accountants of India.	
3	Date of Registration of the Cost Accountant Firm	DD/MM/YYYY
4	Other Details of Cost Accountant Firm	
(i)	(a) Address of the Cost Accountant Firm as registered with ICAI	
	(b) Address of the Cost Accountant Firm for communication	
(ii)	(a) Telephone No with STD code (b) Name & Mobile No of the Senior Partner (for Contact Purpose)	
(iii)	Email address of the Cost Accountant Firm	
(v)	PAN No of the Cost Accountant Firm	
(vi)	GST Registration No. if applicable	

I, \_\_\_\_\_ Partner / Proprietor of the Firm/Concern \_\_\_\_\_ hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the empanelment & appointment of Cost Auditors.

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

\_\_\_\_\_  
**Signature & Name of Partner  
with seal of the Concern/Firm**

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

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



**ANNEXURE – II**  
**SELF EVALUATION BY THE CONCERN / FIRM**  
(subject to verification & acceptance by the company)

Sr. No.	Parameter	Evaluation criteria	Points to be allocated	Maximum Points	Points Obtained	Page No. of Supporting Document (Refer para 5.2 and Foot Note 2)	Remarks, if any
A	B	C	D	E	F	G	H
1	Experience in practice (No. of years from date of registration of firm)	No. of years experience in cost audit practice (minimum 5 years)	5 Point for minimum tenure of 5 years & 1 point for every subsequent year of experience	20			
2	Experience of Cost Audit of any company (excluding power sector) registered in India having turnover of more than Rs.1000 cr. (refer note 1 below)	Number of Companies audited during the years (2012-13 to 2016-17)	3 Point per Company per year subject to maximum 6 points each year*.	15			
3	Number of partners in Cost Auditor Firm as on date of submission of bid	Number of Partners	2 Point per Partner	10			
4	Experience as Cost Auditor in Power Sector excluding the assignments in Sr. 2 above.	Number of Companies audited during the years (2012-13 to 2016-17)	1 Point per power company per year subject to maximum 2 points each year*	05			
	Total			50			

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

Note: 1) For Sr.No.2 above, turnover of the financial year for which the cost audit was conducted will be considered. The P&L statement, duly audited, needs to be submitted for this purpose.

2) *All the pages should be serially numbered. The page number of various documents on the basis of which points are claimed by the firm should be mentioned in the column no.G above. For the list of supporting documents to be given, please refer Para 5.2 above.*

Further, We hereby undertake that the concern/firm where the proprietor/partners of this firm have been holding partnership are not applying for empanelment other than this application.

\_\_\_\_\_  
**Signature & Name of Partner**  
**with seal of the Concern/Firm**

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

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

ANNEXURE - III

**(TO BE GIVEN ON THE COST ACCOUNTANT CONCERN'S/FIRM'S LETTER HEAD)**

**SELF DECLARATION FORM**

I Shri/Smt.....partner/proprietor of.....(name of firm) hereby declare and certify the following:

1. We hereby undertake that the concern/firm where the proprietor/partners of this firm have been holding partnership are not applying for empanelment other than this application.
2. Our appointment as Cost Auditors for the year 2018-2019 onwards will be free from any disqualification as specified in Subsection (3) of Section 141 of the Companies Act, 2013 and as amended from time to time.
3. No partner of our Audit Concern/Firm is related to any Director, whole time or part time, of the Company within the meaning of section 2 (77) of the Companies Act, 2013;
4. Neither our firm nor our partners or associates have any interest in the business of Mahagenco;
5. We are an independent firm of Cost Accountants and are at arm's length relationship with Mahagenco;
6. The Audit assignment will not be sub-contracted by us to some other Audit Firm;
7. It is hereby declared that a certificate towards maintaining confidentiality of cost data, cost statement and cost information in respect of the operation of the location/ work center / Company shall be provided on receipt of appointment letter and before commencement of Audit;
8. We shall abide by any other compliances/declaration, if any, required under Companies Act, 2013.
9. Our Firm has not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 04 (four) years.

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**Signature & Name of Partner  
with seal of the Concern/Firm**

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

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

## ANNEXURE IV

### List of Power Stations.

1. **Chandrapur Thermal Power Station:-**

**Address:** Chandrapur Super Thermal Power Station, Urja Bhavan, Post – Urjanagar, Dist. – Chandrapur, Pin code – 442 404.

2. **Nashik Thermal Power Station:-**

**Address:** Nashik Thermal Power Station, P.O. Eklahare, Dist - Nashik, Pin Code- 422 105.

3. **Bhusawal Thermal Power Station:-**

**Address:** Bhusawal Thermal Power Station Deepnagar, Tal. - Bhusawal, Dist. – Jalgaon, Pin code – 425 307.

4. **Paras Thermal Power Station:-**

**Address:** Paras Thermal Power Station, Vidyut Nagar, Paras (C.R.), Dist. Akola, Pin Code – 444 109.

5. **Parli Thermal Power Station:-**

**Address:** Parli Thermal Power Station, Tal. – Parli-Vaijnath, Dist. – Beed, Pin code – 431 520.

6. **Khaperkheda Thermal Power Station:-**

**Address:** Khaperkheda Thermal Power Station, Administration Bldg, Khaperkheda, (Nagpur).

7. **Koradi Thermal Power Station:-**

**Address:** Urja Bhavan Admin Bldg., Koradi Thermal Power Station, Dist. – Koradi (Nagpur), Pin code – 441 111.

8. **Uran Gas Turbine Power station:-**

**Address:** Gas Turbine Power Station, Uran, Bokadvira, Dist. Raigad, Pin Code – 400 072.

9. **Pophali Hydro Power Station:-**

**Address:** Koyana Generating Station Complex, Pophali, Tal: Chiplun. Dist: Ratnagiri.

10. **SMALL HYDRO POWER STATION**

**I) NASHIK HYDRO POWER CIRCLE:-**

**a. Vaitarna Small Hydro Power Station:**

**Address:** Vaitarna Hydro Power Station Tal. – Igatpuri, Vaitarna, Dist. – Nashik, Pin Code- 422 214.

**b. Yeldari Small Hydro Power Station:**

**Address:** Yeldari Hydro Power Station Tal. – Jintur, Yeldari, Dist. – Parbhani, Pin Code- 431 510.

**c. Ghatghar Small Hydro Power Station:**

**Address:** Ghatghar Hydro Power Station At Post. Chonde, Tal. – Shahpur, Dist.- Thane.

**II) Pune Hydro Power Circle:-**

**a. Bhira Small Hydro Power Station:**

**Address:** Bhira Tail Race Hydro Power Station At&Post :Rawaljie (Vai Pali), Tal. – Mangaon, Bhira,Dist. – Raigad, Pin Code- 410 205.

**b. Panshet Small Hydro Power Station:**

**Address:** Panshet Hydro Power Station Tal. – Velhe, Panshet, Dist. – Pune, Pin Code- 412 107.

**c. Tillari Small Hydro Power Station:**

**Address:** Tillari Hydro Power Station, Tal. – Chandgad, Tillari, Dist. – Kolhapur, Pin Code- 416 527.

**d. Bhatghar Small Hydro Power Station:**

**Address:** Bhatghar Hydro Power Station A& P Nare Colony, Tal. – Bhor, Dist. –Pune, Pin Code- 412 206.

**11. Sakhari Solar Power Station**

Office Add: Plot No.3, Near Patil Mangal Karyalaya, Ashok Nagar, Dhule – 424001

**12. Shirshuphal Solar Power Station**

Baramati, Dist: Pune

**13. Head Office:-**

2<sup>nd</sup> floor, Prakashgad, Plot No. G-9, Bandra (East), Mumbai-400 051.

**CHECK LIST**

<b>Sr.No.</b>	<b>Documents</b>	<b>Status</b>
1	Copy of PAN card attached	YES / NO
2	Copy of GST Registration Certificate attached (if applicable)	YES / NO/NA
3	Copy of valid Registration Certificate attached	YES / NO
4	Copies of work orders as per Technical Details attached alongwith audited Profit & Loss Statement of the auditee companies	YES / NO
5	Duly signed Annexure –I attached	YES / NO
6	Duly signed Annexure –II attached	YES / NO
7	Duly signed Annexure –III attached	YES / NO
8	Envelope containing above Documents Super –scribed as “Application for Empanelment of Cost Auditor Concern/Firm”	YES / NO

Please ensure that all the pages shall be numbered and reference of the same may be given where ever necessary especially in Annexure II column G.

Applicant is requested to submit all the documents with Empanelment application only. No correspondence in this regards will be entertained post submission of application.