



**APPOINTMENT OF COST AUDITORS FOR FY 2018-19.**



**INVITATION OF OFFER FOR**

**APPOINTMENT OF COST AUDITORS FOR FY 2018-19**

**EOI DOCUMENT NO.: GGL/C&P/LKO-AGRA/CA/2018-19/EOI-001 Dated:**  
**05.07.2018**

**LAST DATE FOR SUBMISSION OF EOI: 19.07.2018 till 1400 hrs.**



## APPOINTMENT OF COST AUDITORS FOR FY 2018-19.



### NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF COST AUDITORS FOR FY 2018-19.

**EOI Document No: GGL/C&P/LKO-AGRA/CA/2018-19/EOI-001**

Green Gas Limited (A joint venture of GAIL & IOCL) invites expression of interest for appointment of cost Audit Firms for Cost Audit of the Cost Accounting Records. The scope of work along with detailed terms & conditions and estimated schedule of fee together with Annex-I and II are available at the website [www.gglonline.net](http://www.gglonline.net) which can be downloaded. The selection of the auditor shall be based on overall suitability of the firm and its experience in the cost audit of Central & state PSUs. Preference will also be given to firm having its office in Lucknow.

Interested firms (having requisite experience in Cost Audit of Central & State PSUs) may send their application in prescribed format in envelopes super scribing "Appointment of Cost Audit Firms" so as to reach in this office i.e. M/s Green gas Limited, Fortuna Tower, 2<sup>nd</sup> Floor, 10 Rana Pratap Marg, Lucknow - 226001 **latest by 19.07.2018 till 1400 hrs. Received bids shall be opened on the same day at 1500 hrs.**

**For any queries, please contact:**

**1) Mr. Rajat Jain, Chief Manager (C&P)**

Tel: 0522-40088512

Email: [rajat.jain@gglonline.net](mailto:rajat.jain@gglonline.net)

**2) Mr. Manoj Kumar Pandey, Manager (Finance)**

Tel: 0522-40088507

Email: [mk.pandey@gglonline.net](mailto:mk.pandey@gglonline.net)

**Selection and Appointment of Cost Auditor**



## APPOINTMENT OF COST AUDITORS FOR FY 2018-19.

### **A) Introduction:**

Green Gas Limited (GGL) is a joint venture company of IOCL & GAIL, GGL has been set up to distribute natural gas for household / commercial sectors including setting up filling stations for vehicles in the city of Agra & Lucknow.

GGL intends to appoint Cost Auditor for audit of the Cost Accounting Records prepared under section 148 (1) of the Companies Act, 2013. The applications are invited from the firms of Cost Accountant, having requisite experience in Cost Audit of central & State PSUs.

In exercise of the powers conferred by sub-sections (1) and (2) of section 469 and section 148 of the Companies Act, 2013, the Ministry of Corporate Affairs, Govt. of India, New Delhi has issued notification for conducting Cost Audit under sub-section (1) of Section 148 of the Companies Act, 2013 in respect of each of its financial year commencing on or after the 1st day of April, 2014 and Rule (3B) (a) (iv) of Companies (Cost Records and Audit) Rules, 2014. Hence, Green Gas Limited desires to appoint the Cost Auditors for conducting cost audit of Green Gas Limited.

### **B) Scope of Work:**

- 1) To conduct Cost Audit of the company in accordance with the provisions of the companies (Cost Records and Audit) Rules, 2014 (including any enactments or amendments made as may be applicable from time to time). Cost Audit shall be in adherence to the relevant orders / clarifications issued by Cost Audit Branch, Ministry of Corporate affairs, Government of India and the cost Auditing Standards issued by the Institute of Cost accountants of India from time to time.
- 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 be commensurate with cost audit work requirements.
- 3) Verification & certification of cost proformas maintained by the company as per the companies (Cost Records and Audit) Rules, 2014.
- 4) Verification & Certification of annexure to the Cost Audit Reports.
- 5) Cost audit firms so appointed shall commence cost audit and submit report as the companies (Cost Records & Audit) Rules, 2014 by 31<sup>st</sup> July, 2019.



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- 6) The Cost Audit firms shall ensure to submit Cost Audit Reports and Annexure to the Cost Audit Reports along with its reservation or qualification or observations or suggestion, if any, in form CRA-3 within prescribed time.

### **C) Audit team:**

The team should consist of adequate number of qualified/ semi qualified Assistants (Cost Accountants) led by a senior partner of the firm.

### **D) Proposed Audit Fee:**

The schedule of fee will be as follow:

- i) Cost Audit fees: Rs. 40,000/-
- ii) GST shall be paid extra as applicable on furnishing the registration number with the appropriate authority.
- iii) All travelling, boarding & lodging cost & any other expenses what so ever, are including in this contract value. Nothing extra shall be paid by GGL.

### **E) Selection Criteria:**

The selection of the Cost Auditor shall be as per qualitative criteria for selection of cost auditor indicated in **Annexure - 2** which is based on the overall suitability of the firm and its experience in the cost audit of Central & State PSUs. The firm securing maximum marks will be selected.

### **F) Other Terms and Conditions:**

The appointment of Cost Auditors is subject to the following declarations:

- i) The Audit firm must not sub contract the work.
- ii) The audit team will work in strict confidence and will ensure that the information in respect of the operation of the area/ unit is dealt in strict confidence and secrecy. A certificate towards maintaining confidentiality to be provided by the Cost Auditor before commencement of audit.
- iii) No partner of the Auditors is related to whole time Director or part time or Independent Director of the company within the meaning of Sub-Section (76) & (77) of Section 2 of the Companies Act,2013.



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- iv) Neither the firm nor its partner or associates have any interest in the business of the company.
- v) The auditor will be required to issue certificate of Independence before commencement of audit.
- vi) If appointed, a Cost Auditor shall have prime responsibility to ensure that he does not violate the limits specified under section 141(3) (g) of the companies Act, 2013.
- vii) The auditor / firm shall be free from any disqualification under section 141(3) of the Companies Act, 2013.

In addition to this, Audit Firm must not be holding any assignment as Statutory Auditor or Internal Auditor of Green Gas Limited.

- viii) The partners holding certificate of Practice issued by Institute of Cost Accountants of India are in whole time practice.
- ix) The Cost auditor shall ensure that data given to the Auditor by company and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- x) The Audit Firm will be debarred from getting the cost audit in future in Green Gas Limited in the following cases:
  - a) If the firm obtains the appointment on the basis of false information/ false statement.
  - b) If the firm does not take up audit in terms of appointment letter.
  - c) If the firm does not submit the audit report, complete in all respect in terms of appointment letter.
- xi) If the Firm violets any of the stipulations from (i) to (ix).
- xii) The offer should be submitted strictly as per terms and conditions laid down in the document. Application documents duly sealed and signed are to be submitted as a token of acceptance of all terms and conditions. All envelops must be sealed and super scribed mentioning “*Appointment of Cost Auditors for FY 2018-19*”.



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- xiii) Application received after the due date and closing time of submission of applications shall be ignored. Any application received late due to any reason whatsoever will not be accepted.
- xiv) **Jurisdiction of courts:** Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of Lucknow Only.
- xv) **Disclaimer:** GGL reserves the right to accept or reject any or all responses and to request additional submissions or clarifications from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.

### **G) Preparation / Submission of Expression of interest**

- i) **Language of EOI:** EOI and all correspondence related to EOI shall be in English language. Any printed literature and document submitted in any other language should be accompanied by authenticated English translation, in which case, for purpose of interpretation of EOI, English translation shall govern. Responsibility for correctness in translation shall lie with the Bidder.
- ii) **Cost of bidding:** The Bidder shall bear all costs associated with the preparation or delivery of its EOI, participating in discussions etc. including EOI for Appointment of Cost Auditors for FY 2018-19 costs and expenses related with visits to GGL's office. GGL will in no case be responsible or liable for those costs and expenses regardless of the outcome of the bidding process.
- iii) **Documents comprising EOI:** EOI must be complete in all respect leaving no scope for ambiguity. It is in the interest of Bidder to submit complete and comprehensive proposal leaving no scope for GGL to raise any further questionnaires. GGL may evaluate the Bidder on the basis of document(s) submitted.
- iv) **Information required from the Bidders:**
  - EOI Letter as per Form-I
  - Information about the Bidder as per Form-II
  - Information related to Qualification Criteria and Certificate as per Form-III



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- v) The Bidder shall ensure submission of complete information / documentation in the first instance itself.
- vi) To assist in the examination and evaluation of Offers, GGL may seek clarifications regarding the Bidder's experience or any other documents / information submitted by the Bidder as part of its Offer.

### **H) General Instructions on Submission of EOI**

- i) EOI shall be submitted in hard copies. Email address and address for EOI submission is as follows:

**Chief Manager (C&P)**  
**Green Gas Limited**  
**(A Joint Venture of GAIL and IOCL)**  
**Fortuna Tower, 2nd floor,**  
**10 Rana Pratap Marg,**  
**Lucknow-226001**  
**Tele: 0522-4088512**  
**Email: [rajat.jain@gglonline.net](mailto:rajat.jain@gglonline.net)**

- ii) Intent of the EOI is for Appointment of Cost Auditors for FY 2018-19. GGL reserves the right to terminate EOI process at any point of time without assigning reason.
- iii) If the information submitted in the requisite format is found to be incorrect at a later stage; GGL shall have the right to reject / terminate the offer / contract.
- iv) Further, GGL also reserve the right to reject any or all EOI received without assigning any reason.

### **I) Contacting GGL**

No Bidder shall contact GGL on any matter relating to its EOI after last date of submission of EOI unless requested so in writing. Any effort by a Bidder to influence GGL in the decision making in respect of EOI will result in the rejection of that Bidder.

### **J) Payment Terms**

100% Payment shall be release after submission of final report and acceptance of the same by EIC and submission of below mentioned documents: -

- Invoice in original.
- Final Audit Report



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- Detailed summary of works / services delivered
- Any other document required by EIC.
- No Claim Certificate





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# FORMATS & DOCUMENTS



## APPOINTMENT OF COST AUDITORS FOR FY 2018-19.

**FORM: I**

**FORMAT FOR THE COVERING LETTER**  
**(The letter is to be submitted by the Bidder on its letter head)**

To,  
Chief Manager (C&P)  
Green Gas Limited,  
Fortuna Tower, 2<sup>nd</sup> Floor,  
10 Rana Pratap Marg,  
Lucknow -226001

**Subject: Appointment of Cost Auditors for FY 2018-19.**

Dear Sir,

This has reference to your EOI document no. GGL/C&P/LKO-AGRA/CA/2018-19/EOI-001 on the subject.

\_\_\_\_\_ (Name of the Bidder), hereby submit its Expression of Interest (EOI) for Appointment of Cost Auditors for FY 2018-19 and in accordance with the conditions stipulated in the EOI document.

**(SIGNATURE)**  
**(NAME, DESIGNATION & SEAL**  
**OF AUTHORISED PERSON)**



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**FORM: II**

### **INFORMATION ABOUT THE BIDDER** *(CONSORTIUM IS NOT ALLOWED IN THE INSTANT CASE)*

1. Name and Address of Bidder

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2. Date of Registration of bidder \_\_\_\_\_  
(Please enclose certificate of incorporation / registration)

3. Brief description of Bidder's Business/ Member of Consortium Business

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4. PAN Details: \_\_\_\_\_

5. GST Details: \_\_\_\_\_

6. Contact Person

Name : \_\_\_\_\_

Address: \_\_\_\_\_

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Contact No. : \_\_\_\_\_

Email ID : \_\_\_\_\_

**(SIGNATURE)**  
**(NAME, DESIGNATION & SEAL**  
**OF AUTHORISED PERSON)**



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**FORM III**

### **Certificate from the Statutory Auditor & HR regarding chartered accountant\* Key Personnel/ Employee**

Based on its books of accounts and other published information authenticated by it, this is to certify that following personnel/employee are on company pay roll as on ..... (date):

- (i) ..... (Name & designation)
- (ii) ..... (Name & designation)
- (iii) ..... (Name & designation)
- (iv) ..... (Name & designation)
- (v) ..... (Name & designation)

[Signature of HR Head)  
Name of HR Head/:  
Seal & Designation:  
Date:

[Signature of Statutory Auditor)  
Designation:  
Seal:  
Membership no.

**Note:** \* Bidder whose accounts are not audited by auditors as per law/jurisdiction, certification from a Chartered Accountant to be submitted.



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FORM IV

### FORM FOR CHARTERED ACCOUNTANT CERTIFICATE/ CERTIFIED PUBLIC ACCOUNTANT (CPA) FOR FINANCIAL CAPABILITY OF THE BIDDER

We have verified the Audited Financial Statements and other relevant records of M/s..... (Name of the bidder) and certify the following:

#### A. AUDITED ANNUAL TURNOVER\* OF LAST 3 YEARS:

FY	Amount (Currency)
2014-15	
2015-16	
2016-17	

#### *\*Refer Instructions*

**Note: It is further certified that the above mentioned applicable figures are matching with the returns filed with Registrar of Companies (ROC) [Applicable only in case of Indian Companies]**

Name of Audit Firm:  
Chartered Accountant/CPA:  
Date:

[Signature of Authorized Signatory]  
Name:  
Designation:  
Seal:  
Membership No.:

#### **Instructions:**

- 1) The Separate Pro-forma shall be used for each member in case of JV/ Consortium.
- 2) The financial year would be the same as one normally followed by the bidder for its Annual Report.



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3) The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non- responsive.

4. **Above figures shall be calculated after considering the qualification, if any, made by the statutory auditor on the audited financial statements of the bidder including quantified financial implication.**

### FORM V

#### **E-Banking Mandate Form**

(To be issued on vendors letter head)

(Applicable for Indian Bidder only)

1. Vendor/customer Name :
2. Vendor/customer Code:
3. Vendor /customer Address:
4. Vendor/customer e-mail id:
5. Particulars of bank account
  - a) Name of Bank
  - b) Name of branch
  - c) Branch code:
  - d) Address:
  - e) Telephone number:
  - f) Type of account (current/saving etc.)
  - g) Account Number:
  - h) RTGS IFSC code of the bank branch
  - i) NEFT IFSC code of the bank branch
  - j) 9 digit MICR code

I/We hereby authorize GAIL(India) Limited to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the GAIL (India) Limited responsible.

(Signature of vendor/customer)

**BANK CERTIFICATE**



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We certify that ----- has an Account no. ----- with us

and we confirm that the details given above are correct as per our records.

Bank stamp

Date (Signature of authorized

**Annexure - 1**

### **Format of the offer**

1.0	<b>Name of the Cost Auditor / Firm of Cost Auditor</b> (Indicate whether Proprietary Concern or Partnership Firm)	
2.0	<b>Office Address</b>  i) Permanent Address  ii) Correspondence Address  iii) Telephone No.  iv) Fax No.  v) Email Address  vi) Website	
3.0	a) Year of Establishment	



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	<p>b) Firm Registration No. (In case of Partnership Firm/Sole proprietary Firm)</p> <p>c) Proprietor's Membership No. (In case of members not having Firm Name)</p> <p>d) Service Tax Regn. No.</p> <p>e) Permanent Account No. (PAN) of Firm/Proprietor</p>	
4.0	Average Annual Turnover of the firm in the last 3 preceding financial years.	
5.0	No. of Partners in the firm indicating separately fellow partners and associate partners.	
6.0	No. of qualified assistants (Cost Accountants) in the firm. He should be a member of his respective institute.	
7.0	No. of Semi qualified assistants (Inter Cost Accountant) in the firm and relevance and quality of the Methodology for execution of work.	
8.0	<p><b>Experience</b></p> <p>i) No. of years in conducting Cost Audit</p> <p>ii) Experience in years in conducting statutory cost audit of Central/State PSU</p> <p>iii) Experience in years in conducting statutory cost audit of Central/State PSU's in service industries other than mentioned in (ii) above.</p>	





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9.0	<p>Whether any partner/ owner are also a Partner / owner of any other firm of Cost Accountants. If yes, then furnish the following details.</p> <p>i) Name of such partners along with Membership No.</p> <p>ii) Name of firm along with registration no. in which the said member is partner/owner.</p> <p>iii) Choice of the firm for which such partner be considered for assignment of marks as indicated at Sr. No. (ii) Of the 'criteria of selection of cost auditors for appointment'.</p>	
10.0	<p>Whether Cost Audit of Green Gas Limited has been conducted earlier. If yes, the financial years for which the cost audit has been conducted shall be given.</p>	

**Note: -**

- 1) Documentary evidences of all the information as stated above are to be furnished along with the offer.
- 2) All the pages of offers and documents are to be signed by the partner/owner of the firm along with seal of the firm.

**Declaration: -**

I, \_\_\_\_\_ Partner / owner of the Firm \_\_\_\_\_, hereby declare that the above information furnished is true & correct to the best of my knowledge and I



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will abide by the Terms & Conditions set by the company for the empanelment of Cost Auditors

**Signature and seal of the firm**

**Annexure - 2**

### **QUALITATIVE CRITERIA FOR SELECTION OF COST AUDITOR**

<b>Sr. No.</b>	<b>Criteria</b>	<b>Basis</b>	<b>Evaluation criteria</b>	<b>Max. Marks</b>
1.	Firm	Firm should be cost accountant firm as registered with <b>“The Institute Of Cost Accountants Of India”</b>		
2.	No. of Partners / Members	A firm must have at least five Partners as on or before 31 <sup>st</sup> March, 2018	3 marks per FCMA 2 marks per ACMA	15
3.	Experience in practice (No. of years)	Firm shall be in existence with minimum five years	2 marks per year and 1 mark per year over and above five year	15
4.	Experience of Cost Audit of Central PSU/ State PSU Audit	A firm should have at least minimum experience of four Central PSU and five State PSU Cost Audit	3 Mark per CPSU and 2 Mark per SPSU	30
5.	Turnover of the firm	A firm should have at least Rs. 10 lakh average annual turnover in the Last three years.		20



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6.	Office	A firm must have head office in Lucknow		20
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### **Supporting documents for qualitative criteria: -**

#### **For Sr. No. 1, 2, 3 & 6**

Bidder must submit firm constitution certificate.

#### **For. Sr. No. 4**

Bidder must submit Work Order / Appointment letter issued by Central PSU/ State PSU firm.

#### **For. Sr. No. 5**

Bidder must submit Income tax return and financial statement for last 3 years.

#### **Note: -**

- 1) Bids shall be evaluated based on the documents submitted by the bidder. Bidder having Maximum Marks will be selected.
- 2) If there is a tie in bidder's marks, then the bidder having higher turnover in the last audited financial year shall be considered as L-1 bidder and so on.