

Invitation Document for
Appointment of Cost Auditor(s)
For Financial Year 2016-17



A Navratna CPSE
NBCC (INDIA) LIMITED
[A Government of India Enterprise]
NBCC BHAWAN, LODHI ROAD, NEW DELHI – 110003
Formerly known as
National Buildings Construction Corporation Limited
(A Government of India Enterprise)

APPOINTMENT OF COST AUDITORS FOR
FINANCIAL YEAR 2016-17

Table of Contents

Para No.	Particulars	Page No.
I	Introduction	3
2	Scope of Work	3
3	Selection Criteria	4
4	Pre-requisites for considering rankings	5
5	Terms & Conditions	5
6	Compliances / Declarations / Certificates to be given by Cost Audit Firms	6
7	Debarring Provisions	6
8	Audit Fee	6

Annexure No	Particulars	Page No
I	Format of the Offer	7
II	Format for NEFT/Bank Details to be given for e-payment after Appointment	8
III	Financial Bid	9

**Last Date & place for Submission of Offers
on 11.07.2016**

**Cost & Budget section , Estate Maintenance Office
GPRA Complex, New Moti Bagh
NEW DELHI 110023**

Please note:

**The hard copy of offer may please be submitted up to 3:00 PM on 11.7.2016 at
the address mentioned above.**

INVITATION OF PROPOSAL FOR APPOINTMENT OF COST
AUDITOR(S) FOR FINANCIAL YEAR 2016-17

I. Introduction :

Established as a Government of India Enterprise in the year 1960, now known as NBCC (INDIA) Limited formerly known as National Buildings Construction Corporation Ltd. has come a long way. The Company now boasts of its Status as a Schedule 'A' Navratna under the Ministry of Urban Development, Govt. of India that provides Civil Engineering Construction Services in wide Gamut of Projects of varied nature, complexities & at socio-political Geographical locations, both at Home & Overseas.

Company's present arrays of operations are categorized into three main segments, i.e. (i) Project Management Consultancy (PMC), (ii) Real Estate Development & (iii) EPC Contracting. It has been executing many Landmark Projects as a PMC as its Core strength leveraging its rich experience in Sectors as Diverse as Roads, Hospitals, Institutions, Offices, Residential & Commercial etc.

2. Scope of Work:

The broad scope of work would be:

- 2.1 To conduct Cost audit of the Company in accordance with the provisions of the Companies (Cost Records and Audit) Rules 2014. Cost audit shall be in adherence to the relevant orders/clarification issued 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, from time to time.
- 2.2 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.
- 2.3 Verification and certification of cost proformas maintained by the Company as per Companies (Cost Records and Audit) Rules, 2014.
- 2.4 Verification and certification of annexure to the cost audit report.
- 2.5 Cost audit firm so appointed shall commence cost audit and submit report as per Companies (Cost Records and Audit) Rules, 2014 by 31st July 2017.
- 2.6 The cost audit firm shall ensure submit of cost audit report and annexure to the cost audit report along with his of its reservation or qualification or observations or suggestion, if any, in form CRA – 3.

3. Selection Criteria:

3.1 Firms of Practicing Cost Accountants registered with the Institute of Cost Accountants of India (ICAI) having its office(s) in Delhi & NCR region shall be considered for Appointment as Cost Auditors for conducting Cost Audit of the Company.

3.2 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)	1 point for every year of Firm's Registration.	5
2	Experience of PSU Audit (Cost)	1 Point for each completed Cost Audit of a PSU Unit/ Company.	5
3	Experience related to Infrastructure/Construction Industry	2 Point for a completed Cost Audit of Infrastructure/Construction Industry.	10
4	No. of Partners / Members positioned at Delhi/NCR Region	1 Point for each Partner.	5
5	Majors clients (i.e., Companies with Annual Turnover > Rs. 100 Crores)	1 Point for each such Client.	5
		TOTAL	30

Note:

1. Clear and complete details in separate sheets, for determination of Points in support of information against Item 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.

4. Pre-requisites for considering rankings:

- 4.1 Documentary evidence(s) in support of Criteria at 3.2 (1 to 5) mentioned in table to para-4.2 below is required to be submitted. Proposals without the required documentary evidence(s) shall be ignored for evaluation.
- 4.2 In case of a tie, the following sequence shall be adopted for selection:
- a) Firm with longer experience will be preferred based on the year of establishment.
 - b) Firm with a higher number of Fellow and or Associate Members of the Institute of Cost Accountants as partners will be considered.

5. Terms and Conditions:

- 5.1 The tenure of appointment shall be at the sole discretion of the Company. The tenure may be renewed every year for a maximum of three 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 therefore.
- 5.2 The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.
- 5.3 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.
- 5.4 Documentary evidence(s) in respect of all the information above by the applicant firm(s) must be furnished along with the proposal.
- 5.5 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.
- 5.6 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 & II as Technical Bid and Financial Bid can be submitted in physical form to following address:

Chief General Manager (Finance),
NBCC (INDIA) Limited,
Cost Control & Budget Division, , Estate Maintenance Office
GPRA Complex , New Moti Bagh New Delhi – 110023.
Ph. No. 011-26871243 / +9312940507

The sealed offer for appointment of Cost Auditor should be submitted **separately** for technical and financial bid in the office of above mentioned address on **11.07.2016 up to 03:00 PM**. The Technical bid envelope must be sealed and super – scribed with Offer for Appointment of Cost Auditor – **Technical Bid** “ and the Financial bid envelope must be sealed and super - scribed with “ Offer for Appointment of Cost Auditor – **Financial Bid** . The Name & Address of the Applicant firm must also be mentioned on the body of both envelope. The financial bid open only to the firm who qualified technical bid. Date of opening of Technical Bid will be on the same day at New Moti Bagh, GPRA Complex.

Offers submitted in any other form shall not be considered.

- 5.7 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.
- 5.8 The Firms are required to submit their Service Tax registration number if applicable in their offers.
- 5.9 The last date for receipt of the offer as specified in tender document is **11.07.2016 up to 3:00 PM** at NBCC (INDIA) Ltd ,Cost & Budget Section, Estate Maintenance Office, GPRC Complex, New Moti Bagh, New Delhi - 110023. Proposals received after this date shall not be considered.

6. Compliances / Declarations /Certificates by 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:

- 6.1 The Cost Audit Firm shall not sub-contract the cost audit work,
- 6.2 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.
- 6.3 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,
- 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(s) will be required to issue & submit certificate of Independence and arms length relationship.
- 6.6 Cost audit firm(s) shall have prime responsibility to ensure that the maximum number of audit limits specified under Companies Act, 2013 are not violated.
- 6.7 The cost audit firm(s) shall be free from any disqualification under The Companies Act, 2013. In addition to this, the cost audit firm(s) must not be holding any assignment as Statutory Auditor(s) or Internal Auditor(s) of the Company.
- 6.8 Payments shall only be made through NEFT, hence Bank Details as per Annexure – II need to be submitted at the time of acceptance of the appointment.

7. Debarring Provisions:

The Audit Firm will be debarred from getting, in future, the Cost audit of NBCC(INDIA) Ltd:

- 7.1 If the Firm obtains the appointment on the basis of false information / mis-statement.
- 7.2 If the Firm does not take up audit in terms of appointment letter.
- 7.3 If the Firm fails to maintain/honour confidentiality and secrecy of the Company's cost data, cost statement and cost information.
- 7.4 If the Firm fails to comply with any of condition laid down in clause 7 above.

8. Cost Audit Fees:

The Cost audit fee for the year 2016-17 may be quoted by eligible firm and the work shall be awarded to the firm who quoted lowest fee. Fee Quote should be in separate sealed envelope and super – scribed with Appointment of Cost Auditor – **Financial Bid**. The Name & Address of the applicant firm must also be mentioned on the body of the envelope.

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

Annexure – I
TECHNICAL BID

Format for submission of Offer

1. Name of the Cost Audit Firm:
2. Registration Number of the Cost Audit Firm with Institute of Cost Accountants of India:
3. Particulars of Cost Audit Firm:
 - i) (a) Address of the Firm as registered with ICAI:

(b) Address of the Firm at Delhi
(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) Service Tax No of the Firm

4. Technical Details

1	Experience in practice (No: of years) (Details to be submitted in Annexure)	
2	Experience of PSU Audit (Details to be submitted in Annexure)	
3	Experience related to Infrastructure/Construction Company (Details to be submitted in Annexure)	
4	No. of Partners / Members Names & Addresses of the Partners along with their Membership Nos. to be given (Details to be submitted in Annexure)	
5	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 :

Authorized Signatory
With Official Stamp

Date :

Annexure – II
TECHNICAL BID

(Format for NEFT – To be submitted in Firm's Letter Head, along with acceptance of Appointment)

Ref No:

To

Date:

Chief General Manager (Finance)

NBCC (INDIA)Limited,

Cost Control & Budget Division, GPRA Complex,

Estate Maintenance Office, New Moti Bagh,

New Delhi - 110023

Dear Sir,

Sub: Details for National Electronic Fund Transfer

We request and authorize you to effect payment through NEFT to our Bank account, subject to RBI Guidelines, as per the details given below

- A. Name of The Firm :
B. PAN of Beneficiary :
C. Service Tax No of Beneficiary :
D. e-mail address of Beneficiary :
E. City (of Beneficiary) :
F. Bank Name :
G. Branch (of Bank) :
H. A/c Number :
I. A/c type (Savings or Current) :
J. MICR Code of the branch (9 digit) :
K. IFSC for NEFT (11 char) :
L. IFSC for RTGS (If different from K) :

Thanking you,

(Signature with Seal)
Authorised Signatory
Name
Designation

Certified that the particulars furnished above are correct as per our record

Date

(Signature of authorized official of bank)
Bank Stamp

FINANCIAL BID ON LETTER HEAD

1. Name and Address of the Applicant Form _____

2. Professional Fee in figure and words _____
for the Financial Year 2016-17

3. (Fee is exclusive/inclusive Service Tax) _____

- Total _____

Please tick mark the exclusive/inclusive service tax portion while quoting your professional fee.

Signature of the Applicant with Stamp

Membership Number.