



**Central Coalfields Limited**  
**(A Miniratna Company)**  
**(A subsidiary of Coal India Limited)**

**Sub. Expression of interest for appointment of Cost Auditors.**

Central Coalfields limited, Ranchi herewith invites expression of interest from Cost Accounting firms to be engaged for doing the cost audit job of the units of the company for the financial years 2014-15 and 2015-16.

Please visit the website of Central Coalfields Limited - [www.ccl.gov.in](http://www.ccl.gov.in) - for details.

The last date of receiving the EOI will be on or before 21 days from the date of publication in newspaper(In case of different date of publication in various newspaper, the last date of publication will be considerate for last date of submission of profile) at following address -

General Manager (Finance)  
Central Coalfields Limited  
Darbhanga House, Ranchi -834001  
(Jharkhand)

# SELECTION AND APPOINTMENT OF COST AUDITOR

Ref:CCL/FPC/2014/ 795

Dated - 12.03.2014

Central Coalfields Limited  
Darbhanga House, Ranchi-834001  
(Jharkhand)

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## SELECTION AND APPOINTMENT OF COST AUDITOR

### 1. Introduction:

1.1 Central Coalfields Limited (hereinafter referred as CCL) is a subsidiary of Coal India Limited (CIL) and is a 'Miniratna' Public Sector Undertaking under Ministry of Coal, Government of India with Headquarters in Ranchi, Jharkhand. It has operation in the state of Jharkhand.

### 2. Scope of Work: CCL is looking for engagement of eligible Cost Audit Firms for carrying out the following job:-

(a) Cost audit of Cost records of different units, areas and HQ of CCL for FY 2014-15 and 2015-16, as per order no. F.No.52/26/CAB-2010 dt. 24<sup>th</sup> Jan.2012 as issued by Govt. of India, Ministry of Corporate Affairs and in adherence to the relevant orders/clarification as 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.

(b) Area-wise consolidation of all the cost sheets of mines and service units are to be audited. For all the areas/units the central auditor, has to certify company consolidation.

(c) All formats as required by statute are to be certified.

(d) CCL will engage five nos. of cost auditors - one as central cost auditor for HQ / few of the units other four cost auditors as Branch Auditors, who will audit the cost records of different areas of CCL and its units for the FY 2014-15 and 2015-16.

(e) The Cost Auditor will also file the audit report to MOC, GOI in XBRL format after getting approval from Board of Directors of CCL before the scheduled date.

### 3. Selection Criteria: The following will be the basis of marks for the selection/empanelment. Selection/empanelment will be done on the basis of attainment of highest marks obtained.

SL. No	Norms	Basis of Marks	Maximum Marks
1	Year of establishment of Firms(s) since date of registration.	3 marks per year	15
2	Numbers of partners in the Firm.	4 marks for each Associate Member and 5 marks for each Fellow Member	25
3	Number of qualified assistants (Cost/ Chartered Accountant) in the Firm. He should be a member of his respective Institute.	3 marks for each qualified assistant	10
4	Number of semi qualified	2 marks for each Semi	10

	assistant (Inter Cost/ Chartered Accountant) in the Firm.	qualified assistant	
5	The Firm having the experience of conducting statutory Cost Audit in Central /State PSUs.	4 marks for each year Cost audit.	20
6	Firms having registered office / branch office within the state of Jharkhand.	20 marks	20
		Total	100

**Note:**

- i. Documentary evidences in support of each of the above mentioned criteria are required to be submitted.
- ii. **In case of tie, a firm with longer experience will be preferred based on the year of establishment. If still there is a tie, a Firm with a higher number of Fellow Members of the Institute of Cost Accountants will be considered.**
- iii. CCL will engage five nos. of cost auditors - one as central cost auditor, who will also audit the cost records of some of the units and other four cost auditors as Branch Auditors, who will audit the cost records of remaining different areas of CCL and its units.

**Audit team:** The team should consist of adequate number of qualified /semi qualified Assistants (Cost/Chartered Accountants) led by a senior partner of the Firm in Commensurate with the size of the organization/ area of work.

**4. TERMS AND CONDITIONS:**

- I. Submission of Report:** Cost audit firm so appointed will start conducting the job immediately and will submit the report to the Director (Finance), Central Coalfields Limited, Ranchi on or before 31.08.2015 for 2014-15 and 31.08.2016 for 2015-16.
- II.** The Cost Auditor will also file the audit report to MOC, GOI in XBRL format after getting approval from Board of Directors of CCL before the scheduled date.

**III. Audit Fees:** The schedule of fees will be as follows for:

(a) Cost Audit fee for each year of 2014-15 and 2015-16 :-

(I) HQ, Barkasayal, CWS, Argada, Rajrappa, Kolkata	Rs. 257438.00
(II) Kathara, Dhori,	Rs. 95625.00
(III) NK, Piparwar, Rajhara, Magadh- Amrapali	Rs. 85613.00
(IV) Charhi & Kuju	Rs. 75875.00
(V) B&K, Giridih	Rs. 75875.00

b) The travelling and out of pocket expenses will be restricted to 50% of the audit fees as mentioned in clause 4(III)(a) subject to production of documentary evidence .

c) Service Tax etc. shall be paid as extra as applicable on furnishing the registration number with the appropriate authority.

### **III. Other Terms & Conditions:**

The appointment of auditors is subject to the following declarations:

- a) The Audit Firm must not sub-contract the work;
- b) 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;
- c) No partner of the Auditors is related to Managing Director/whole time Director or part time Director of company within the meaning of Section 6 of the Companies Act, 1956;
- d) Neither the firm nor its partner or Associates have any interest in the business of Company;
- e) The auditor will be required to issue certificate of Independence;
- f) Cost Auditor shall have prime responsibility to ensure that he does not violate the limits specified under section 224(1-B) of the companies Act.1956;
- g) The auditor/ firm shall be free from any disqualification under Sec. 233B(5) or Subsection (3) or subsection (4) of Section 226 of Companies Act 1956. In addition to this, Audit Firm must not be holding any assignment as Statutory Auditor or Internal Auditor of CIL and its Subsidiaries;
- h) Where a Cost Accountant is a partner/owner of more than one firm , in such case , only one shall be allowed to take part in the tender process either in CIL standalone segment or any one of its subsidiary . If it is found that the firms having common partners makes application in the tenders initiated by CIL and its subsidiaries , such applications will stand cancelled.
- i) The partners must be holding certificate of practice issued by Institute of Cost Accountants of India and should be in whole time practice.

- j) The Audit Firm will be debarred from getting, in future, the Cost audit in CCL in the following cases:
- i. If the firm obtains the appointment on the basis of false information/false statement.
  - ii. If the Firm does not take up audit in terms of appointment letter.
  - iii. If the Firm does not submit the audit report, complete in all respect in terms of appointment
  - iv. If the Firm violates any of the stipulations under clause (a) to (i).
- k) Overwriting/correction/erase and use of white ink should be avoided. However, if any Overwriting/correction/erase is inevitable, that should be authenticated with the applicant's signature.
- l) The Cost auditor shall undertake that data given to the Auditor by CCL and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- m) The offer should be submitted strictly as per the terms & 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 envelopes must be sealed and super scribed with the Notice No. & date mentioning 'Appointment/Empanelment of Cost Audit Firm'. The name and address of the firm must be indicated on the body of the envelope.
- n) Application may be submitted in person or by the firm in the Tender box kept at the office of the General Manager (Finance), Darbhanga House, Ranchi - 834001 (Jharkhand) or sent by post to the above address. CCL does not take any responsibility for loss of application in transit. Application sent through Telegram, Telex, Fax or E-mail will not be considered.
- o) Applications received as stated above after 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.
- p) Jurisdiction of Courts: Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Jharkhand High Court only.
- q) Disclaimer: CCL 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 without assigning any reason.

Format of the offer

1. **Name of the Audit Firm** :
2. **Address** :
  - i) **Permanent Address** :
  - ii) **Correspondence Address** :
  - iii) **Telephone Number** :
  - iv) **Fax Number** :
  - v) **Email Address** :
  - vi) **Website** :

Sl No.	Particulars	
1	Year of establishment of Firms(s) since date of registration.	
2	Numbers of partners in the firm.	
3	Number of qualified assistants (Cost/ Chartered Accountant) in the Firm. He should be a member of his respective Institute.	
4	Number of semi qualified assistant (Inter Cost/ Chartered Accountant) in the firm.	
5	The firm having the experience of Conducting statutory Cost Audit in Central /State PSUs.	
6	Audit Firms having registered office/branch office within the State of Jharkhand,	

Note:

1. Documentary evidence of all the information as stated above are to be furnished along with the offer.
2. All the pages of the terms & conditions and documents submitted are to be signed with the seal of the firm.

Signature with seal of the firm

**ANNEXURE II**

General Manager (Finance)  
Darbhanga House,  
Ranchi - 834001

Sub: Authorization of all payments through Electronic Fund Transfer system/RTGS/NEET.

We hereby authorize Central Coalfields Limited to disburse all our payments through electronic fund transfer system/RTGS/NEET. The details for facilitating the payments are given below:-

1.	Name of the Beneficiary, address with Telephone No.	
2.	Bank Name, address with Telephone No.	
3.	Branch Name & Code	
4.	Bank Account number with style of account (savings/current)	
5.	IFSC code no. of the Bank	
6.	PAN no. of the Beneficiary	

I/We hereby, declare that particulars given above are correct and complete and if the transaction is delayed or credit is not effected due to incorrect information, I/We will not hold Central Coalfields Limited responsible.

Note: Please enclose one  
Cancelled cheque for  
E-Payment.

Authorized Signatory  
Name  
Official stamp with Date

**BANK CERTIFICATION**

It is certified that above mentioned beneficiary a bank account no.\_\_\_\_\_ with our branch and the bank particulars mentioned above are correct.

Authorized Signatory  
Name  
Official stamp with Date

Note: If you have submitted this form in this company earlier/before. Please do not submit again.