

BCCL



Bharat Coking Coal Limited
(A Subsidiary of Coal India Ltd.)
INTERNAL AUDIT DEPARTMENT
Koyla Bhawan/Koyla Nagar
Dhanbad – 826 005
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**NOTICE INVITING EXPRESSION OF INTEREST FOR APPOINTMENT
/EMPANELMENT OF COST AUDIT FIRMS FOR COST AUDIT IN BCCL**

M/s Bharat Coking Coal Limited invites expression of Interest for appointment/empanelment of Cost Audit Firms for Cost Audit for the year 2013-14 to 2015-16.

Total 10(ten) Auditors will be appointed for three years. One firm will be the Central Auditor and 9(nine) firms will be Branch Auditors for the above purpose.

Format for offer by the Cost Audit Firms (Annexure-I) and Scope of Work, Selection Criteria ,Terms & Conditions , Audit Fee etc (Annexure-II) are available at BCCL's website mentioned above. The same can be downloaded from the website or can be obtained from the office of General Manager (Finance) I/C, BCCL, Koyla Bhawan Dhanbad between 10 AM AND 4.00 PM from 20.04.2013 to 10.05.2013 on all working days.

Cost Audit Firms may send their offer in the prescribed format along with annexures so as to reach the office of General Manager (Finance) I/C, BCCL, Koyla Bhawan Dhanbad latest by 10.05.2013 within 3.00 PM. The offer(s) will be opened on the same day at 3.30 PM.

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

General Manager(Mining)/IA

**APPLICATION FOR EMPANELMENT AS COST AUDITOR IN BCCL
(PERIOD: APRIL'2013 TO MARCH'2016)**

1. NAME OF THE FIRM:				
(document at Page No...)				
2. ADDRESS OF THE FIRM:				
a) Permanent/ Registered Office:				
b) Office situated in Jharkhand/West Bengal, if any:				
b) Correspondence:				
(document at Page No...)				
3. CONTACT DETAILS OF THE FIRM:				
		Regd. Office	Branch Office	
a) Telephone No With Std Code:				
b) Fax No With Std Code:				
c) Mobile No:				
d) Email Adress:				
4. REGISTRATION DETAILS OF THE FIRM:				
a) Registration No:				
b) Date Of Registration:				
c) Years of Establishment of Firms since date of Registration:				
(document at Page No...)				
5. DETAILS OF PARTNERS OF THE FIRM:				
a)Sl. No.	Name	Associate / Fellow	Membership No.	Certificate of Practice No & Date of expiry
b) No of Partners in the Firm: Associate-- Fellow--				
(document at Page No...)				
6. DETAILS OF QUALIFIED ASSISTANTS OF THE FIRM:				
a)Sl. No.	Name	Cost/Chartered Accountant	Membership No.	
b) No. of Qualified Assistants in the Firm with Membership of the respective Institute:				
(document at Page No...)				

7. DETAILS OF SEMI QUALIFIED ASSISTANTS OF THE FIRM:				
a)Sl. No.	Name	Inter cost/ Chartered	Registration No.	
b)No. of Semi-Qualified Assistants in the Firm :				
(document at Page No...)				
8. FIRM'S EXPERIENCE OF CONDUCTING STATUTORY COST AUDIT IN PSUs:				
Sl. No.	Name of PSU	Appointment Letter No. & Date	Period of Statutory Cost Audit From To	
(document at Page No...)				

CERTIFICATE

I/We _____, partner/s of the firm certify that:

- a. The information mentioned above are true and correct,
- b. Required documentary evidences duly signed & sealed are enclosed,
- c. If appointed as Cost Auditor in BCCL, my 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,
- d. None of the Partner/Owner of the Firm is a Partner/Owner of any other Firm who has taken part in the tender process for appointment as Cost Auditor for the relevant period either in CIL standalone segment or any one of its subsidiary.
- e. If appointed as Cost Auditor in BCCL,my firm will not accept any other audit job in CIL or any other subsidiary of CIL (excluding Tax Audit, Vat Audit and other Statutory Certificates related to audit requirements.).

SIGNATURE WITH SEAL.

**LIST OF DOCUMENTS DULY SEALED & SIGNED BY PARTNER OF THE APPLICANT FIRM
REQUIRED TO BE SUBMITTED WITH APPLICATION:**

- a. Copy of latest Certificate issued by the Institute for Sl.No.01,02 & 04.
- b. Copy of Membership Certificates indicating Fellow-ship / Associate-ship and Copy of Certificate of Practice of each Partner issued by the Institute for Sl.No.05,
- c. Copy of Membership Certificates of each Qualified Assistant issued by the concerned Institute for Sl.No.06,
- d. Copy of Passing Certificates of each Semi Qualified Assistant issued by the concerned Institute for Sl.No.07,
- e. Copy of Appointment Letters in respect of jobs already executed for Sl.No.08.

ANNEXURE-II

SELECTION AND APPOINTMENT OF COST AUDITOR

1. **Introduction:** Bharat Coking Coal Limited, a Subsidiary of Coal India Limited, has its Headquarters situated in Dhanbad, in the state of Jharkhand. It has an area of operation mainly in the state of Jharkhand and a little presence in the State of West Bengal.

2. **Scope of Work:** BCCL is looking for engagement of eligible Cost Audit Firm for carrying out the following job:-

(a) Cost audit of 2013-14, 2014-15 & 2015-16 are to be conducted in accordance with order no. F.No.52/26/CAB-2010 dtd. 24th 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. Central Cost Auditor shall file Annual Cost Audit Report in XBRL mode for which separate charges as decided by the Company shall be paid.

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

3. **(a) 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

SL. No	Norms	Basis of Marks	Maximum Marks
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 assistant (Inter Cost/ Chartered Accountant) in the Firm.	2 marks for each Semi qualified assistant	10
5	The Firm having the experience of Conducting statutory Cost Audit in Central /State PSUs.	4 marks for each year Cost audit.	20
6	Audit Firms having registered office/branch office within the State, in which subsidiary Company HQ is situated or having its mining operation.	20 marks	20
		Total	100

Note:

- i. Documentary evidence 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 Member(s) of the Institute of Cost Accountants will be considered.

(b) Empanelment:

- i) The panel for successful Audit Firm will be made in descending order. The firm which has obtained highest marks will be ranked 1 and so on;
- ii) Among the empanelled Audit firm Rank 1(one) will be made central Cost Auditor and remaining 9 nos. of auditor will be ranked beginning from 2nd to Ranked 10th;

- iii) In case of failure/denial of Cost Auditor to be the Central Cost Auditor, next audit firm with 2nd highest marks with no. 2 rank will be selected as the Central Cost Auditor and so on;
- iv) If, any firm of Cost Auditor who is qualified for appointment as per rank and is not in a position to accept the appointment in BCCL, replacement of such Audit firm will be done by another Audit firm selected in descending order from amongst the remaining firms in the panel;
- v) After confirming the appointment of Central cost Auditor, other auditors will be appointed;
- vi) After finalization of the Central Cost Auditor, allocation for the following Area/Areas for Branch Cost Auditor(s) will be done sequentially in order of marks/rank in descending order:

	Name of Area
1	Washery Division including Eastern Zone, Western Zone & Madhuband Zone
2	CV Area, Kusunda Area (including Bhuli Township/Hospital)
3	Katras & Sijua Area
4	Barora & Block-II
5	Western Jharia Area and Govindpur Area
6	Eastern Jharia Area, Ropeways
7	Bastacolla Area and Mines Rescue Station
8	Lodna Area (including Lodna Washery)
9	PB Area

(c) Audit team: The team should consist of adequate number of qualified /semi qualified Assistants (Cost/Chartered Accountant) 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 Cost Audit Report for 2013-14 / 2014-15 /2015-16 on or before 31.08.2014 / 31.08.2015/ 31.08.2016 respectively to General Manager (Finance),I/c , BCCL,Dhanbad.

II. Audit Fees: The schedule of Audit Fees including out of pocket expenses per year for the period 2013-14 to 2015-16 will be as follows:

Figs in Rs.

Sl. No	Name of Units	Audit Fees	Out of Pocket Expenses limited to 50% of Audit Fee for Outstation Auditors	Total
1	Central Cost Auditor	147383	73691	221074
2	Washery Division including Eastern Zone, Western Zone & Madhuband Zone	53953	26976	80929
3	CV Area, Kusunda Area (including Bhuli Township/Hospital)	51321	25660	76981
4	Katras & Sijua Area	47373	23686	71059
5	Barora & Block-II	44741	22371	67112
6	Western Jharia Area and Govindpur Area	44741	22371	67112
7	Eastern Jharia Area, Ropeways	36846	18423	55269
8	Bastacolla Area and Mines Rescue Station	31582	15791	47373
9	Lodna Area (including Lodna Washery)	27634	13817	41451
10	PB Area	25003	12501	37504
	Total	510577	255288	765865

However revision in Cost Audit Fee, if any, shall be in line with the Audit Fees Structure of the Statutory / Branch Auditors of the Company.

The travelling and out of pocket expenses will be restricted to 50% of the audit fees for outstation Audit Firms subject to production of documentary evidence.

Service Tax etc. shall be paid 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) While a 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) Cost Audit firm will not be offered more than one appointment as Cost Auditor for BCCL and other subsidiaries of Coal India Limited.
- i) Where a Cost Accountant is a Partner/Owner of more than one firm, in such case, only one firm 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 Firm having common partner makes application in the tenders initiated by CIL and its Subsidiaries, such application will stand cancelled.
- j) The partners holding certificate of practice issued by Institute of Cost Accountants of India are in whole time practice.
- k) The Audit Firm will be debarred from getting, in future, the Cost audit in CIL and its Subsidiaries 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 (j).
- l) 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.
- m) The Cost auditor shall undertake that data given to the Auditor by BCCL and any information generated from the data provided shall not be used by the Auditor for any other purpose.

n) 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.**

o) Application may be submitted by the firm in person or may be dropped in the Tender box kept at the office of the General Manager(F) I/C BCCL, Koyla Bhawan Dhanbad or may be sent by post to the office of General Manager(F) I/C BCCL, Koyla Bhawan Dhanbad-826005. Bharat Coking Coal Limited, however, does not take any responsibility for loss of application in transit. Application sent through Telegram, Telex, Fax or E-mail will not be considered.

p) Applications received after the due date and time shall be ignored. Any application received late due to any reason whatsoever will not be the responsibility of BCCL.

p. **Jurisdiction of Courts:** Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Dhanbad Court only.

q. **Disclaimer:** BCCL 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.

r. Authorization of all payments through Electronic Fund Transfer system / RTGS /NEFT has to be given in the prescribed format **(Annexure-III)**.

Annexure-III

Format for authorization of all payments through Electronic Fund Transfer system/RTGS/NEFT.

M/s. Bharat Coking Coal Limited,
Internal Audit Department
Koyla Bhawan,Dhanbad

Dear Sir,

We hereby authorize Bharat Coking Coal Ltd. to disburse all our payments through electronic fund transfer system/RTGS/NEFT. 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	
7.	E-mail no. & Mobile no. of the beneficiary for intimation of release of payment	

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 Bharat Coking Coal Ltd. 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.

**Authorised Signatory
Name
Official stamp with Date**

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