

**Invitation Document for
Shortlisting / Appointment of Cost Auditor(s)
For Financial Year 2022-23**



**High Pressure Boiler Plant (HPBP),
Power Plant Piping Unit (PPPU) &
Seamless Steel Tube Plant (SSTP)
Bharat Heavy Electricals Limited
Tiruchirappalli, Tamil Nadu**

SHORTLISTING / APPOINTMENT OF COST AUDITORS FOR FINANCIAL YEAR 2022-23

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Last Date for Submission of Offer: 03-05-2022 by 17:00 HRS

At

BHEL, HPBP, Tiruchirappalli

INVITATION OF PROPOSAL FOR SHORTLISTING / APPOINTMENT OF COST AUDITOR(S) FOR FINANCIAL YEAR 2022-23

1. Introduction:

Bharat Heavy Electricals Limited (BHEL, hereinafter referred to as Company) is a Maharatna PSU under the Ministry of Heavy Industries, Government of India. High Pressure Boiler Plant (HPBP) Power Plant Piping Unit (PPPU), Thirumayam & Seamless Steel Tube Plant (SSTP) from part of Tiruchirappalli Unit, Tamilnadu – 14 (Trichy Complex). The Unit is involved in the Design, Manufacture and Supply of a wide range of Water tube boilers with a steam production exceeding 45 tph (tonnes per hour) and its parts, Piping for Power Plants, Pressure reducing valves, Safety or relief valves, Industrial valves, Pressure Vessels, Reactors, Steel-others, etc.. to the Power, Industry and other vital sectors of the Economy.

2. Maintenance of Cost Records and Cost Audit:

Cost Records are being maintained by the Company as per the extant rules and Cost Audit became applicable from financial year 2012-13 onwards.

The Company intends to shortlist / appoint a firm of Cost Accountants for conducting Cost Audit for the Financial Year 2022-23 for its Trichy Complex.

3. Scope of Work:

The broad scope of work would be:

- 3.1 To conduct Cost audit of the Company in accordance with the provisions of the Companies (Cost Audit Report) Amendment Rules 2019. 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.
- 3.2 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.
- 3.3 Verification and certification of cost proformas maintained by the Company as per Companies (Cost record & audit) Rules, 2014.
- 3.4 Verification and certification of annexures to the cost audit report.
- 3.5 Cost audit firm so appointed shall commence cost audit and submit necessary reports within 180 days from the close of the financial year along with reservation or qualification or observations or suggestion, if any in form CRA-3 and annexures as per notification or any other instructions issued by Central Government from time to time or any other section of the Companies Act 2013.
- 3.6 The cost audit firm shall ensure e-filing of cost audit report and annexures to the cost audit report to MCA, GOI, in XBRL form or in the manner prescribed by the Govt from time to time, within the scheduled date prescribed by MCA - GOI for filing, after the Board of Directors of the Company approves the cost audit report.

4. Selection Criteria:

- 4.1 Firms of Practicing Cost Accountants registered with the Institute of Cost Accountants of India (ICAI) having its registered office in Tamilnadu / Pondichery region shall be considered for Shortlisting /Appointment as Cost Auditors for conducting Cost Audit of Tiruchirappalli Unit of the Company.
- 4.2 The following will be the basis of Points for the selection and selection will be made on the basis of attainment of highest Points.

SELECTION CRITERIA	MARKS PER CRITERIA	Max. Marks
Overall Firms Experience	03 Marks per completed year of the firms' registration with the Institute of Cost Accountants of India as on the date of NIT.	10
Concerned Industry Audit Experience	a) Firm having experience of Cost audit in Manufacturing / Engineering Company	10
	b) Firm having experience of Cost audit in CPSU/State PSU	5
Technical & Audit skills of Partners	a) Partners having working experience in Finance and Costing function of Manufacturing / Engineering company having minimum turnover of RS. 1000 cr or more.- 20 Marks for each partner having relevant experience of more than 10 years 10 Marks for each partner having relevant experience of 5 years upto 10 years 05 Marks for each partner having experience 1 year upto 5 years.	50
	b) Partners having conducted Cost audit of Manufacturing/ Engineering company having minimum turnover of Rs. 1000 cr or more: - • 20 Marks for each partner having relevant experience of more than 10 years • 10 Marks for each partner having relevant experience of 5 years upto 10 years • 05 Marks for each partner having experience 1 year upto 5 years.	
	Any office held in ICAI or any such professional Institute	2
	Any special achievement / award received in the field of Cost & Management accounting.	3
Resource-Qualified and Semi qualified Staff	03 Marks for each fully qualified assistant (CMA Final exam passed) and 02 marks for each semi qualified assistant (CMA Intermediate exam passed).	15
Firm's proximity to Unit / Company	In case appointment is proposed for more than one unit, proximity to Major unit or average distance shall be considered.	5
TOTAL		100

Clear and complete details in separate sheets, for determination of Points in support of above information are to be furnished.

5. Pre-requisites for considering rankings:

- 5.1 Documentary evidence(s) in support of above referred Criteria mentioned in table to para-4.2 is required to be submitted. Proposals without the required documentary evidence(s) shall be ignored for evaluation.
- 5.2 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.

6. Terms and Conditions:

- 6.1 The tenure of appointment shall be at the sole discretion of the Company. The tenure may be renewed every year for a maximum of Five 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 therefor.
- 6.2 Firm(s) who have served in the capacity of Cost Auditor(s) of the Company in the past can apply only if 5 (Five) years have elapsed from the last year of assignment held in the Company.
- 6.3 The Company has the right to reject the offer which does not satisfy the Tender terms and conditions.
- 6.4 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.
- 6.5 Documentary evidence(s) in respect of all the information above by the applicant firm(s) must be furnished along with the proposal.
- 6.6 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.
- 6.7 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, can be submitted in physical form or in electronic form to following address:

**Dy. General Manager (Finance),
Finance and Accounts-Costing Section
24 Building, 2nd Floor
Bharat Heavy Electricals Limited,
High Pressure Boiler Plant,
Tiruchirappalli, Tamilnadu – 620 014.
Ph. No. 0431-2577641/2577101**

The envelope must be sealed and super-scribed with "Offer for Shortlisting/Appointment of Cost Auditor". The name and address of the applicant firm must also be mentioned on the body of the envelope.

If submitted through electronic form all the documents should be signed and scanned sequentially into one PDF file (Maximum 7 MB) and e-mailed to srao@bhel.in. The proposals received through e-mails should be followed by the originals.

Offers submitted in any other form shall not be considered.

- 6.8 The Company can request additional submissions or clarification from one or more applicant(s) at any stage or to cancel the process entirely.
- 6.9 The Firms are required to submit their GST registration number in their offers.
- 6.10 The last date for receipt of the proposal is **03rd May 2022 by 17.00 Hrs** at the address mentioned in 6.7. Proposals received after this date and time shall not be considered.

7. Cost Audit Fees:

Audit Fees shall be commensurate with the cost audit work and shall be decided by the Company from time to time.

8. 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:

- 8.1 The Cost Audit Firm shall not sub-contract the cost audit work.
- 8.2 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. A certificate towards maintaining confidentiality shall have to be provided by the Cost Auditor(s) on receipt of appointment letter from the Company or before commencement of cost audit.
- 8.3 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 section 6 of the Companies Act, 1956.
- 8.4 Neither the cost audit firm nor its partner(s) or associates should have any interest in the business of the Company.
- 8.5 The cost auditor(s) will be required to issue & submit certificate of Independence and arm's length relationship.
- 8.6 Cost audit firm(s) shall have prime responsibility to ensure that the limits specified under section 224(1-B) of the Companies Act, 1956 are not violated.
- 8.7 The cost audit firm(s) shall be free from any disqualification under Sec. 233-B (5) or sub section (3) or sub section (4) of section 226 of The Companies Act, 1956. 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.
- 8.8 Payments shall only be made through EFT, hence Bank Details as per Annexure – II need to be submitted at the time of acceptance of the appointment.

9. Debarring Provisions:

The Audit Firm will be debarred from getting, in future, the Cost audit of BHEL:

- 9.1 If the Firm obtains the appointment on the basis of false information / Misstatement.
- 9.2 If the Firm does not take up audit in terms of appointment letter.
- 9.3 If the Firm fails to maintain/honour confidentiality and secrecy of the Company's cost data, cost statement and cost information.
- 9.4 If the Firm fails to comply with any of condition laid down in clause 8 above.

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

Annexure - I

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 Tiruchirappalli if applicable (if different from 'a')
 - (c) Distance (approx.) from BHEL Tiruchirappalli.
(Registered office/branch office is within 70km radius - 5 Marks and every additional 70km distance, one mark shall be deducted)
 - 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) GST No of the Firm:

4. Technical Details

1	<u>Overall Firms Experience in practice</u> (No: of years) (Firm's Registration certificate with the Institute)	
2	<u>Concerned Industry and Audit Experience</u> Firm having Experience of Cost Audit related to Manufacturing / Engineering Company (proof of experience certificate / appointment letter or similar such documents with annexure)	
3	<u>Concerned Industry and Audit Experience</u> Firm having experience of Cost Audit in PSU (proof of experience certificate / appointment letter or similar such documents with annexure)	
4	<u>Technical and Audit Skills of Partners</u> No. of Partners having working experience in Finance and Costing Function of Manufacturing/Engineering Company having minimum Turnover of Rs.1000 Crores. (proof of experience certificate with number of years of experience) Latest list of Partners in the firm downloaded from Institute website	

5	Technical and Audit Skills of Partners No. of Partners having Cost Audit Experience in Manufacturing/Engineering Company having minimum Turnover of Rs.1000 Crores. (proof of experience certificate with number of years of experience)	
6	Any office held in ICAI or any such Institute (relevant documentary proof)	
7	Any special achievement/award received in the field of Cost & Management Accounting. (relevant document proof)	
8	No. of Qualified (CMA Final Passed) and Semi-Qualified (CMA Intermediate passed) Assistant to be given (Details to be submitted in Annexure with Pass Certificate of each CMA qualified/semi-qualified staff)	
9	Self-declaration that 5 (Five) years have elapsed from the last year of assignment as Cost Auditor of the Company in Firm's letter head	

Documentary evidence as required above is required to be self-attested by the Authorised Signatory.

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 :

ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER

01	Name & Address of the Supplier / Sub-contractor	
02	VENDOR CODE assigned by BHEL	N.A.
Details of Bank Account:		
03	NAME & ADDRESS OF THE BANK	
04	NAME OF THE BRANCH	
05	BRANCH CODE	
06	MICR CODE	
07	ACCOUNT NUMBER	
08	TYPE OF ACCOUNT	CURRENT A/C / OD / CASH CREDIT
09	BENEFICIERY'S NAME	
10	IFSC CODE OF THE BRANCH	
11	PAN NUMBER	
12	EMAIL ID	
13	TELEPHONE/MOBILE NO.	

CERTIFICATE

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED by the National Electronic Funds Transfer and/or RTGS Transfer mode by credit to my / our above mentioned Bank Account. I / We also agree that payments made to the above mentioned Account is a valid discharge of the liability of Bharat Heavy Electricals Limited. I / We also agree to bear the applicable Bank Charges for the above mode of transfer. **A copy of PAN and cheque leaf/cancelled cheque leaf of the above account is sent herewith.**

AUTHORISED SIGNATORY WITH NAME SEAL

Banker's Certification

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____ (name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

DATE :

(Manager / Officer's)
Signature Under Bank stamp and
Name Seal With Membership No.
(Telephone / Mobile No.)

(on the letterhead of the Cost Auditor's Firm)

To
The Board of Directors
Bharat Heavy Electricals Limited
BHEL House, Siri Fort
New Delhi-110049

Sub.: Certificate for appointment of Cost Auditor of _____ Unit of BHEL for 2022-23

Our firm is a firm of Cost Accountants within the meaning of Cost & Works Accountants Act, 1959 (23 of 1959) and all the Partners of our Firm are in full time practice & are holding valid certificate of practice issued by the Institute of Cost Accountants of India. Our firm's reg. no. _____, PAN no. _____ & GST No. _____.

We give our consent for the appointment as Cost Auditor of your Unit for the financial year ending on 31st March 2023, if made, by your Board of Directors. In this regard, we hereby certify that:

(a) We are eligible for appointment and are not disqualified for appointment under the Cost and Works Accountants Act, 1959 (23 of 1959) and the rules or regulations made thereunder;

(b) We satisfy the criteria provided in section 141 of the Act, so far as may be applicable;

(c) the proposed appointment is within the limits laid down by or under the authority of the Act; and

(d) We confirm that there are no orders or proceedings pending against our firm or any of our partners relating to professional matters of conduct before the Institute of Cost Accountants of India or any competent authority or any court.

e) Further, we certify that our's is an independent firm of Cost Accountants and are maintaining an arm's length relationship with Bharat Heavy Electricals Limited.

Thanking you

Yours sincerely
For....
Cost Accountants

(Name), FCMA/ACMA
Partner Membership No. :
FRN:

Date:
Place :

(it may kindly be ensured that PAN and GST nos. are quoted in this certificate)