



**EXPRESSION OF INTEREST FOR  
EMPANELMENT / APPOINTMENT  
OF  
COST AUDITOR FOR COST AUDIT OF BENGAL  
CHEMICALS & PHARMACEUTICALS LTD. (BCPL)  
FOR THE FINANCIAL YEAR 2023-24**

**ASSISTANT GENERAL MANAGER (FINANCE)  
BENGAL CHEMICALS & PHARMACEUTICALS LTD.  
CORPORATE OFFICE AT 6, GANESH CHUNDER AVENUE,  
KOLKATA-700013**



## **BENGAL CHEMICALS & PHARMACEUTICALS LTD. (BCPL)**

SEALED tender in Single Bid System is invited from Cost Audit Firms for Cost Audit of Cost Accounts of Bengal Chemicals & Pharmaceuticals Ltd., 6, Ganesh Chunder Avenue, Kolkata – 700013.

### **SCHEDULE OF TENDER**

Tender No & Date	BCPL/2023-24/COST AUDIT/01, Dated: 24.08.2023
Mode of Tender	Commercial Bid through physical tender is acceptable.
Date & Time of NIT Available to parties to download	24 <sup>th</sup> August, 2023 from 17:00 Hrs.
Last date and Time to participate	04 <sup>th</sup> September, 2023 till 14:00 Hrs.
Evaluation Start time and date	04 <sup>th</sup> September, 2023 till 14:30 Hrs.
Address of submission of Quotation	BENGAL CHEMICALS & PHARMACEUTICALS LTD. 6, GANESH CHUNDER AVENUE, KOLKATA – 700013.



## Selection and appointment of Cost Auditor

### A) Introduction:

BCPL is a wholly owned Government of India Enterprise set up for production of Pharma Generics, Industrial Chemicals and Disinfectants for household use.

Bengal Chemicals & Pharmaceuticals Works Ltd. was established on April 12, 1901, by eminent scientist & entrepreneur Acharya Prafulla Chandra Ray which is the first Chemical & Pharmaceutical Company in India. The Management of Bengal Chemical was taken over by the Government of India and the Union Government nationalized the Organization in December, 1980. A new Government Company, Bengal Chemicals & Pharmaceuticals Ltd. (BCPL) was launched on March 27, 1981. The company produces Pharma Generics, Industrial Chemicals and Disinfectants for household use. The manufacturing facilities of the Company is situated at Kolkata(Maniktala and Panihati) and Kanpur.

### B) Maintenance of Cost records:

Cost Records are being maintained by the Company as per extant rules.

The Company intends to shortlist/appoint a firm of Cost Accountants for conducting Cost Audit for the Financial Year 2023-24.

### C) Scope of Work:

BCPL is looking for engagement of eligible cost audit firm preferably from Kolkata for carrying out the following job :-

- i. Cost Audit is to be conducted for the year 2023-24 in accordance with Rule 3(B) (a)(iv) of Companies (Cost Records and Audit) Rules, 2014 as published in the official gazette of Govt. of India, Ministry of Corporate Affairs and as required by the Section 148 of the Companies Act, 2013 and in adherence to the relevant orders/clarifications 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.
- ii. The Cost Auditors shall be responsible for uploading the Cost Audit Report on behalf of the Company to MCA as per the requirement of Companies (Cost Records and Audit) Rules, 2014 at no extra cost. However, the actual charges of filing fees if any shall be reimbursed.
- iii. Details of scope of work is given in Annexure -3

### D) Audit team:

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

### E) Proposed Audit Fee:

The schedule of fee will be as follow:

- I. Cost Audit fees for all the projects: Rs. 70,000/-
- II. The travelling and out of pocket expenses will be paid subject to production of documentary evidence.
- III. Statutory Taxes / Levies & duties shall be paid extra as applicable.



**F) Selection Criteria:-**

The selection of the Cost Auditor shall be as per qualitative criteria for selection of cost auditor as indicated in **Annexure - 2** which is based on the overall suitability of the firm and its experience in the cost audit of Pharma, Industrial Chemicals and Home products. The firm securing a minimum of 15 points will be shortlisted and one among the shortlisted firms will be appointed as Cost Auditor for the Year 2023-24. Preference will be given to firm having its office near headquarter of BCPL. The shortlisted firm will be eligible for appointment as Cost Auditor for the Financial Year 2023-24 and extendable for further 2 years after taking approval from Board and AGM. This extension with / without increase in fee shall be done after placing the same in the Board and also in the Annual General Meeting of the Company.,

**G) 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 M.D. / 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.
- 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 CompaniesAct, 2013.  
In addition to this, Audit Firm must not be holding any assignment as Statutory Auditor or Internal Auditor of BCPL.
- viii. The partners holding certificate of Practice issued by Institute of Cost Accountants of India should be 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 BCPL in the followingcases:
  - 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 appointmentletter.
  - d. If the Firm violates any of the stipulations from (i) to (ix).
- xi.** 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 / Empanelment of Cost Auditor”**.
- xii. 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.



- xiii. Jurisdiction of courts: Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of Kolkata Only.
- xiv. Disclaimer: BCPL 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

**Annexure-1**

**FORMAT OF THE OFFER**

S. No	Qualifying / Eligibility Criteria	Information to be filled by Applicant	Supporting documents are required (Pls. Specify)
1	Name of the Cost Auditor / Firm of Cost Auditor (Indicate whether Proprietary Concern or Partnership Firm)		
2	Office Address i) Permanent Address ii) Correspondence Address iii) Telephone No. iv) Fax No. v) Email Address vi) Website		
3	a) Year of Establishment b) Firm Registration No. (In case of Partnership Firm/Sole proprietary Firm) c) Proprietor's Membership No. (In case of members not having Firm Name) d) GSTIN e) Permanent Account No. (PAN) of Firm/Proprietor		
4	Average Annual Turnover of the firm in the last 3 preceding financial years.		
5	No. of Partners in the firm indicating separately fellow partners and associate partners.		
6	No. of qualified assistants (Cost Accountants) in the firm. He should be a member of his respective institute.		
7	No. of Semi qualified assistants (Inter Cost Accountant) in the firm and relevance and quality of the Methodology for execution of work.		



8	Experience i) No. of years in conducting Cost Audit ii) Experience in years in conducting statutory cost audit of Central/State PSU's engaged in Pharmaceutical & Chemical product		
9	Whether any partner/ owner are also a partner/owner of any other firm of Cost Accountants. If yes, then furnish the following details. i) Name of such partners along with Membership No. ii) Name of firm along with registration No. in which the said member is partner/owner. 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 empanelment'.		
10	Whether Cost Audit of BCPL has been conducted earlier. If yes, the financial years for which the cost audit has been conducted shall be given.		
11	Address of the office / branch near HQ of BCPL.		

Note:=-

- 1) Documentary evidences of all the information as stated above are to be furnished alongwith the offer within 10 days from the date of this proposal.
- 2) All the pages of offers and documents are to be signed by the partner/owner of the firm alongwith 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 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>Minimum Criteria</b>	<b>Max. Marks</b>	<b>Evaluation Criteria</b>	<b>Supporting documents are required</b>
1	No. Of Cost Accountant Associated as Partners or Employees with the firm for not less than three years	2 Partners	10	One marks each for every Partner. E.g. firm having one partner will get one mark and so on.	
2	Firm's experience in practice (From date of registration with the Institute of Cost accountants of India)	5 years	10	5-6Yrs = 4 Marks 7-8Yrs = 6 Marks 9-10Yrs = 8 Marks More than 10Yrs = 10 Marks	
3	No. Of Cost Audit assignment in Pharmaceuticals & Chemicals Companies from 01.04.2018 and onwards	1 Assignments	10	2 marks per assignment	
4	No. of Cost Audit assignment completed in PSUs from F.Y. 2017-18 to 2021-22.	2Assignments	10	1 mark per assignment	
5	Place of Registered Office of Cost Accountant firm		10	Kolkata = 10 Marks Orissa/Bihar/ Jharkhand/Assam  Any other state = 5 Marks	
		<b>Total Marks</b>	<b>50</b>		

**Important:** In case there is a tie in scores of two or more firms, preference will be given to the firm with earliest date of registration with Institute of Cost Accountants of India.

**Supporting documents for qualitative criteria:**

Following supporting documents must be submitted by the firm along with the technical proposal:

Requisite documentary evidence(s) in support of qualifying Criteria (1 to 4) mentioned in table above is required to be submitted. Proposals without the required documentary evidence(s) shall not be considered for evaluation.

For Serial number 5, Proof of registered office / branch.



### **Annexure-3**

#### **Scope of Work:**

The Broad Scope of work would be:

To conduct Cost Audit of the Company in accordance with the provisions of the Companies (Cost Record and Audit) Rules 2014. Cost Audit shall be in adherence to the relevant orders/ clarification issued by Cost Audit Branch, Ministry of Corporate Affairs, Government of India and Cost Accounting Standards issued by the Institute of Cost Accountants of India from time to time.

Cost Audit Team should consist of adequate number of qualified/ semi qualified assistants (Cost Accountants) so as to commensurate with cost audit work requirements.

Verification and Certification of cost Performance maintained by the Company as per Companies (Cost Records and Audit) Rules, 2014.

Verifications and Certifications of Annexure to Cost Audit Report.

Cost Auditor shall commence Cost Audit and submit report as per Companies (Cost Records and Audit) Rules, 2014.

The Cost Auditor shall ensure submit of Cost Audit Report and Annexure to Cost Audit Report along with its reservations or qualifications or observations or suggestion, if any in form CRA-3.

The aforesaid scope of work is subject to modifications.