



ब्रेथवेट एंड कम्पनी लिमिटेड
(भारत सरकार का एक उपक्रम)

BRAITHWAITE & CO LIMITED

(A Government of India Undertaking)

MINISTRY OF RAILWAYS

HEAD OFF. & REGD. OFF. : 5, HIDE ROAD, CALCUTTA – 700 043,

TEL +91 33 2439-7415, 2439-4114, 2439-6613, 2439-7413.

E-mail : purchase@braithwaiteindia.com , FAX : +91 33 2439 7632 / 2439 5607

CIN – 'U74210WB1976GO1030798'

GSTIN- 19AABC1512A2ZH

Tender No. BCL/PUR/COST AUDIT/2021-22 Dated 03.08.2021

Due Date: 12.08.2021 (Tender Box No.2)

**APPOINTMENT OF A FIRM OF COST ACCOUNTANTS FOR COST AUDIT OF THE
COMPANY FOR FINANCIAL YEAR 2021-22 to 2023-24**

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1. NOTICE INVITING TENDER FOR APPOINTMENT OF A FIRM OF COST ACCOUNTANTS FOR COST AUDIT OF THE COMPANY FOR THE FINANCIAL YEAR 2021-22 to 2023-24.

Braithwaite & Co. Ltd. invites Expression of Interest (EOI) for Appointment of a Firm of Cost Accountants for cost audit of the company for the financial Year 2021-22 to 2023-24. The scope of work along with detailed terms & conditions and schedule of fee together with Annex-I, II and III are available at the website www.braithwaiteindia.com which can be downloaded. The selection of the Firm of Cost Accountants shall be based on qualifying criteria given in EOI document.

Interested firms having requisite experience in Cost Audit may send their application in prescribed format in sealed envelope super scribing "Expression of Interest (EOI) For Appointment of a Firm of

Cost Accountants for cost audit of the company for the Financial Year 2021-22 to 2023-24” so as to reach in the office of Braithwaite & Co. Ltd. latest by 31.07.2021.

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2. Introduction:

BRAITHWAITE & CO. Ltd. a Schedule – B Enterprise, under the Ministry of Railways, Govt. of India is ranked as a premier organization in the country for development and manufacturing of wagon, cranes and steel structural.

It has 3 manufacturing units all based at West Bengal India, one unit at Hide Road in Kolkata and one unit situated at Bhadreswar, Hoggly district.

3. Appointment of Firm of Cost Accountants.

Company intends to appoint a Firm of Cost Accountants for cost audit of the company for F.Y 2021-22 to 2023-24, covering all the three units of the company.

Firms having office / branch office located in and around Kolkata will be given preference for locational advantage.

4. Scope of Work:

Detailed scope of work shall be as under:

- 4.1 To Carry out Cost Audit of the units of Company in accordance with the provisions of Section 148 of the Companies Act, 2013 and provisions of the Companies (Cost Records and Audit) Rules 2014 as amended from time to time. 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.
- 4.2 The Firm of Cost Accountants as appointed by the Company shall consolidate Cost Audit Reports and annexure to cost audit reports of all products duly certified.
- 4.3 Compliance with any other instruction issued in respect of cost audit under Companies Act, 2013.
- 4.4 Attending formal meetings with the Company management, Audit Committee/Board of Directors of the Company in connection with the Cost Audit Work.

5. Cost Audit Team

Cost audit team should consist of adequate number of qualified/semi-qualified assistants (Cost Accountants) led by a senior partner of the Firm for the cost audit work.

6. Cost Audit Fees:

- 6.1 Audit Fees shall be as decided by the Company from time to time. For Cost Audit of 2020-21 to 2022-23, the Cost Audit fee would be Rs 94,000/-, all inclusive (Rupees Ninety Four Thousand).
- 6.2 Travelling & Daily Allowance: Above fee is all inclusive.
- 6.3 Taxes and Duties: Above fee is all inclusive.

7. Selection Criteria

- 7.1 The selection of the Firm of Cost Accountants shall be as per qualitative criteria, which is based on the overall suitability of the firm and its experience in the cost audit of Central PSUs.

Sl. No.	Selection Criteria	Minimum Criteria	Basis of Marks	Marks per criteria	Maximum marks
1	Firm's experience in practice (From date of registration with the Institute of Cost Accountants of India)	5 Years on the last date of giving EOI	No. of years	2 marks per year	20
2	No. of Partners associated with the firm for not less than 3 Years and No. Of Fellow members out of them. (The partners must be holding certificate of practice issued by Institute of Cost Accountants of India and should be in whole time practice).	2 Partner of whom 1 Partner must be a Fellow Member of the Institute.	No. of Partners	3 marks for every Partner with 3 years plus association and 1 additional mark for each partner who is Fellow Member of the Institute out of them.	20
3	No. of Cost audit / Cost Compliance assignment completed in Central PSUs from F. Y. 2011-12 to 2019-20. (Central PSU concern should have minimum annual turnover of Rs. 500 Crore in each year)	01 Assignment	No. of Cost audit / Cost Compliance assignments	3 marks per assignment.	30
4	No. of Cost audit / Cost Compliance assignment in Wagon Manufacturing Industry from 01/04/2011 onwards	01 Assignment	No. of Cost audit / Cost Compliance assignments	3 marks per assignment	30
5	Total				100

7.2 From the EOI received by the Company, a panel of firms of Cost Accountants who secures at least 75 marks as per qualifying criteria given above shall be prepared and maintained in descending order on the basis of attainment of highest marks. In other words, the Firm of Cost Accountants securing highest marks shall be kept at no.1 in the list.

7.3 In case of a tie, the following sequence shall be adopted for selection:

- a) Firm of Cost Accountants with longer experience shall be given preference based on the year of registration.
- b) Firm with a higher number of Fellow and/or Associate Members of the Institute of Cost Accountants as partners shall be given preference.

7.4 Pre-requisites for considering rankings: Requisite documentary evidence(s) in support of Criteria at 7.1 (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.

7.5 Empanelment of Firm of Cost Accountants for appointment as cost auditor shall remain valid for 3 financial years from 2021-22 to 2023-24.

8. Terms and Conditions:

For the purpose of better co-ordination and smooth functioning, firms having registered offices, as per registration with the ICAI, in the region (stated at Para-3 on page 3 above) shall only be considered for appointment as cost auditors.

- i. The tenure of appointment shall be at the sole discretion of the Company. The tenure shall be 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 reappoint at its sole discretion without assigning any reason therefore.
- ii. Maximum tenure of appointment for a cost auditor shall be a continuous period of three (3) years. After that Firm of Cost Accountants shall be considered for reappointment after the cooling period of at least one year.
- iii. The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.
- iv. 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.
- v. Information related to Cost Audit Firms and selection criteria shall be submitted in the Annexure-I.
- vi. Declaration that Cost Audit Firm have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years shall be submitted in Annexure-II.
- vii. Payments shall only be made through Electronic Mode, hence Bank Details as per Annexure – III need to be submitted at the time of acceptance of the appointment.
- viii. Company shall deduct TDS/any other tax/levy as per prevailing rules/rates.
- ix. 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.
- x. The Firms are required to submit their GST registration number.
- xi. The offer should be submitted strictly as per terms and conditions laid down in the document. The Invitation of offer in the Prescribed Format at Annexure – I, II & III shall be submitted in physical form to following address:

The Senior Executive (Purchase), BRAITHWAITE & CO.LTD., 5 Hide Road, Kolkata 700043. Contact: 9674366740. The sealed offers to be dropped in our Tender Box No. 2 within due date i.e. 12.08.2021 up to 2.30 PM.

Application documents consisting of all the documents placed on website duly sealed and signed are to be submitted as a token of acceptance of all terms and conditions. Envelope must be sealed and super scribed mentioning “Invitation of Offers for Expression of Interest for Appointment of a Firm of Cost Accountants for cost audit of the company for the Financial Year 2021-22 to 2023-24”. The name and address of the firm must be indicated on the body of the envelope.

9. Compliances / Declarations /Certificates by firm(s) on appointment:

- i. The Firm of Cost Accountants shall not sub-contract the assigned cost audit work,
- ii. The cost audit team shall work in strict confidence and shall ensure that the cost data, cost statement and cost information and any other information in respect of the operation of the Company is dealt with in strict confidentiality and secrecy.

- iii. Assigned Cost audit work of the unit shall be completed within time frame specified by the Company.

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- iv. No partner of the cost audit firm should be related to either C. M. D. or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013,
- v. Neither the cost audit firm nor its partner(s) or associates should have any interest in the business of the Company,
- vi. The cost auditor will be required to submit a certificate that
 - a. the individual or the firm, as the case may be, is eligible for appointment and is not disqualified for appointment under the Companies Act 2013 the Cost and Works Accountants Act, 1959 (23 of 1959) and the rules or regulations made there under;
 - b. the individual or the firm, as the case may be, satisfies the criteria provided in section 141 of the Companies Act 2013, so far as may be applicable;
 - c. the proposed appointment is within the limits laid down by or under the authority of the Companies Act 2013; and
 - d. the list of proceedings against the cost auditor or audit firm or any partner of the audit firm pending with respect to professional matters of conduct, as disclosed in the certificate, is true and correct.
- vii. If appointed, Cost audit firm shall have prime responsibility to ensure that the maximum number of audit limits specified under Companies Act, 2013 are not violated.
- viii. The cost audit firm shall be free from any disqualification under The Companies Act, 2013. In addition to this, the cost audit firm must not be holding any assignment of physical Verification or Internal Audit of BRAITHWAITE & CO. Ltd.
- ix. The partners holding Certificate of Practice issued by Institute of Cost Accountants of India are in whole time practice.
- x. 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.

10. Debarring Provisions:

The Audit Firm will be debarred from getting, in future, the Cost audit of BRAITHWAITE & CO. Ltd:

- i. If the Firm obtains the appointment on the basis of false information/misstatement.
- ii. If the Firm does not take up audit in terms of appointment letter.
- iii. If the Firm fails to maintain/honour confidentiality and secrecy of the Company's cost data, cost statement and cost information.
- iv. If the Firm fails to comply with any of condition laid down in clause 7 & 8 above.

Format of the offer

Sl. No.	Details	
1	Name of the Firm of Cost Accountants	
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. c) GST Registration No. d) Permanent Account No. (PAN) of Firm	

Selection Criteria

Sl. No.	Selection Criteria	
1	Firm's experience in practice (From date of registration with the Institute of Cost Accountants of India)	
2	No. of Partners associated with the firm for not less than 3 Years (The partners must be holding certificate of practice issued by Institute of Cost Accountants of India and should be in whole time practice).	
3	No. of Cost audit / Cost Compliance assignment completed in Central PSUs from F. Y. 2011-12 to 2019-20. (Central PSU concern should have minimum annual turnover of Rs 500 Crore in each year)	
4	No. of Cost audit / Cost Compliance assignment in Wagon manufacturing Industry from 01/04/2011 onwards	

Note:-

- 1) Documentary evidences of all the information as stated above are to be furnished along with the offer.
- 2) All the pages of offers and documents are to be signed by the partner/owner of the firm along with seal of the firm.

Declaration:-

I, _____ Partner 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 appointment of Cost Auditors.

Signature and seal of the firm

Declaration of Ineligibility (By the Cost Audit Firm)

We, M/s (Name of Cost Audit Firm) hereby certify that we have not been banned/de-listed/de-barred from business by any PSU / Govt. Department during last 03 (three) years.

(Signature and seal of the firm)

ECS –FORM
ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)
(PAYMENT TO BIDDER THROUGH CREDIT CLEARING MECHANISM) No. :

1. COST AUDIT FIRM'S NAME : _____
Address: : _____
: _____
: _____
Phone/Mobile No. : _____

2. PARTICULARS OF BANK ACCOUNT OF COST AUDIT FIRM:

A. BANK NAME : _____
B. BRANCH NAME : _____
Address : _____
Telephone No. : _____
C. IFSC code of the Bank (For payments through RTGS): _____
D. ACCOUNT TYPE : _____
E. ACCOUNT NUMBER
(As appearing on the Cheque Book) : _____

I hereby declared that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Company responsible.

Date:

(.....)
Signature and seal of the firm

Certified that the particulars furnished above are correct as per our records. (Bank's Stamp)

Date:

(.....)
Signature of the Authorised
Official from the Bank