



Central Mine Planning & Design Institute Limited

(A Miniratna Company)

(A subsidiary of Coal India Limited)

Sub. Expression of interest for appointment of cost auditors.

Central Mine Planning & Design Institute 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 three years starting from financial year 2016-17.

Please visit the website of Central Mine Planning & Design Institute Limited – <http://www.cmpdi.co.in> for details.

Last date of submission of the expression of interest is 01.07.16 and the Expression of interest will be opened on 04.07.2016 at 3.00 P.M. at following address –

**General Manager (Finance)
Central Mine Planning & Design Institute Limited
Gondwana place, Kanke Road
Ranchi(Jharkhand)-834008**

SELECTION AND APPOINTMENT OF COST AUDITOR

Central Mine Planning & Design Institute Limited
Gondwana place, Kanke Road
Ranchi(Jharkhand)-834008

SELECTION AND APPOINTMENT OF COST AUDITOR

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SELECTION AND APPOINTMENT OF COST AUDITOR

1. Introduction:

1.1 Central Mine Planning & Design Institute Limited (hereinafter referred as CMPDIL) 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, and has seven Regional Institutes located at Asansol, Dhanbad, Ranchi, Nagpur, Bilaspur, Singrauli and Bhubaneswar respectively along with various field unit and exploration camps.

2. **Scope of Work:** CMPDIL 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 CMPDIL for 3 years starting from FY 2016-17, as per order no. F.No.52/26/CAB-2010 dt. 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) Regional Institute wise consolidation of all the cost sheets are to be audited. For all the regional Institutes the auditor, has to certify company consolidation.
- (c) All formats as required by statute are to be certified.
- (d) CMPDIL will engage one cost auditor for HQ and regional institutes for 3 years starting from FY 2016-17.

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.	2 marks per year for first 5 years & 1 marks per year for next 5 years.	15
2	Numbers of partners in the Firm.	5 marks per member in full time practice for > 10 years, 4 marks per member in full time practice for 5 to 10 years, 3 marks per member in full time practice for < 5 years,	20
3	Number of qualified	3 marks for each qualified assistant	15

	assistants (Cost/ Chartered Accountant) in the Firm. He should be a member of his respective Institute.		
4	The Firm having the experience of conducting Cost Audit in Central /State PSUs.	(a) 20 marks -4 marks per year per Central/state PSU (b) 10 marks -2 marks per year company (other than (a) above) with average annual turnover of over Rs.500 crs in the previous 3 years.	30
5	Location of the Firm.	(If Registered Office /Branch locate in region of the respective subsidiary HQ) (Region here shall refer to the region covered under the four regional councils of the Institute of Cost Accountants of India)	20
		Total	100

Note:

- i. **Cooling off period:** There shall be a cooling period for a cost audit firm who have served for the last three years in CMPDIL, for a period of three years for reappointment in CMPDIL.
- ii. Documentary evidences in support of each of the above mentioned criteria are required to be submitted
- iii. CMPDIL will engage one cost audit firm, who will audit the cost records of Hq as well as Regional Institutes.

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 GM (Finance), Central Mine Planning & Design Institute Limited, Ranchi.

a) Cost Audit for 2016-17

on or before 15.08.2017

- b) **Cost Audit for 2017-18** on or before 15.08.2018
- c) **Cost Audit for 2018-19** on or before 15.08.2019

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

- a) **Cost Audit for 3 Years starting from 2016-17 is Rs 98440.00 per year and Rs 295320.00 for three years.**
- b) **The traveling and out of pocket expenses will be restricted to 50% of the audit fees.**
- 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) **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 CIL and its subsidiaries;**
- 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) **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 of its subsidiaries. If it is found that the firms having common partner**

makes application in the tender initiated by CIL and its subsidiaries, such application will stand cancelled.

- k) The Audit Firm will be debarred from getting, in future, the Cost audit in CMPDIL in the following cases:**
 - i. If the firm obtains the appointment on the basis of false information/false statement.
If the Firm does not take up audit in terms of appointment letter.**
 - ii. If the Firm does not submit the audit report, complete in all respect in terms of appointment**
 - iii. If the Firm violates any of the stipulations under clause (a) to (i).**
- 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 CMPDIL 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 in person or by the firm in the Tender box kept at the office of the General Manager (Finance),CMPDIL, Gondwana Place, Kanke Road, Ranchi – 834008 (Jharkhand) or sent by post to the above address. CMPDIL 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 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.**
- q) 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.**
- r) Disclaimer: CMPDIL 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.**

Annexure-I

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	The firm having the experience of Conducting Cost Audit in Central /State PSUs. The firm having the experience of conducting Cost audit other than above with average annual turnover of over Rs.500 crs in the previous 3 years.	
5	Audit Firms having registered office/branch office within the Eastern Region	

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)

CMPDIL

Gondwana Place, Kanke Road

Ranchi – 834008

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

We hereby authorize Central Mine Planning Design Institute Limited 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	

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 Mine Planning Design Institute Limited responsible.

Note: Please enclose one

Cancelled cheque for

E-Payment.

Authorised 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 submitted this form in this company earlier/before. Please do not submit again.

Scope of Work

- (a) Cost audit of Cost records of HQ and different Regional Institute of CMPDIL as per order no. F.No.52/26/CAB-2010 dt. 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) HQ and Regional Institute wise consolidation of all the cost sheets are to be audited. For all the Regional Institutes the auditor, has to certify company consolidation.**
- (c) All formats as required by Statute are to be certified.**
- (d) CMPDIL will engage one cost auditor for HQ and Regional Institutes.**
