



**Ref.No. CIL/GM (F)/2022-23/Cost Auditor/03 dated 19<sup>th</sup> July 2022.**

**EMPANELMENT AND SELECTION FOR APPOINTMENT OF COST AUDITOR FOR:**

1. COST AUDIT OF CMPDI LIMITED

**PERIOD : 2022-23 to 2024-25**

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## EMPANELMENT AND SELECTION FOR APPOINTMENT OF COST AUDITOR

### 1. Introduction:

- 1.1 Central Mine Planning And 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 exploration camps and its sub-camps and CDS, Barkakana.
- 1.2 The present EOI is for appointment of cost auditor for CMPDIL for performing cost audit.

2. **Scope of Work:** CMPDIL is looking for engagement of eligible Cost Audit Firm (Firm includes LLP) for carrying out the following job:-

#### **A. Statutory Requirement**

- (a) Cost audit for the year 2022-23 is to be conducted in accordance with the **Companies (Cost Records and Audit) Rules, 2014** as issued by Govt. of India, Ministry of Corporate Affairs 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 (ICMAI).
- (b) Unit –wise consolidation of all the cost sheets of RIs and HQ as stated in Clause 1.1 above are to be audited and the auditor has to certify the same.
- (c) All formats as required by statute are to be certified by auditor.
- (d) CMPDIL will engage one cost auditor for HQ and regional institutes for FY 2022-23

### 3. Selection Criteria:

#### Part-A

The following will be the criteria for selection/empanelment of cost auditor. Selection / empanelment shall be done on attainment of highest marks by a Firm.

S. No.	Selection Criteria:	Basis of marks	Maximum Marks
1	Year of establishment of the Firm, since the date of registration.	(a) 2 marks per year for first 4 years from date of registration. (b) 1 mark per year for consecutive years	10
2	Number and experience of the partners in the Firm. (The partner should be a Fellow/Associate Member of Institute of Cost Accountants of India)	(a) 5 marks per Partner in full time practice for more than 5 years (b) 3 marks per Partner in full time practice for less than 5 years	25
3	Number of fully qualified and semi qualified assistants (Cost/ Chartered Accountant) in the Firm.	(a) 2 marks for each fully qualified assistant (b) 1 mark for each semi qualified assistant	10
4	Experience of the firm in Conducting Statutory Cost Audit.	(a) Maximum 20 marks – 4 marks per year per entity engaged in mining and exploration (b) Maximum 10 marks - 3 marks per year per entity (other than (a) above)	30
5	Aggregate Revenue as per GST return/ Annual Audited Accounts of the Firm during the FY 2018-19, 2019-20 and 2020-21.	(a) Above Rs 150 Lakhs - 20 marks (b) 150 Lakhs to 100 Lakhs-12 marks (c) 100 Lakhs to 50 Lakhs-10 marks (d) 50 Lakhs to 20 Lakhs-5 marks (e) Below 20 Lakhs-2 marks	20
6	Experience of Cost Audit in SAP	2 marks per year per entity for Cost Audit in SAP with maximum 5 marks	5
		Total	100

Note : Partner/fully qualified/semi qualified assistant in the firm should be associated with the current firm for a minimum period of one year as on 31.03.2022.

#### Part-B

After considering Part-A of selection criteria, the shortlisted firms securing a minimum qualifying marks of 60, will be evaluated in descending order of marks received. However, the number of firms to be called

for making presentation before the CMPDIL audit committee would be 3 times the number of vacancies. The number of firms to be shortlisted for CMPDIL making presentation would be 3 (three) as only 1 (one) Cost Auditor is to be appointed for CMPDIL.

Principal partner (or person in-charge as proposed for Cost Audit of CMPDIL) of the shortlisted firms will be required to make presentation before the audit committee on the following criteria carrying 50 marks.

In the above context, following are the parameters for marking:

- a. Approach and methodology proposed
- b. Audit Programme
- c. MIS and reporting Formats
- d. Areas on which comments will be made including identification of important factors.
- e. Any extract from actual reports submitted in past ( without disclosing names of Client ) to show case capability and strength

The final selection will be based on professional judgment of the appointing authority and marks obtained by the firms out of 150 marks (100 from primary criteria+50 from final criteria).

Any attempt to question the selection will be considered as solicitation of assignment and will be referred to Institute of Cost Accountants of India for Disciplinary process.

Note:

- i. The following documentary evidences duly signed by partner with seal of the firm should be uploaded in support of each of the above-mentioned criteria:
  - a. Proof of Registration of Firm clearly indicating the Registration date and firm registration number issued by Institute of Cost Accountants of India (ICMAI). *(to be uploaded in folder named "Establishment and Registration Number of the Firm")*.
  - b. Partnership Deed, communication from ICMAI or other evidence clearly indicating the partners in the firm with their membership number and date from which they are associated with the firm. *(to be uploaded in folder named "Experience of the Partner")*.
  - c. Proof indicating Effective date of issue of Certificate of Practice (full time) shall be provided for experience of Member/Partner. *(to be uploaded in folder named "Experience of the Partner")*.
  - d. Proof of CA/CMA Final/Inter CMA/CA-IPCC Pass Certificates/Membership of the Institute of Cost Accountants of India for Qualified/Semi Qualified Assistants are to be provided along with date from which they are with the firm. *(to be uploaded in folder named "Qualified / Semi Qualified Assistants")*.
  - e. For companies in Part A-4 above, Copy of Appointment/Engagement letter for Cost Audit in the mining/exploration company/other company or other evidence clearly indicating engagement of the firm as Cost Auditor in the company is to be provided. *(to be uploaded in folder named "Experience of the firm")*.
  - f. Fraction of the year will not be considered in above selection criteria.
  - g. Copies of GST Return/Annual Audited Accounts during the last three years of the firms to be uploaded. *(to be uploaded in folder named "Revenue")*.
  - h. Certificate of Cost Audit done in SAP from the client *(to be uploaded in folder named "Experience in SAP")*.

- ii. All documents including EOI should be duly authenticated / signed by the partner with seal of firm as a token of unconditional acceptance of all terms and conditions.
- iii. In case of tie in the marks scored, firm having seniority with respect to S.No. 4(a) of Part A of selection criteria will be preferred. If still there is a tie in the marks scored, firm having seniority with respect to S.No. 4(b) of Part A of selection criteria will be given preference.
- iv. The cut-off date will be 31.03.2022 with respect to Part-A of selection criteria (except for S. No. 5).

**4. Terms and Conditions:**

- I. **Audit team:** The team should consist of qualified/semi-qualified assistants led by a senior partner of the firm commensurate with the size of the organization/ area of work.
- II. **Submission of Report:** Cost audit firm so appointed will start conducting the audit after adoption of accounts by CMPDIL Board and will submit the Cost Audit Report to the General Manager (Finance) I/C of the CMPDIL, Ranchi. Cost Audit Report should be submitted within the due date as per statute.
- III. The cost audit firm shall ensure e-filing of cost audit report and annexure to the cost audit report to MCA, Gol, in XBRL form or in the manner prescribed by the Govt from time to time, within the scheduled date prescribed by MCA - Gol for filing, after the Board of Directors of the Company approves the cost audit report.
- IV. **Cooling off Period:** For appointment of Cost Auditor for 2022-23 to 2024-25, none of the retiring Cost Auditor of CIL and its Subsidiaries (Cost Auditors appointed for FY 2020-21 and 2021-22) shall be eligible for re-appointment and there would be a cooling off period of 3 years (i.e. 2022-23 to 2024-25). Further, no Cost Audit Firm having a common partner to the firm on whom Cooling off period is applicable, shall be eligible for appointment.  
  
A firm, which has been removed from cost audit assignment from CIL or its subsidiaries during F.Y. 2015-16 to F.Y. 2021-22, or have been held guilty by the ICAI Disciplinary process in the last 10 years or who is under investigation or has been charge sheeted or punished for any legal default with imprisonment will not be considered for appointment of Cost Auditor in CIL and its subsidiaries. ICAI means "The Institute of Cost Accountants of India".
- V. **Period of Audit:** Initially the period of audit will be for one year i.e. for the year 2022-23 but it may further be extended to 2<sup>nd</sup> year i.e. 2023-24 and thereafter-3<sup>rd</sup> year i.e. 2024-25 at the same rate and terms and conditions subject to satisfactory performance. However, it is expressly stated here that the said tenure is not to be construed as assured and CMPDIL reserves the right not to re-appoint at its sole discretion without assigning any reason thereof.

**VI. Audit Fees (excluding out of pocket expenses):**

Cost Audit (Statutory Requirement) - Rs. 4,40,000/- (per annum without taxes)

\*The above fees includes fees for attending meetings, preparing cost audit report & its annexures in XBRL or other format as per requirement of MCA and any other work mentioned anywhere in EoI.

\*The travelling and out of pocket expenses will be reimbursed at actual limited to 50% of total fees.

\*Applicable taxes will be paid extra

## 5. Instruction to Cost Auditors/bidders

### a) Requirements for participation in e-mode

In order to submit the online offer/documents on CIL's e-procurement portal <https://coalindiatenders.nic.in> the cost auditors/bidders should meet the following requirements:

- i. **PC connected with Internet** (For details, visit link "Cost auditors/bidders Manual Kit" on home page of CIL's e-mode portal <https://coalindiatenders.nic.in>) It will be the cost auditors/bidder's responsibility to comply with the system requirements i.e. hardware, software and internet connectivity at cost auditors/bidder's premises to access the e-mode website. Under no circumstances, CMPDIL shall be liable to the cost auditors/bidders for any direct/indirect loss or damages incurred by them arising out of incorrect use of the e-mode system or internet connectivity failures.
  - ii. **Enrolment with CIL's e-mode portal <https://coalindiatenders.nic.in>** – The online enrolment of the cost auditors/bidders on the portal is free of cost and one time activity only. The registration should be in the name of cost auditors/bidder whereas DSC holder may be either cost auditor/bidder himself or its duly authorized person having DSC indicating name of firm as that of cost auditors/bidder. It shall be the responsibility of the cost auditors/bidder to ensure that they get registered with the CIL's e-mode portal well in advance and download the documents before the last date and time for the same.
  - iii. Class II or Class III Digital Signature Certificate (DSC).
- b) **Help for participating in e-procurement**-The detailed method for participating in the e-mode is available on links "Help for Contractor" and "Cost auditors/bidders Manual Kit" in CIL's e-mode portal. The cost auditors/bidders may also seek help from the help-desk on the numbers available on CIL's e-mode portal.
- c) **Letter of Undertaking (LOU)** : The format of Letter of Undertaking (LOU) as given at **Annexure-III** will be downloaded by the firm and will be printed on firm's letter head and duly Signed by a person competent and having the "Authority" /"Power of Attorney" to bind the firm. Scanned copy of such a "Signed & Stamped with the seal of the company" LOU along with "Authority" /"Power of Attorney" are to be uploaded during EoI submission.

The content of the "Letter of Undertaking" uploaded by the firm must be the same as per the format downloaded from website and it should not contain any other information. If there is any change in the contents of LOU uploaded by firm as compared to the format of LOU uploaded by the department with EOI document, then the EOI may be liable for rejection. These documents are to be uploaded in folder named "LOU Docs" provided in the e procurement portal.

Note: The person who has signed Letter of Undertaking physically should express interest online while submitting the document with his DSC mapped in the name of firm. In case the person who has signed LOU is not expressing interest himself and has authorized another person whose DSC is mapped in the name of firm, to express interest online on his behalf, then the further authorization on non-judicial stamp paper duly notarized by the person signing the LOU in favour of person expressing interest online is required to be uploaded. This document is to be uploaded as per Annexure-IV in folder named "LOU Docs".

- d) **The complete EOI document** shall be available in the CIL's e-procurement portal <https://coalindiatenders.nic.in> for downloading and submission of offer/documents. The complete

Eol document shall also be available on CMPDIL's website [www.cmpdi.co.in](http://www.cmpdi.co.in) and Central Public Procurement portal (<http://eprocure.gov.in>) for downloading only.

e) There will be no physical/manual sale of Eol document. There is no Tender Fee and the cost auditors/bidders can download Eol document free of cost from any of the websites mentioned above.

f) Time schedule of Eol:

S. No.	Critical Dates	Date	Time (India Standard Time)
1	EOI Publishing Date	As available on website. <a href="https://coalindiatenders.nic.in">https://coalindiatenders.nic.in</a>	
2	EOI download start date		
3	EOI download end date		
4	Offer/documents Submission End Date		
5	EOI opening date		

g) The offers/documents have to be submitted online through the CIL's e-mode portal <https://coalindiatenders.nic.in>. The cost auditors have to get themselves enrolled on the above portal and follow the procedure laid therein for submission of offer/documents.

h) Evaluation of EOI-

- After opening of the bid, the documents submitted by cost audit firms will be downloaded and shall be put up to the evaluating Committee. The Committee will examine the uploaded documents against information/declarations furnished by firms online. If it confirms to all of the information/ declarations furnished by the firm online and does not change the eligibility status of the firm, then the firm will be considered eligible for next level.
- Any Eol which has not been submitted either with valid documents will not be considered for further evaluation.
- In case the evaluation Committee finds that there is some deficiency in uploaded documents by a firm then the same will be specified online only once by Evaluator clearly indicating the omissions/shortcomings in the uploaded documents and indicating start date and end date allowing 5 days (5 x 24 hours) time, for online re-submission by firm. The firm will get this information on their personalized dashboard under "Upload confirmatory document" link. Additionally, information shall also be sent by system generated email and SMS, but it will be the firm's responsibility to check the updated status/information on their personalized dashboard regularly after opening of bid. No separate communication will be made in this regard. Non- receipt of e-mail and SMS will not be accepted as a reason of non-submission of documents within prescribed time. The firm will upload the scanned copy of all those specified documents in support of the information/ declarations furnished by them online within the specified period of 5 days.
- The Eol will be evaluated on the basis of documents uploaded by firm online. The firm is not required to submit hard copy of any document through offline mode. Any document submitted offline will not be given any cognizance in the evaluation of Eol.
- In case the firm submits requisite documents online as per Eol, then the firm will be considered eligible for next level.
- In case the firm fails to submit requisite documents online as per Eol or if any of the information/declaration furnished by firm online is found to be wrong by Committee during evaluation of scanned documents uploaded by firm, which changes the eligibility status of the firm, then his bid shall be rejected.
- In case none of the firms complies the technical requirement, then necessary action as



deemed fit by management will be taken.

- It is responsibility of firms to upload legible/clearly readable scanned copy of all the required documents as mentioned above.
- i) There is no provision to take out the list of parties who have downloaded the EoI from the above-referred website. As such, cost auditors/bidders are requested to visit the website once again before the last date of submission of offer(documents)/due date of EoI opening to ensure that they have not missed out any corrigendum issued against the said EoI after they have downloaded the document. The responsibility of downloading the corrigendum, if any, will be of the cost auditors/bidders. No separate intimation in respect of corrigendum of the EoI (if any) will be sent to the cost auditors/bidders who have downloaded the EoI document from website.
- j) The cost auditors/bidders, in their own interest, are requested not to wait till the last moment for submission of bid to avoid last minute rush and local problems related to internet connectivity, law and order, strike, bandh etc. CMPDIL shall not be responsible, if documents could not be uploaded due to such local problems at the cost auditors/bidder's end.
- k) The interested cost auditors/bidders may obtain further information/clarification from the office of the service recipient as per address given below:

General Manager (F)-I/C  
CMPDIL, Gondwana Place  
Kanke Road, Ranchi (Jharkhand) -834008  
E Mail- [gmfinance.cmpdi@coalindia.in](mailto:gmfinance.cmpdi@coalindia.in)  
Mobile No.: (1) 89877-88792  
(2) 89877-88968

6. General Terms & Conditions (Refer Annexure-I)
7. Format for submission (Refer Annexure- II)
8. Letter of Undertaking (Refer Annexure-III)
9. **Technical Parameter Sheet (TPS):** TPS in Excel format (password protected) will be available on e-procurement portal. In the TPS Sheet, bidder shall fill up all the items on this Excel file. It should be ensured that all the fields in the TPS sheet are duly filled and in case of non-applicability of data "Not-applicable" should be mentioned. TPS duly filled will be uploaded with the Bid.

## General Terms & Conditions

## Annexure-I

- a) The Audit Firm cannot outsource the work.
- b) The Audit Team should consist of qualified CMA/CA and inter CMA/ CA-IPCC semi qualified assistants.
- c) Normally the composition of audit team should not be changed. However, under certain circumstances beyond control of the audit firm, if the same needs to be changed in any manner, it may be done under intimation to GM/HOD (Cost & Budget), CMPDIL (subject to verification of credentials of the new incumbent on self-declaration basis by the senior most partner /partner in-charge/ person In-charge as quoted at the time of offer to be sent along with the intimation with photo proof of qualification, PAN card, Aadhar card and a brief profile).The audit team members should carry photo ID issued by the audit firm duly attested by the partner in-charge.
- d) The partner of the firm /person in-charge as per offer letter should visit atleast for 2 days every 3 months to guide the audit team and for discussions with the management or finalization of reports.
- e) The information provided in the application by the firm must be current, relevant and free from mis-statements on the date of application.
- f) Partner of the firm must not be related to Managing Director/whole time Director or part time Director of company to be audited within the meaning of section 2(77) of the Companies Act, 2013.
- g) Neither the firm nor its partner or Associates should have any interest in the business of CMPDIL.
- h) The auditor will be required to issue certificate of Independence at the time of acceptance of appointment.
- i) Firm of Cost Accountants shall have primary responsibility to ensure that the limits specified under section 141(3)(g) of the Companies Act, 2013 are not violated.
- j) The auditor/ firm must be free from any disqualification under sub-section (3) or sub-section (4) of section 141 read with sub-section (5) of section 148 of the Companies Act, 2013. In addition to this, the Auditor/Firm must not be holding any assignment as Statutory Auditor or Internal Auditor of CIL and its Subsidiaries as on the date of appointment and during the continuity of the Cost Audit.
- k) Where a cost accountant is a partner / proprietor of more than one firm, in such case, only one firm shall be allowed to take part in the selection process of CMPDIL. If it is found that more than one Firm having common partners makes application in the EOI initiated by CMPDIL, then applicant with highest marks among the firms (having common partners) shall only be considered and applications of other firms (having common partners) shall stand cancelled.
- l) Under no circumstance, one firm will be allowed for Cost Audit in more than one company in CIL and its subsidiaries.
- m) Any other compliance/declaration, if any, required under Companies Act, 2013 shall be complied/furnished by the Cost Auditors.
- n) Debarring Provisions: 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/mis-statement.
  - 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 does not submit the audit report and other tasks as specified in Scope of Work, complete in all respect in terms of appointment within the prescribed time limit.

- o) Dispute/difference, if any, shall be mutually settled with the General Manager/HOD of the unit/GM(Finance),CMPDIL. If any dispute could not be settled at GM level, it will be forwarded to the CMD, CMPDIL for decision, which will be final and binding to all concerned.
- p) Disclaimer: CMPDIL reserves the right to ask for any clarifications from one or more applicants. It also reserves the right to accept or reject any or all EOI or to cancel the process entirely without assigning any reason thereof.

Place:

Date:

Signature of Partner-Incharge with seal of the firm

Membership No of the Partner

**Annexure-II**

**FORMAT FOR SUBMISSION OF APPLICATION**

1. **Name of the Audit Firm** :

2. **Firm Registration Number** :

3. **Address** :

i) Permanent Address :

ii) Correspondence Address :

iii) Contact no. of Partner :

iv) Telephone Number :

v) Fax Number :

vi) Email Address :

vii) Website :

4. **Particulars with respect to Selection Criteria**

S.No.	Selection Criteria:	
1	Year of establishment of the Firm, since the date of registration.	Details to be filled in the TPS
2	Number & experience of partners in the Firm*. (The partner should be a Fellow/Associate Member of ICAI)	
3	Number of fully qualified assistants (Cost/ Chartered Accountant) in the Firm.	
	Number of semi qualified assistants (Cost/ Chartered Accountant) in the Firm.	
4	Experience of the firm in Conducting Statutory Cost Audit	
5	Aggregate Revenue as per GST return/ Annual Audited Accounts of the Firm during the FYs 2018-19, 2019-20 and 2020-21 (to consider value on which GST is cash paid and not by input credit)	
6	Experience of Cost Audit in SAP	

Signature of Partner with seal of the firm

Membership No of the Partner

**Letter of Undertaking**

To  
CMPDIL,  
Gondwana Place, Kanke Road,  
Ranchi – 834008  
India

Dear Sirs,

**Sub: Tender No.**

1. Having examined the Bid Documents including Addenda/Corrigenda, if any (insert numbers), we, the undersigned,.....Partner/Legal Attorney/ Proprietor/Accredited Representative of M/s ..... offer to supply and deliver (description of Goods & services) vide our offer No.....dated .....in conformity with the said Bid Documents.
2. We confirm to accept all terms and conditions contained in the EoI document unconditionally. We also confirm that there is no deviation in our submission.
3. We agree to abide by this bid for a period of 120 days from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We confirm that until a formal appointment order is issued, this bid together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
5. We understand that you are not bound to accept any bid you may receive.
6. We confirm that the contents of the offer are given after fully understanding and all information furnished by us are correct and true and complete in every respect.
7. We confirm that all information/ documents / credentials submitted along with the offer are genuine, authentic, true, valid and complete in every respect.
8. We confirm that if any information or document submitted is found to be false / incorrect, the said offer shall be considered absolutely null & void and action as deemed fit may be taken against us including termination of the contract and Banning of our firm and all partners of the firm as per provisions of law.
9. We have never been banned or delisted by any Government or Quasi-Government Agency or any Public Sector Undertaking.

OR

We were banned by the organization named “-----” for a period of ----- year/s, effective from ----- to -----.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Signature of Partner-Incharge with seal of the firm

Membership No of the Partner

**Format for Authorisation to DSC holder Bidding Online by the person who has signed Letter of Bid**

**(On NON JUDICIAL STAMP PAPER)**

We do hereby authorise M/s. /Mr..... Address ..... whose DSC is mapped in the name of the bidder, for online bidding on behalf of us for Tender No. .... Dated ..... invited by CIL on <https://coalindiatenders.nic.in>.

Name, Signature & Seal of the person who has signed Letter of Bid  
And is Authorising the DSC Holder for online bidding.

Name, Signature & Seal of the DSC Holder having DSC mapped in the name of the bidder, Authorised for  
online bidding