



# **M.P. POORV KSHETRA VIDYUT VITARAN Co. Ltd.**

REGD. OFFICE – BLOCK No. 8, 3RD FLOOR, SHAKTI BHAWAN,

RAMPUR, JABALPUR - 482 008 (M.P.)

(Telephone no. 0761-2666040 EXTN. 270-2442, 270-473)

(e-mail id-cepurez@yahoo.in)

NO. CGM/PUR/EZ/GM-II/III/Enq/289

Jabalpur, dated: 16. 07.18

To

M/s \_\_\_\_\_

**Sub: Enquiry for Outsourcing Cost Auditor of MPPKVVCL, Jabalpur for the financial year 2018-19 & 2019-20 due for opening on 31.07.18.**

Dear Sirs,

1. Sealed quotations are invited for the appointment of Cost Auditor of MPPKVVCL, Jabalpur for the financial year 2018-19 & 2019-20 as per complete scope of work as detailed below;

**2. DUE DATE & TIME FOR RECEIPT/OPENING OF ENQUIRY:-**

(i)	Due date and time for receipt	<b>31.07.2018 up to 3:00 P.M.</b>
(ii)	Due date and time for Opening of offer	<b>31.07.2018 at 3:30 P.M.</b>

3. **MODE OF SUBMISSION OF QUOTATIONS:-** The quotation may be sent by post or may be dropped in the Tender Box of the Discom-EZ placed in the O/o CGM (PUR) MPPKVVCL, Block No.8, 3<sup>rd</sup> Floor, Shakti Bhawan, Jabalpur on or before due date & time of receipt of offer as indicated above. In case offer sent by post, the same shall be addressed to CGM (Pur), MPPKVV Co. Ltd., Block No.8, Shakti Bhawan, Jabalpur so as to reach on or before due date and time of receipt of offer.

Quotations which do not reach this office latest by 3:00 PM on the due date, will not be opened and will be retained in the office. The Discom-EZ will not be responsible for any delay in receipt of quotation by post whatsoever may be the reason.

**4. EARNEST MONEY DEPOSIT:-**

- (i) Earnest Money of Rs. 3000/- (Three Thousand Rupees Only) must be submitted along with offer. Earnest money shall be accepted in the form of Demand Draft/ Banker's Cheque in favour of Senior Accounts Officer (JC), MPPKVVCL, Jabalpur, payable at Jabalpur only (Cheque will not be accepted).
- (ii) EMD shall be returned to the unsuccessful bidders, (on request) as soon as possible, after finalizing of tender. No interest shall be paid on EMD amount.
- (iii) EMD of bidder to whom the order have been placed, shall be returned on acceptance of security deposit. However no interest shall be paid on EMD Amount.
- (iv) If on opening of the envelope, it is revealed that the earnest money is inadequate or not in required form then in such case, the quotation would be returned to the bidder.

**5. ELIGIBILITY CRITERIA FOR APPOINTMENT:**

- a) Only Firms of Cost Accountants registered with the Institute of Cost Accountants of India (ICAI) shall be considered for appointment as Cost Auditors for conducting Cost Audit of the Company.
- b) The firm must be holding valid certificate of practice on date of bid opening.
- c) The firm shall be free from any disqualifications, as mentioned u/sec.141 & 148 of Companies Act, 2013.
- d) The firm should submit a letter of Arms length relationship with the Company.

**The detailed information about the firm is to be submitted in Annexure I attached along with a declaration with the bid.** For selection of firms for appointment on the basis of the details submitted by the firm, Management's discretion is final and the Management reserves the right to reject application of any prospective applicant without assigning any reason whatsoever.

**6. SELECTION CRITERIA:**

Selection of the Firm shall be done on the basis of lowest fee quoted by Bidder. However in case more than one Bidder quote the same rate then selection shall be done in following manner:-

- a. Minimum three years experience of conducting of Cost Audit of Power Distribution/Transmission Utility of India.
- b. If more than one Firm having three years experience of conducting of Cost Audit of Power Distribution/Transmission Utility, then oldest Firm shall be appointed. In this regard practice certificate issued by ICWAI to the Firms shall be considered.
- c. In case (a) & (b) are same, then the Firm having highest Turnover as per its ITR of FY 16-17 shall be considered.

**7. SUBMISSION OF OFFER:**

The Tender documents complete in all respect shall be submitted in **three envelopes** i.e. **First** Envelope for Demand draft for "Earnest Money Deposit", **Second** Envelope containing Annexure I, II & IV of "Technical Bid, Bank Detail" and unconditional acceptance" and **Third** envelope Containing Annexure III "Financial Bid".

All envelopes shall be Sealed in 3 (three) separate envelopes clearly Super scribing "Demand Draft of Earnest Money Deposit", "Technical Bid" & "Financial Bid" on the respective envelopes. Above three envelope shall be put in a separate envelop which shall be super scribed with the Enquiry No. & date mentioning '**Offer for Appointment of Cost Auditor for the F.Y. 2018-19 & 2019-20**'.

**8. SCOPE OF WORK: -**

- i. Cost Audit of 2018-19 & 2019-20 to be conducted in accordance to the provisions of Section 148 of the Companies Act'2013 and rules laid down under the Companies (Cost Records and Audit) Rules'2014 in respect of designated locations/work centers of the Company. Cost audit shall also be in page 4 adherence to the relevant orders/clarifications, 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. Cost Audit Team should consist of adequate number of qualified /semi-qualified Assistants (Cost/Chartered Accountants) led by a senior partner of the Firm, being commensurate with the size of the Company's work centre.
- iii. Verification and certification of cost records/statements maintained at work centers in accordance with Form CRA-1 of Companies (Cost Records and Audit) Rules'2014 as amended from time to time.
- iv. Area wise consolidation of all cost sheets of Regional Accounts Offices units are to be audited for 2018-19 & 2019-20.
- v. Verification and certification of Annexure to cost audit report.
- vi. All formats as required by statute are to be certified for 2018-19 & 2019-20.
- vii. Performance Appraisal Report covered under Cost Audit Report.
- viii. Preparation of cost record and cost audit report in XBRL format.
- ix. Filing of Cost Audit Report in XBRL format with the MCA.

**8. AUDIT FEES:-**

- i. As per guidelines of Institute of Cost Accountant of India, a minimum fee of **Rs. 75,000/- plus GST (If applicable)** per year has been decided for Cost Audit fee of MPPKVCL, Jabalpur. The above fee includes all expenses except GST.
- ii. Travelling and other related expenses like boarding, lodging and conveyance shall be borne by firm.

**9. SUBMISSION OF REPORT:-**

- i. Cost audit firm so appointed shall start the work and will submit the report to the CHIEF FINANCIAL OFFICER, MP POORV KSHETRA VIDYUT VITRAN COMPANY LTD.
- ii. Firm has to submit Cost Audit report so that cost audit report of the Company can be filed with the MCA before the schedule date that is within 180 days from close of the Financial year or any further extension issued by MCA(if any).

- iii. Firm has to submit the Cost Audit Report in XBRL format as it is mandatory for the Company to file with the MCA.

**10. OTHER TERMS & CONDITIONS:**

The appointment of auditors is subject to the following declarations:

- a. The Audit Firm must not sub-contract the work;
- b. Cost Auditor Firm 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 of Company within the meaning of clause 77 of the companies Act, 2013;
- 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 141(1)(g) of the Companies Act, 2013.
- g. The auditor/ firm shall be free from any disqualification under section 148 and section 141 of the Companies Act, 2013.
- h. The partners holding certificate of practice issued by Institute of Cost Accountants of India are in whole time practice.
- i. The Cost auditor shall undertake that data given to the Auditor by M.P. POORV KSHETRA VIDYUT VITRAN COMPANY LIMITED and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- j. The Audit Firm will be debarred from getting, in future, the Cost audit of MP POORV KSHETRA VIDYUT VITRAN COMPANY LIMITED in the following events:
  - i. If the firm obtains the appointment on the basis of false information/false statement.
  - ii. If the Firm does not take up audit in terms of appointment letter.
  - iii. If the Firm does not submit the audit report, complete in all respect in terms of appointment.
  - iv. If the Firm violates any of the stipulations under clause (a) to (i).
- k. The offer should be submitted strictly as per the terms & conditions laid down in the document. Offer 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 Enquiry No. & date mentioning 'Appointment of Cost Audit Firm for the F.Y. 2018-19 & 2019-20'. The name and address of the firm must be indicated on the body of the envelope.
- l. Offer must be submitted on or before at the office of the CGM (Purchase) 8<sup>th</sup> Block, 3<sup>rd</sup> Floor, Shakti Bhawan MPPKVVCL, Jabalpur or sent by post to the above address. However, MPPKVVCL, Jabalpur does not take any responsibility for loss of offer in transit. Offer sent through Telegram, Fax or E-mail will not be considered. Any offer received late due to any reason whatsoever will not be accepted.
- m. Technical and Financial Bid will be opened in the presence of the bidders or their accredited representative who wish to be present at above mentioned address.
- n. 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.

**11. SECURITY DEPOSIT:-**

- (i) The successful Cost Accountant / Firm will have to submit the acceptance of the order along with security deposit @ 10% of the order value with the Company within 07 (seven) days from the date of receipt of the order. The security deposit will be deposited in the form of Demand draft/ Banker's cheque in favour of Senior Accounts Officer (JC), MPPKVVCL, Jabalpur payable at Jabalpur.
- (ii) The security deposit shall be returned to the successful Cost Accountant only after faithful performance of terms and conditions of order and if there are no claims for recovery against the Cost Accountant, only after expiry of contract period/ order period.



**12. PENALTY:-**

If any firm or auditor contravenes any of the provision of Companies Act, 2013, the Penalty shall be applicable as per section 147 of Company Act, 2013.

**13. PERIOD OF CONTRACT:-**

The Contract shall be initially placed for Cost Audit of MPPKVVCL, Jabalpur for the FY 2018-19 & 2019-20 and the same may be extended for further three consecutive years on the same rates, terms and conditions of the original order subject to satisfactory performance of the Firm.

**14. PAYMENT OF FEE:-**

Payment of fee shall be released after completion of audit, which is to be completed in the stipulated time as mentioned in the scope of the work and terms and conditions given in the tender document.

**15. SUBMISSION OF BILL:-**

Payment shall be made on submission of the bills duly certified by the competent Authority of the Company i.e. AO (Cost) within 45 days from the date of submission of Bills or in queue whichever is later. The bill in triplicate shall be submitted to the office of CFO, MPPKVVCL, Jabalpur. The Senior Account Officer Jabalpur shall pay the bills as per order. The TDS shall be deducted as per rules. No interest will be paid in case payment is released beyond 45 days.

- 16.** Firm are advised to quote present rate GST. However if any upward / downward revision of GST is made by the Central government same shall be paid / recovered to/from firm. Moreover any statutory taxes or new government levies as made by Central government or state government shall be paid extra to firm.

**17. JURISDICTION OF COURTS:-**

In case of any dispute arising out of this contract, which could not be resolved mutually by the Firm and Company, the matter may be decided by an arbitrator to be appointed as per provisions of the Arbitration Act. Unresolved dispute arising out of or in respect of the contract will be subject to the jurisdiction of **Jabalpur High Court only.**

**18. DISCLAIMER:-**

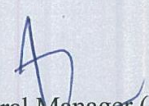
M.P. POORV KSHETRA VIDYUT VITRAN COMPANY LIMITED reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.

You are requested to submit your most competitive quotations so as to reach this office on or before the due date and time as per specified above.

Encl:-

- (1). Check List.  
(2). Annexure-I, II, III & IV

Yours faithfully,

  
General Manager (Purchase)II  
O/o CGM(Pur),Corporate Office  
MPPKVVCL, Jabalpur

### **CHECK LIST**

All offers will be evaluated on the basis of the documents furnished along with offers only. No further documents will be called for during the scrutiny of the application. Any additional document received, after last date & time of receiving the offer as stipulated in the RFP, will not be entertained and will be rejected treating it as unsolicited one(except any information called by management). All the interested Cost Accountant firms are, therefore, advised to go through the Tender documents carefully and should submit all the required information/ documents in proper sequence along with the offer as described hereinafter.

**1. List of the documents to be submitted along with the applications:**

- a. Registration certificate issued by the Institute of Cost Accountants of India indicating year of establishment of the firm.
- b. Latest Certificate issued by the Institute of Cost Accountants of India indicating details of the registered Head Office and Branch Office(s), if any.
- c. Latest Certificate issued by the Institute of Cost Accountants of India indicating names of the partners and their membership status.
- d. A letter mentioning that the firm is free from any disqualifications, as mentioned u/s. 141 & 148 of Companies Act, 2013.
- e. A letter of Arms length relationship with the company.
- f. Copies of appointment orders issued by the central Govt./ State Govt. PSUs for conducting cost audit u/s 148 of Companies Act, 2013.
- g. A copy of complete offer document duly signed and sealed as a token of acceptance of all terms and conditions.
- h. Duly filled up Annexures- I to IV which are forming part of the offer.
- i. Please ensure to submit all the supporting documents duly signed by authorized signatory with the seal of the firm.
- j. Certified copy of all relevant documents for selection of Firm as mentioned in selection criteria..

**2. Financial Bid:**

Cost Audit Fees for the year 2018-19 should be quoted in the sheet attached at Annexure –III.



**Annexure –I**

**TECHNICAL BID**

1. Name of the Audit Firm:
2. ICAI Registration Number of Firm.
3. PAN of the Firm.
4. GST Registration Number
5. Address of Registered Office/  
Branch Office(s) of the Audit Firm
  - i. Permanent Address :
  - ii. Correspondence Address:
  - iii. Telephone Number :
  - iv. Fax Number :
  - v. E mail Address:
  - vi. Website:
6. Year of establishment of Firms since date of registration:  
(Enclose copy of certificate issued by the Institute)

7. Name of the Partners (Please give details as per the certificate of the Institute):(Enclose copy of certificate of practice issued by the Institute)if any:-

S.No	Name of the Partner	Membership No.	Whether Associate or Fellow Member	Year of starting Practice
1.				
2.				

8. Details of experience of Conducting statutory Cost Audit in Central/State PSUs.(Please attach copies of appointment orders) if any:

Sl. No	Name of Central/ State Govt. PSU	Year of Audit
1.		
2.		

9. Audit firms having registered office/ branch office; within the State of Madhya Pradesh.
10. Audit conducted by the firm should be under section 148 of Companies Act, 2013.
11. A letter that auditor (firm) is free from any disqualifications, as mentioned u/s. 141 & 148 of Companies Act, 2013.
12. A letter of Arm's length relationship with the Company.

13. **DECLARATION:**

I/ We hereby certify that:

- a) All information and attachments submitted in this application are correct and true to the best of my/ our knowledge.
- b) I/ We are aware that any false information provided herein will result in rejection of the application and suspension of registration.

SIGNATURE WITH SEAL OF THE FIRM

PLACE

DATE

**ANNEXURE –II**

To,

The Chief General Manager(Purchase)  
MPPKVVCL, 3<sup>rd</sup> Floor,  
Block No. 8, Shakti Bhawan,  
Rampur, Jabalpur-482008

Dear Sir,

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

We hereby authorize M.P. Poorv Kshetra Vidyut Vitran Co. Ltd. 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 firm	
7.	E-mail no. & Mobile no. of the beneficiary for intimation of release of payment	

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 M.P. Poorv Kshetra Vidyut Vitran Co. Ltd. responsible.

Note: Please enclose one  
Cancelled cheque for E-Payment.

Authorised Signatory of Firm  
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.

Authorised Signatory of Bank  
Official stamp with Date



**ANNEXURE -III**

**FINANCIAL BID**

Date:

**Sub.: Cost Audit of M.P. POORVA KSHETRA VIDYUT VITRAN COMPANY LIMITED  
for the financial year 2018-19**

**Name of the Bidder:.....**

**(In Rs.)**

<b>Sl. No.</b>	<b>Description</b>	<b>Amount ( in Rs.)</b>
<b>1</b>	Fees for Cost Audit of MPPKVVCL, Jabalpur for a financial Year.	.....
<b>2.</b>	Goods & Service Tax (As Per applicable Rate @____%)	.....
	<b>TOTAL</b>	.....
<b>(In words: Rupees ----- Only.</b>		

**Note:**

1. The proposal shall be submitted as a quote
2. GST will be paid on production of necessary valid documents.
3. All prices should be in INR and shall be specified in both figures and words.

Authorised Signatory of the Bidder

Name

Official stamp with Date

**ANNEXURE -IV**

To,

The Chief General Manager (Purchase)  
MPPKVVCL, 3<sup>rd</sup> Floor,  
Block No. 8, Shakti Bhawan,  
Rampur, Jabalpur-482008

Dear Sir,

**Sub: Unconditional acceptance of terms and conditions of Enquiry No. 289 dated 16.07.18.**

Certified that all the terms and conditions of Enquiry No. 289 dated 16.07.18 for the work of Cost Audit of Cost Accounting Records of MPPKVVCL for the FY 2018-19 & 2019-20, conversion of Cost Audit Report in XBRL format and filing the same with MCA are unconditionally accepted.

I hereby certify that my appointment as Cost Auditor for the audit of Cost Accounts maintained by your Company relating to "Electricity Distribution" for the FY 2018-19 & 2019-2020 will be in accordance with the limits specified under section 141 (1)(g) and section 148 of the Companies Act, 2013.

I hereby declare that, I am not in full time employment as a Cost Accountant within the meaning of Cost & Works Accountant Act 1959 (23 of 1959) & I am holding a valid certificate of practice.

I am not disqualified under any of the provisions specified u/s 148 read with section 141(3)(g) and section 141 of the Companies Act, 2013.

I am an independent Cost Accountant / firm of Cost Accountants and maintain an arm's length relationship with your Company.

Place-

Date-

Signature-\_\_\_\_\_

(Name-\_\_\_\_\_)

Signature with name of the  
bidder with rubber seal of the  
firm