



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/332

Jabalpur, dated: 03.02.2022

To

M/s _____

Sub: **Enquiry for Outsourcing Cost Auditor of MPPKVVCL, Jabalpur for the financial year 2021-22 due for opening on 18.02.2022.**

Dear Sirs,

1. Sealed quotations are invited for the appointment of Cost Auditor of MPPKVVCL, Jabalpur for the financial year 2021-22 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	18.02.2022 up to 3:00 P.M.
(ii)	Due date and time for Opening of offer	18.02.2022 at 3:30 P.M.

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, 3rd 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:-**

– Please deposit Earnest Money of Rs.1000.00 in the form of DD/BC only. EMD in other form i.e. FDR/BG is not acceptable. The DD/BC should be drawn in favour of Sr.AO (JC), MPPKVVCL, Jabalpur. Details may be indicated on the envelope cover. S.S.I Units of Madhya Pradesh Permanently registered with DIC/NSIC shall be exempted from payment of EMD. The registration should be valid on the date of opening of Enquiry. The SSI unit registered with UDYOG AADHAR/MSME shall also exempted from payment of EMD and their registration certificate should be valid on the date of opening of Enquiry. For the purpose they shall require to submit relevant document along with the offer. No offer shall be accepted without required EMD unless exempted from payment of EMD as above.

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 having branches in the State of Madhya Pradesh.

- c) The firm must be holding valid certificate of practice on date of bid opening.
- d) The firm shall be free from any disqualifications, as mentioned u/s.141 & 148 of Companies Act, 2013.
- e) The firm should submit a letter of Arms length relationship with the company.
- f) If any Cost auditor firms which hadbeen appointed as Cost auditor of the Company on or after FY 18-19shall not be eligible for such appointment. Further, if any Cost audit firms have already been appointed in any other assignment of the Company and same is to be appointed as Cost Auditor, in such case that firm shall be required to submitd an undertaking regarding leave the previous assignment..

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 Criterial:

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 year experience of conducting Cost Audit of power distribution /transmission utility of India.
- b) If more than one firm having three year experience of conducting of Cost Audit of power distribution /transmission utility, then oldest firm shall be appointed. In this regard practice certificate issued by ICAI to the firm shall be considered.
- c) In case above criteria (a) & (b) are same, then the firm having highest turnover as per its ITR of FY 2020-21 shall be considered.

7. Submission of Offer:

The Enquiry 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". 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. 2021-22**'.

8. Scope of Work:

- i. Cost audit of FY 2020-21 is 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 as amended from time to time in respect of designated locations/ work centers of the Company. Cost audit shall also be in Page 4 adherence to the relevant orders/clarification, 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 the cost sheets of Regional Accounts officesunits are to be audited for FY 2021-22.
- v. Verification and certification of annexures to cost audit report.
- vi. All formats as required by statute are to be certified for FY 2021-22.
- 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.

9. Audit Fees:

- i. As per the guidelines of Institute of cost Accountant of India, a minimum fee of **Rs. 75,000/- plus GST (If payable)** per year has been decided for Cost Audit fee of MPPKVVCL, 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.

10. 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.

11. 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. 2021-22'. The name and address of the firm must be indicated on the body of the envelope.
- l. Offer must be submitted on or before due date at the office of the CGM (Purchase), 8th Block, 3rd 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 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.

12. Security Deposit:-

- a. 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, MPPKVVCL, Jabalpur payable at Jabalpur.
- b. 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.

13. 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.

14. Period of Contract:-

The contract shall be initially placed for Cost Audit of MPPKVVCL, Jabalpur for the FY 2020- 21 and the same may be extended for further two consecutive years on year to year basis on the same rates, terms and conditions of the original subject to satisfactory performance of the firm.

15. 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 Enquiry document.

16. Submission of bill: -

- a. 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 bill submission in this office or in queue whichever is later. The bill in triplicate shall be submitted to this office. 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.
- b. 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 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:

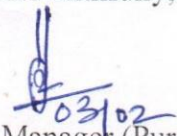
M.P. POORV KSHETRA VIDYUT VITRAN COMPANY LIMITED reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.

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 Enquiry 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 free 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 Annexure- 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. ITR of the firm / Company for Assessment Year 2021-22.
- k. Certified copy of all other relevant documents for selection of Firm as mentioned in selection criteria.

2. Financial Bid:

Cost Audit Fees for the year 2021-22 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 section148 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

To,

ANNEXURE –II

The Chief Financial Officer
MPPKVVCL, 2nd Floor,
Block No. 7, Shakti Bhawan,
Rampur, Jabalpur-482008

Dear Sir,

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

We hereby authorize M.P. PoorvKshetraVidyutVitran Co. Ltd. to disburse all our payments through electronicfund 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. PoorvKshetraVidyutVitran 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 2021-22.

Name of the Bidder:.....

(In Rs.)

Sl. No.	Description	Amount (in figure)
1	Cost Audit Fees for theFor Financial Year 2021-22 (inclusive of all expenses,)
2.	Goods & Service Tax (As Per applicable Rate @____%)
	TOTAL

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

To,

ANNEXURE -IV

The Chief Financial Officer
MPPKVVCL
2nd Floor, Block No. 7, Shakti Bhawan,
Rampur,
Jabalpur-482008

Dear Sir,

Sub: Unconditional acceptance of terms and conditions of Enquiry No.

Certified that all the terms and conditions of Enquiry No. _____ for the work of Cost Audit of Cost Accounting Records of MPPKVVCL for the FY 2021-22, 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 2021-22 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

SCHEDULE
QUESTIONNAIRE

Please confirm the following :-

1.	Name of Firm & address	
2.	Mobile Number	
3.	Whether the prices are indicated in the enclosed Schedule-I of the enquiry.	
4.	Whether the prices are FIRM.	
5.	Please confirm validity of offer.	
6.	Whether Company's payment terms is acceptable.	
7.	Whether Company's security deposit clause is acceptable	
8.	Whether the delivery period of the enquiry is acceptable. If not, please indicate your delivery schedule.	
9.	Whether Company's Penalty clause 5 (xiii) is acceptable.	
10.	Whether agreeable to Extension Order Clause.	
11.	Please indicate your GST no.	
12.	Name of Bank	
13.	Bidder's Bank Account No.	
14.	IFS Code	
15.	Bidder's PAN No.	

Signature of Bidder:

Name in full:

Designation:

Mobile No.:

Company's Seal

List of firms to whom enquiry is proposed to be issued :-

A K Jain & Co. Company Secretaries 40A, Shankar Seth Building 3rd Floor, 380 J S S Road Chira Bazar Mumbai 400002	Kaushal Ameta & Co. Company Secretaries 404, Navneet Plaza, 5/2 Old Palasia Indore-452001
Azeem Tariq Khan Practising Company Secretary 204-Navneet Darshan, 4/6- Old Palasia, Indore-452001	Neeraj Nagar Company Secretaries 2 nd floor, opp. Above SBI Mahanadda, Madanmahal, Jabalpur-482001
D.K. Jain & Co. Practicing Company Secretaries 406, 4th Floor, Silver Ark Plaza 20/1, New Palasiya Janzirwala Square Indore (M.P.) India 452001	Manish Tamboli & Associates Practicing Company Secretaries 3/1, New Palasia, 204, Gold Arcade, Opp. Curewell Hospital, Near Janjirwala square, Indore-452001(M.P)
L.N. Joshi & Company Company Secretaries 306 Sterling Arcade 15/3 Race Course Road Indore	Ranadeep Bhattacharya, 99 Idgah Hiils, Near Bimal Nursing Home, Bhopal
SGS ASSOCIATES COMPANY SECRETARIES First Floor, 14, Rani Jhansi Road, New Delhi-110055	Shadab Anjum S. Anjum & Associates, 468 Ashok Vihar, Nagar Nigam Coloony, Bhopal
S. M. Ashraf, ASA & Associates, Plot No. 16, A. S. 1, Block - A, IIInd Floor Amar Stambh, Press Complex, Zone - I, M. P. Nagar, Bhopal	Pratik Tripathi, P.S. Tripathi & Associates, Company Secretaries, 306, Manas Bhawan Extn., 11 R.N.T. Marg, Indore
Kushal Sharma KMS & Associates, Plot No 151, Tope floor Near City Bank Zone -I MP Nagar, Bhopal	MAYANK BHARTIYA &CO. (Company Secretaries) 34 (IIInd Floor),Navyug Market, Ghaziabad
I.G. & Associates Company Secretaries 116, Manas Bhawan RNT Marg Indore- 452001	Shri Krupesh Mankodi Company Secretary A C/2, Sneh Vihar Flats 130, Napier Town Jabalpur
K. Bhati & Associates Company Secretaries 804, Baldeo Bagh Near Mahila Market Jabalpur	P. Lamba & Associates Company Secretaries S-28, 2 nd Floor J.K. Complex Opp.- Petrol Pump Gorakhpur, Jabalpur