



Meghalaya Energy Corporation Limited

(Government of Meghalaya Enterprise)

Corporate Identification Number: U40101ML2009SGC008374

Registered Office: Lumjingshai, Short Round Road, Shillong – 793001, Meghalaya

Telephone No.: 0364-2591074; Fax No.: 0364-2590355

Website Address: [www.meecl.nic.in](http://www.meecl.nic.in)

MeECL/CS/Cost Audit/12/001/1612

Date: 15<sup>th</sup> July, 2020

**NOTICE INVITING EXPRESSION OF INTEREST FOR  
ENGAGEMENT OF THE COST ACCOUNTANT IN PRACTICE/COST ACCOUNTANT FIRM  
FOR THE FINANCIAL YEAR 2020-21**

The Meghalaya Energy Corporation Limited (MeECL) hereby invites Expression of Interest (EOI) from the Cost Accountant in Practice/ Cost Accountant Firms for engagement as the Cost Auditor of its three subsidiary Companies namely the Meghalaya Power Generation Corporation Ltd. (MePGCL), the Meghalaya Power Distribution Corporation Ltd. (MePDCL) and the Meghalaya Power Transmission Corporation Ltd. (MePTCL) carrying business activities of Generation of Hydro Power, Distribution of Power and Transmission of Power within the State of Meghalaya, respectively for the financial year 2020-21.

The tender document can be downloaded from the Corporation's website [www.meecl.nic.in](http://www.meecl.nic.in)

Firms may submit their bids in the prescribed format along-with the Annexures so as to reach the Office of the Company Secretary, Meghalaya Energy Corporation Ltd., Lumjingshai, Short Round Road, Shillong-793001, Meghalaya by 11<sup>th</sup> August, 2020 within 12 Noon. The offers will be opened on the same day (i.e., on 11<sup>th</sup> August, 2020) at 1:00 pm.

  
G. S. Mukherjee

Company Secretary

Meghalaya Energy Corporation Ltd.



**Appointment of Cost Auditor  
for three subsidiary companies of  
the Meghalaya Energy Corporation Ltd.  
for the Financial Year 2020-21**

## **TERMS AND CONDITIONS**

### **1. Introduction:**

The Meghalaya Energy Corporation Ltd (MeECL) is a Government Company incorporated under the Companies Act, 2013 having its registered office at Lumjingshai, Short Round Road, Shillong-793001, Meghalaya (hereinafter to be referred as the Corporation). The three subsidiary Companies of MeECL namely the Meghalaya Power Generation Corporation Ltd. (MePGCL), the Meghalaya Power Distribution Corporation Ltd. (MePDCL) and the Meghalaya Power Transmission Corporation Ltd. (MePTCL) are State utilities mainly responsible for Generation of Hydro Power within the State, Distribution of Power within the State and Transmission of Power within the State.

As on date, the total installed capacity of the MePGCL is 356.2 MW. The power generating stations are 3x 42 MW Myntdu Leshka HEP, 2x20 MW New Umtru HEP, 1.5 MW Sonapani Project, 1.5 MW Lakroh HEP, four stages of Umiam Generating station and Umtru Power Station. There is also one ongoing project of 3x 7.5 MW Ganol HEP.

The MePDCL is looking after distribution of electricity throughout the State. The MePTCL is mainly looking after transmission of electricity within the State which is 132KV and onwards.

The above utilities are executing different flagship programme of the Government of India like R-APDRP, NERPSIP (World Bank funding), System strengthening and metering under Deendayal Upadhyaya Gram Jyoti Yojana (DDUGJY), Decentralized Distributed Generation, Integrated Power Development Scheme (IPDS), North-Eastern Region Power System Improvement Project (NERPSIP) and Power System Development Fund scheme and external funded schemes under Asian Development Bank (ADB) and JICA.

The Meghalaya Energy Corporation Ltd., the Holding Company hereby issue this tender to engage the Cost Accountant in practice or Cost Accountant firms as the Cost Auditor for its three subsidiary companies namely MePGCL, MePDCL and MePTCL for the financial year 2020-21.

### **2. Scope of Work:**

To conduct the cost audit for the financial year 2020-21 in accordance with the relevant provisions of the Companies Act, 2013 and relevant orders/clarification/rules as issued from time to time by the Cost Audit Branch, Ministry of Corporate Affairs, Govt. of India & the Cost Accounting standards issued by the Institute of Cost Accountants of India (ICAI) and filing of online cost audit report using the XBRL software.

### **3. Eligibility criteria for appointment:**

- a) The Cost Accountant in practice/Cost Accountant Firm should have the experience of conducting cost audit in a company (ies) at least for last three financial years.
- b) The preference will be given to the Cost Accountant in practice/Cost Accountant Firm having experience of conducting Cost Audit or maintenance Cost Record in Power Sector Company (ies).
- c) The Firm should have experience of filing online cost audit returns using the XBRL software.
- d) The existing cost audit firm or any other cost audit firm in which the partner(s) of the existing cost audit firm is/are in employment/engaged/partnered will not be considered for evaluation.

### **4. Audit Fees:**

The schedule of audit fees shall be inclusive of fee for filing the online cost audit report using the XBRL software and out of pocket expenses. The GST on fees shall be paid extra as applicable on furnishing the registration number with the appropriate authority. No other expenditure will be borne/ reimbursed by the Corporation(s) except the audit fees and tax as mentioned above:

The minimum 'audit fee' as prescribed by the Corporation for the work mentioned above at Sl. No. 2 for the three subsidiary companies of the MeECL, are as follows:

- i) For MePGCL the audit fee will be Rs. 60,000
- ii) For MePDCL the audit fee will be Rs. 50,000.
- iii) For MePTCL the audit fee will be Rs. 40,000.

The Bidder(s) is/are required to submit their financial bid considering the above prescribed minimum fee.

#### **5. Evaluation of Bids**

- a) The bidder(s) should satisfy all the eligibility criteria as mention in Sl. No. 3 above to qualify as technically successful bidder.
- b) The Cost Auditor shall be selected amongst the technically qualified bidder(s) based on the financial bid(s).
- c) In case of tie among the bidders, the selection shall be done at the sole discretion of the Corporation.

#### **6. SUBMISSION OF OFFER**

Only one Technical Bid is required to be submitted by the bidder. The same shall be taken as common technical bid for all three companies namely MePGCL, MePDCL and MePTCL. The envelope should be clearly Superscribing as the "COMMON TECHNICAL BID".

For Financial Bid, the Bidder is required to submit separate financial bids in separate envelopes for each company i.e. MePGCL, MePDCL and MePTCL. The envelope should be clearly Superscribing as the "FINANCIAL BID for .....(name of the Company i.e. MePGCL/MePDCL/MePTCL)".

The EOI documents complete in all respect shall be submitted in 2 (two) parts i.e. Part-I (Common Technical Bid) and Part-II separate (Financial Bid) for three subsidiary companies and both bids i.e. Technical and financial bid shall be sealed in 3<sup>rd</sup> separate envelope.

All envelopes must be sealed detailing Name & Address of the Bidder, mentioning "EOI for the appointment of the Cost Auditor for the financial year 2020-21 for .....(name of the Company i.e. MePGCL/MePDCL/MePTCL)".

The offer should be submitted strictly as per the terms & conditions laid down in this EOI and in the prescribed format. The EOI documents duly sealed and signed are required to be submitted by the Bidder as a token of acceptance of all terms and conditions.

The company does not take any responsibility for loss of application in transit. Bids sent through Telegram, Telex, Fax or E-mail will not be considered.

Bids received as stated above after the due date and closing time of submission of Bids shall not be considered. Any Bids received late due to any reason whatsoever will not be accepted.

The Corporation 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.

Interested Cost Accountant in practice/ Cost Accountant Firm should send their bid document, so as to reach this office latest by .....by ..... P.M. In the event of the specified date for the submission of Bids being

declared a holiday, the Bids can be submitted up to the appointed time on the next working day

#### **7. Place of Audit**

The Audit work has to be conducted mainly in the Corporate office at Lumjingshai, Short Round Road, Shillong, Meghalaya- 793001, but as per requirement, the audit may be conducted at any other place as decided by the Corporation or respective subsidiary companies.

#### **8. Payment Terms**

After submission of the Cost Audit Report by the Cost Auditors and its placement before the Board Meeting of the respective companies, the payment will be released to the Cost Auditor on submission of bills. No advance payment shall be paid.

#### **9. Disclaimer:**

The MeECL reserves the right to cancel/restrict/modify/postpone and/or extend the date of receipt/opening of Bid or withdraw the Bid notice without assigning any reason(s) whatsoever. In such case the bidders shall not be entitled to any form of compensation from the Company.

#### **10. Identification of Nodal Officer**

The successful Cost Audit Firm shall nominate a Nodal Officer, within 10 days from the award of the work/contract and communicate his details to the Corporation for prompt and smooth interaction.

#### **11. Dispute**

In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, the decision of the Chairman & Managing Director, MeECL will be final and binding on both the parties.

#### **12. Last date for submission of Bids**

The Bid (along with all other supporting documents) is to be signed and sealed by the Authorised Signatory on each and every page of the bid document.

The envelope containing the Bid should be super-scribed as 'EOI for the appointment of the Cost Auditor for the financial year 2020-21 for .....(name of the Company i.e. MePGCL/MePDCL/MePTCL' and shall reach to the MeECL's Corporate Office on or before 11<sup>th</sup> August, 2020 by 12 Noon at the following address:

To,  
The Company Secretary  
Meghalaya Energy Corporation Ltd  
Lumjingshai, Short Round Road  
Shillong – 793 001  
Meghalaya

#### **13. Opening of Bid**

The bids will be opened on the 11<sup>th</sup> August, 2020 at 1 P.M. in the presence of applicants, who desire to be present there. The Bid received after the specified date/time/incomplete/unsigned/in open envelope/by fax will not be considered and therefore will be rejected.

In case of any clarification required in this regard, the firms are requested to e-mail their queries at [companysecretarymeecl@gmail.com](mailto:companysecretarymeecl@gmail.com) before the due date of submission of bids.

14. 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 O&M Units is dealt in strict confidence and secrecy. A Certificate towards maintaining confidentiality to be provided by the Cost Auditor before the commencement of audit;
- c) No partner of the Auditors is related to Managing Director/whole time Director or part-time Director of the Company within the meaning of Section 2(77) of the Companies' Act, 2013;
- d) Neither the firm nor its partner or Associates have any interest in the business of the Company;
- e) The auditor will be required to issue certificate of Independence;
- f) The Cost Auditor shall have prime responsibility to ensure that he does not violate the limits specified under Section 139 (2) of the Companies' Act, 2013;
- g) The auditor/ firm shall be free from any disqualification as mentioned under Sec. 141(3) of the Companies Act 2013;
- h) The auditor/firm shall need to submit certificates U/S 148, read with 139 & 141 of the Companies Act, 2013, certificate u/s 2(l)(b), 6(1) of Cost & Works Accountant Act, 1959, Certificate under Rule 6(1)(1A) as per Clause V of Companies (Cost records & audit) Amendment Rules, 2016 & a copy of validity of certificate of practice.
- i) The partners holding certificate of practice issued by the Institute of Cost Accountants of India are in whole time practice.
- j) The Audit Firm will be debarred from getting, in future, the Cost audit in MeECL and its subsidiary companies in the following cases:
  - 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 respects in terms of appointment.
  - iv. If the Firm violates any of the stipulations under Clauses (a) to (i).
- k) Overwriting/correction/erasure and use of white ink should be avoided. However, if any correction/erasure is inevitable, that should be authenticated afresh with the applicant's signature.
- l) Jurisdiction of Courts: Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Meghalaya High Court only.

## 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	Name of the Cost Accountant in practice/Cost Accountant Firm	
2	ICWAI Registration Number of Firm	
3	Year of establishment	
4	Complete Postal Address with PIN Code of the Head office and Branch office of the Firm (Branch office will be treated as per certificate of the institute).	
5	<b>Contact details:</b> Address of the Firm with the following details (Branch office will be considered as per details available in the certificate of practice): a) PhoneNo(s) b) ii)MobileNo(s) c) iii)FAXNo(s) d) E-mailID(s)	
6	<b>Details of Cost Accountant / Proprietor / Partners:</b>	
a)	Number of Partners (Whole Time /Part Time/Fellow /Associate).	
b)	Names of Proprietor/Partners (please state ICWAI Membership Number and Year of starting Practice against each).	
c)	No. of Years in conducting the Cost Audit	
d)	Experience in years in conducting the cost audit of Companies engaged in the electricity generation/transmission/distribution business activities.	
d)	Experience in years in conducting the cost audit of Companies other than mentioned at sl.no. 'd' above.	
7	Average Annual Turnover of the Firm in the last three financial years.	
8	PAN of the Firm	
9	GST Registration Number	

## Note:

1. Copies of the appointment order/work order with signature of the issuing authority to be enclosed.
2. Documentary evidence of all the information as stated above is to be furnished.
3. All the pages of the terms & conditions of the EOI and bid documents along with all supporting documents, duly signed and sealed are required to be submitted by the bidders.

Signature with seal of the firm

**FINANCIAL BID**

**(To be submitted in separate envelope)**

To,

The Company Secretary

\_\_\_\_\_ (Name of the Company i.e. MePGCL/MePDCL/MePTCL)

Shillong

Subject: Appointment of the Cost Auditor firm for conducting cost audit for the financial year 2020-21.

I/ We have read all terms and conditions of the EOI carefully and hereby offer/ quote our price for the Cost Audit and filing of online cost audit report using XBRL software for the financial year 2020-21 at Rs.-----  
------(Rupees in words-----)inclusive of out of pocket expenses plus GST for ..... (Name of the Company i.e. MePGCL/MePDCL/MePTCL).

**Signature of the bidder with seal**

**Place :**

**Date :**