



CREATING WEALTH FOR WELL BEING



NLC INDIA LIMITED
(Formerly Neyveli Lignite Corporation Limited)
(Navratna - Government of India Enterprise)
BLOCK-1, NEYVELI - 607 801, TAMIL NADU, INDIA.

OFFICE OF THE CHIEF GENERAL MANAGER / CONTRACTS
CORPORATE OFFICE

TENDER NO: CO CONTS/0036G / Cost & Budget /Cost Audit /2018, Dt.14.12.2018.

PRESS TENDER ENQUIRY

For

DETAILED NOTICE INVITING EXRESSION OF INTEREST (EOI)

For

Empanelment of Partnership / Limited Liability Partnership Firms of Cost Accountants for conducting Cost Audit in NLC India Limited for the Financial year 2019-20, 2020-21 and 2021-22.

Last date and Time for submission of EOI Documents: on 18.01.2019 at 14.30 hrs.

Date & Time of EOI opening: on 18.01.2019 at 15.00 hrs.

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PRESS TENDER

EXPRESSION OF INTEREST

DETAILED NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF PARTNERSHIP / LIMITED LIABILITY PARTNERSHIP FIRMS OF COST ACCOUNTANTS FOR CONDUCTING COST AUDIT IN NLC INDIA LIMITED FOR THE FINANCIAL YEARS 2019-20, 2020-21 AND 2021-22.

1.0 TENDER NO: CO CONTS/0036G/ Cost & Budget /Cost Audit /2018, Dt.14.12.2018.

NLC India Limited (formerly known as Neyveli Lignite Corporation Limited), a 'Navratna' Government of India Enterprise, invites Expression Of Interest (EOI) from reputed Indian Cost Audit Firms (Partnership / Limited Liability Partnership) for Empanelment as Cost Auditors for the Financial Years 2019-20, 2020-21 and 2021-22. Appointment will be initially for a period of one (1) year subject to renewal based on performance with a cap of Three (3) years.

Terms and conditions of notice inviting Expression of Interest (EOI) towards empanelment of Cost Auditor for the financial years 2019-20 to 2021-22

1. Coverage of Cost Audit:

Considering the present operating units and the units expected to be commissioned during the year 2019-20, the following units shall be covered under Cost Audit for the year 2019-20. Additional Operating Units will be covered under cost audit as and when commissioned during subsequent years.

Sl. No.	Name of the Unit	Capacity	Name of the Unit	Capacity
	Lignite Mines	MTPA	Renewable Energy	MW
1.	Mine I	10.50	Wind Power	51
2.	Mine IA	3.00	Solar Power	10
3.	Mine II	15.00	Solar Power	130
4.	Barsingsar Mine	2.10	Solar Power	500
		30.60	Solar Power **	709
5.	Talabira Coal Mine **	20.00	Roof Top Solar	1
	Thermal Power Station	MW	Solar Power ** (Andaman)	20
6.	TPS I @	600		1421
7.	TPS I Exp	420		
8.	TPS II	1470		
9.	TPS II Exp	500		
10.	Barsingsar TPS	250		
11.	NNTPS**	1000		
		4240		

(**) Expected to be commissioned during 2019-20

@ Expected to be replaced by NNTPS during 2019-20

2. Scope of Work:

- a. Cost audit shall be in accordance to the provisions of the Companies (Cost Records and Audit) Rules, 2014 in respect of designated locations/ work centers of the Company. Cost audit shall also be in 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.
- b. 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.
- c. Verification and certification of Cost Proforma maintained at work centres as per (Cost Records and Audit) Rules, 2014.
- d. Checking of cost accounting records of respective work centres after the consolidation of the same into cost accounting records for the Company as a whole.
- e. Verification and certification of Annexure to Cost Audit Report.
- f. Submission of Cost Audit Report to the Company within timelines as per the MCA guidelines issued from time to time.. Presentation to Management/ Audit Committee/ Board of Directors for the observations/suggestions for improvement of maintenance of Cost Records and Accounting.
- g. Cost Audit firms so appointed shall commence Cost Audit and submit Cost Audit Report for the Company as a whole as per guidelines issued from time to time.
- h. Assisting the company in Filing of Cost Audit Report and Annexures to the Cost Audit Report to MCA, Government of India, by the Lead Cost Auditor, within the scheduled date prescribed by MCA. XBRL Filing, in Form CRA-4 to be submitted to Central Govt within the scheduled date.
- i. Compliance with any other instruction issued in respect of cost audit under Companies Act, 2013.

3. Audit Fees:

The Audit fee for the year 2019-20 will be in the range of Rs.4 to 5 Lakhs based on the recommendation of the Audit Committee to the Board of Directors. Out of Pocket expenses will be paid at actual subject to a maximum of 50% of the Audit Fee for the respective years. GST shall be paid extra, as applicable. Audit Fee will be firm during the period of three years (FY 2019-20, FY 2020-21 & FY 2021-22).

4. Payment Terms:

80 % of Audit Fee is payable on submission of Cost Audit Report to the Company and presentation to Management/ Audit Committee/ Board of Directors.

20% of Audit Fee is payable on completion of all formalities including XBRL filing with Ministry of Corporate Affairs (MCA) as per Para 2(h) above. Out of pocket expenses is payable on submission of claim with necessary documentary evidence.

5. Travelling Expenses:

Travelling expenses shall be reimbursed at actual against documentary evidence as detailed below.

- a) Partners – Taxi/ Air (Economy class)
- b) Audit staff – Bus/ Third A/c Train.

Travelling expenses include – Local Travel at Neyveli/Chennai / Barsingsar/ Project Locations. The Company shall provide free accommodation facilities wherever available. In case of accommodation facilities not provided by the company, the charges for the same will be reimbursed on submission of claim with necessary documentary evidence.

6. Evaluation Criteria for Empanelment:

- 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 or partner shall be free from any disqualification and limits as specified under Sec 141 of the Companies Act,2013 and the firm will comply with Section 141 (3) and 148 (3) of Companies Act,2013.
- c. The firm or partner should not have been removed from the services by the Auditee due to any professional misconduct or breach of professional ethics.

The following will be the basis of marks for the selection and selection will be made on the basis of attainment of highest marks.

Sl. No.	Parameter	Selection Criteria	Basis of Marks	Point(s) per Criteria	Maximum Marks
1.	Evaluation Category – 1 : Size of the Firm (Max. 45 Marks)				
1(a)	Firm's Experience	Year of Establishment of Firms since date of registration with the Institute of Cost Accountants of India (ICAI)	No. of Years since Firm's Registration in the present name	2 Marks for each completed year	20
1(b)	Fellow / Associate membership of Partners	Number of Partners in the Firm (The partners must be holding certificate of practice issued by Institute of Cost Accountants of India and should be in whole time practice).	Name, Qualification and membership number of each partner specifying Fellow or Associate		18
		- Fellow Partners	Fellow Member of Institute of Cost Accountants of India (FCMA)	3 Marks for each FCMA	

Sl. No.	Parameter	Selection Criteria	Basis of Marks	Point(s) per Criteria	Maximum Marks
		- Associate Partners	Associate Member of Institute of Cost Accountants of India (ACMA)	2 Marks for each ACMAs	
1(c)	Turnover of the firm	Turnover of the Firm in FY 2017-18 (audited / certified accounts)	Turnover above Rs. 30 Lakh	7 Marks	7
			Turnover less than or equal to Rs.30 Lakh	5 Marks	
2.	Evaluation Category – II: Manpower Strength of the Firm (Max. 15 Marks)				
2(a)	Qualified Assistants / Manager / Employee	Number of qualified assistants (Cost / Chartered accountant) in the Firm. (He/She shall be associated with the firm since last two years, post qualified)	Name & Qualification of each Qualified Assistant / Manager / Employee specifying Fellow or Associate of respective ICAIs	2 Marks per Qualified Assistants	10
2(b)	Semi-Qualified Assistants/ Employee	Number of semi-qualified assistants (Intermediate pass Cost/ Chartered accountant) in the Firm. (He/She should have passed intermediate examination on or prior to Nov/Dec 2017 term)	Name & Qualification of each Semi-Qualified Assistant / Employee specifying levels of Exams passed of respective ICAIs	1 Mark per Semi qualified Assistants.	5
3.	Evaluation Category-III: Exposure/ Experience of the Firm (Max. 40 Marks)				
	Cost Audit Experience	The Firm having the experience in conducting statutory Cost Audit in Central /State PSUs / Private sector Companies (Copy of appointment letter issued by the Companies is required to be Submitted).			

Sl. No.	Parameter	Selection Criteria	Basis of Marks	Point(s) per Criteria	Maximum Marks
3(a)	In Public Sector Companies	Mining/ Power Sector	No. of Companies Audited during Preceding seven financial years i.e., Audited for the year 2011-12 to 2017-18 (name of the company, financial year audited)	3 Marks per Company per Year	15
3(b)	In Private Sector Companies	Mining/ Power Sector whose turnover is equal to or more than Rs.250Crore.		2 Marks per Company per Year	10
3(c)	In Public Sector Companies	Other than Mining and Power Sector Central Public Sector Enterprises (CPSEs) whose turnover is equal to or more than Rs. 250 Crore.	No. of Companies Audited during Preceding seven financial years i.e., Audited for the year 2011-12 to 2017-18 (name of the company, financial year audited)	2 Marks per Company per Year	10
3 (d)	In Private Sector Companies	Other than Mining and Power Sector Private Sector Company whose turnover is equal to or more than Rs.250 Crore.		1 Mark per Company per Year	5
				Total	100

Note-1: Evaluation Criteria vide Sl. No. 1(a), 1 (b) and 2 (a) will be reckoned on 30.11.2018.

Note-2: Only those Audit firms, that secures 50% marks and above as per criteria given above shall be considered for empanelment.

Note-3: In case of Tie of the marks between two or more firms, the following sequence shall be adopted for ranking the firms.

- 1) On the basis of date of establishment of firm ranking will be given.
- 2) Firm with a higher number of Fellow Members of the Institute of Cost Accountants as partners will be ranked accordingly.
- 3) Firm with higher number of Associate Members of the Institute of Cost Accountants as partners will be ranked accordingly.

7. Participation Fee:

- a. The participation fee (Non-refundable) for an amount of Indian Rupees 5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of NLC India Limited, payable at Neyveli is to be submitted along with the EOI documents.

- b. The participation fee may also be remitted through RTGS / NEFT mode to NLCIL's Account No.: 10895129204, Beneficiary Name: NLC India Limited, Estt. A/c in State Bank of India, Branch: Neyveli Main (IFS Code No.: SBIN0000958) and the UTR No. shall be indicated in the EOI document. The Bank Commission charges will be to the account of the bidder. The remittance details shall be clearly indicated by the bidder in their offer and the qualification of the bidder is subject to receipt of participation fee stipulated in the EOI.

8. General Terms and Conditions:

- i. This EOI is only for the purpose of short-listing/empanelment of Firms and does not carry any assurance for Cost Audit assignments of the company.
- ii. Only empanelled firms will be intimated about their selection in due course.
- iii. The Company reserves its right to accept or reject any application/s without assigning any reasons therefore. The decision of the Company for empanelment of the Firms will be final and binding upon the parties participating in the short-listing/empanelment.
- iv. Firm should deploy a suitable team for undertaking the audit, after a thorough perusal of the requirements of the appointment letter, terms & conditions contained therein. The Head of Finance of the Unit will coordinate with the Audit Team for smooth functioning of the audit. A minimum number of man-days are needed to be devoted at Project site by the firm in each phase of audit.
- v. The appointment of Cost Audit Firm will be made from the empanelled list of firms keeping in perspective proximity of its office to the project/station/unit.
- vi. The Cost Auditor will ensure that the information obtained in respect of the operation of the Unit is maintained in strict confidence and secrecy. A Certificate towards maintaining confidentiality is to be provided by the Cost Auditor, to whom appointment letter has been issued, at the time of acceptance of Audit assignment.
- vii. Pre-bid meeting will be held on **04.01.2019** at 10.30 hours Corporate Office, Neyveli.
- viii. The appointment of the Cost Audit Firm will be initially for one year i.e. 2019-20 renewable in 2nd and 3rd year (2020-21 & 2021-22), subject to satisfactory performance in 1st and 2nd year as the case may be with an overall cap of three years.
- ix. If progress/performance of the audit team is not found satisfactory, NLCIL's management reserves the right to terminate the appointment of the Firm.
- x. The Audit Firm will be debarred from getting, in future, Audit assignments in NLCIL and its subsidiaries in the following cases:
 - a. If the Firm obtains the appointment on the basis of false information/false statement at the time of submission of application/documents for the EOI.
 - b. The Audit Firm is found to have sub-contracted the work.
 - c. If the Firm does not take up audit in terms of the appointment letter.
 - d. If the Firm does not submit the Audit Report, complete in all respect, in terms of the appointment.

9. List of documents to be submitted along with the applications/EOIs:

Interested Cost Accountants firms are advised to go through contents of the EOI documents carefully and submit all attested copies of the following documents in proper sequence along with the EOIs as described hereinafter:

1. Registration certificate of the firm issued by the Institute of Cost Accountants of India, Information related to year of establishment of Head Office & Branch Office(s) addresses.
2. Copy of Membership certificate and Certificate of Practice (COP) for partners of respective Institutes will be treated as conclusive & final information for evaluation of EOIs.
3. Copy of Final Examination Certificate of the qualified assistants issued by the respective Institutes along with the documentary evidence establishing payment of the salaries by the Firm to the qualified assistants for the month of November 2018.
4. Copy of Intermediate Examination Certificate of the semi-qualified assistants issued by the respective Institutes in evidence of qualifications.
5. Copies of appointment letters for Cost Audit issued by the companies to establish the experience of the firm.
6. Copy of PAN Card.
7. Copy of GST Registration.
8. Details of Bank Account to which the payment of audit fees and other payments are to be made in future..
9. A copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.

10. Instructions to Audit Firms:

1. Format of Application must be completely filled in. Incomplete applications will be rejected out rightly.
2. Please ensure that date of opening of Registered Office, Branch Office, entrance dates of all Partners into the firm, date of joining firm as qualified & semi- qualified assistants should be invariably indicated in the application.
3. All EOIs will be evaluated on the basis of the documents furnished along with applications only. No further documents will be called for during the scrutiny of the EOIs. Any additional document received, after last date & time of receiving the EOIs as stipulated in the Notice Inviting EOIs, will not be entertained.
4. Since, all the applications will be evaluated strictly on the basis of Selection Criteria please avoid attaching unsolicited information's / documents for processing applications expeditiously.
5. All submitted documents should be signed by a Partner with his name and under the seal of the firm.

6. Applications must be submitted under sealed cover super scribing the EOI Notice No. & date and the words 'Application for Empanelment of Cost Auditors for FY 2019-20 to FY 2021-22. The name and address of the firm must also be indicated on the body of the envelope.
7. Application may be submitted in person or by post/ courier to "The **Office of the Chief General Manager / Contracts, NLC India Ltd., Corporate Office, Block-1, Neyveli-607 801**". NLCIL does not take any responsibility for loss of application in transit. Applications sent through Telegram, Telex, Fax or E-mail will not be considered.
8. Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected out rightly.

11. EOI DOCUMENTS SUBMISSION AND OPENING:

1. The EOI documents shall be submitted in one original and 6 (six) identical copies indicating clearly as 'original' and 'copy'.
2. The EOI documents prepared by the bidder and all correspondence and documents relating to the EOI shall be in the English language.
3. The EOI must contain the name and place of business of the person or persons making the EOI and each page of the EOI must be signed and sealed by the Bidder with his usual signature. The name of all persons signing shall be provided below the signature.
4. Satisfactory evidences of authority of the person signing on behalf of the Bidder shall be furnished with the Bid.
5. The Bidder's name stated on the proposal shall be the exact legal name of the firm.
6. The EOI documents (one original and Six identical copies) bearing the tender reference No. shall be submitted in SEALED COVER(S) to **Chief General Manager /Contracts, Corporate Office, NLC India Limited, Neyveli-607801,Cuddalore District, Tamilnadu, India.**
7. The outside of the covers should indicate clearly the name of the bidder and his address.

In addition, the envelope or container should indicate the "**Tender No. and Name of the work for which the EOI is submitted, EOI opening date and time**". EOI with no indication given on the outside of the envelope to indicate that it is an EOI, which therefore gets opened before the due date shall be liable to be disqualified. All the pages of the EOI shall be serially numbered. The Bidders are instructed to properly paste the covers before applying wax seal and it is warned that failure to do so would result in rejection of such EOI.

8. Submission of EOI, documents through Fax, E-Mail will not be accepted.
9. EOI submitted without the proper documentary evidence to substantiate fulfilment of the qualifying requirements as specified are liable for rejection without assigning any reason
10. NLC India Limited takes no responsibility for delay, loss or non-receipt of documents or any letter sent by post either way.

12. LATEST TIME FOR RECEIPT OF EOI DOCUMENTS:

EOI Documents must reach this office on or before **14.30 Hours (IST) on 18.01.2019** to the officials and address mentioned below. Any EOI offer received after the expiry of the time specified for receiving the EOI documents is liable for rejection.

Shri. P.Seshadri, ACM/Contracts
Shri. C.Venkatraman, DCM/Contracts
Smt. P.C.Mini, APO

O/o The Chief General Manager/ Contracts
Corporate Office, NLC India Limited,
Neyveli-607801, Cuddalore District, Tamilnadu.

13. EOI OPENING:

The EOI documents received from the bidders as above will be opened at Corporate Office, NLC India Limited, Block-1, Neyveli - 607801 on 18.01.2019 at 15.00 Hours (1ST).

14. The documents shall be opened on the date set for opening of the EOI in the presence of such bidders who may be present. The bidders are at liberty - to be present or authorize their representatives not more than two to present at the time of opening of EOI.

15. Clarification request, if any, should reach Chief General Manager/ Contracts, NLC India Ltd., Corporate Office, Block-1, Neyveli - 607 801, Cuddalore District, Tamil Nadu, INDIA. (Ph: 91-4142 - 252210, 251620 Fax: 91-4142 - 252026 / 252645 / 252646) e.mail: cgmconts_co@nlcindia.com/gmconts_co@nlcindia.com / on or before 04.01.2019.


CHIEF GENERAL MANAGER/CONTRACTS.

Format of Application

1.	Name of the Cost Audit Firm	
2.	Year of Establishment	
3.	Registration Number of the Cost Audit firm with Institute of Cost Accountants of India	
4.	Address of the firm as Registered with ICAI	
5.	Telephone Number with STD Code	
6.	Contact Person with mobile Number	
7.	Email address of the firm	
8.	Website of the firm	
9.	PAN of the firm	
10.	GST Registration No. of the Firm	
11.	Turnover of the Firm in FY 2017-18	

12. Details of Partners in the firm

Sl. No.	Name of the Partner	Membership No & Status (FCMA/ACMA)	Full time (Yes/No)	Date of joining the firm as Partner	Page No. of bid for Supporting document

13. Details of qualified/semi qualified Assistants

Sl. No.	Name	Qualification	Membership No	Date of joining the firm	Page No. of bid for Supporting document

14. Details of Experience in Power Sector in the last seven financial years (prior to 01.04.2018)

Sl. No.	Name of the Company/Unit	PSU or Pvt Sector	Turnover of the company	Year of Cost Audit Conducted	Name of the firm/partner in whose name Audit conducted	Page No. of bid for Supporting document

15. Details of Experience in Mining Sector in the last seven years (prior to 01.04.2018)

Sl. No.	Name of the Company/Unit	PSU or Pvt Sector	Turnover of the company	Year of Cost Audit Conducted	Name of the firm/partner in whose name Audit conducted	Page No. of bid for Supporting document

16. Details of Experience in other sector in the last seven years (prior to 01.04.2018)

Sl. No.	Name of the Company/Unit	PSU or Pvt Sector	Turnover of the company	Year of Cost Audit Conducted	Name of the firm/partner in whose name Audit conducted	Page No. of bid for Supporting document

Signature of Partner with
Name & Seal of the Audit Firm