



NUCLEAR POWER CORPORATION OF INDIA LTD.
(A Govt. of India Enterprise)

Corporate Accounts
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Anushaktinagar, Mumbai - 400094.
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**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT /
APPOINTMENT OF COST AUDIT FIRMS FOR COST AUDIT IN NPCIL**

Nuclear Power Corporation of India Limited (NPCIL) is a Public Sector Enterprise under the administrative control of the Department of Atomic Energy (DAE), Government of India. The Company was registered as a Public Limited Company under the Companies Act, 1956 in September 1987 with the objective of operating atomic power stations and implementing the atomic power projects for generation of electricity in pursuance of the schemes and programmes of the Government of India under the Atomic Energy Act, 1962.

M/s NPCIL invites expression of Interest for empanelment / appointment of Cost Audit Firm registered in India for conducting Cost audit as per Companies (Cost Records and Audit) Rules, 2014 for FY 2017-18 and onwards.

Format of offer by the Cost Audit firms (Annexure – A) and scope of work, empanelment and selection criteria along with other terms and conditions (Annexure – B) are available hereunder. The same can be downloaded from here or can be obtained from the office of Additional General Manager (F&A) – Corporate Accounts as mentioned above between 10.00 AM to 05.00 PM from 22/08/2017 to 02/09/2017 on all working days.

Cost Audit firms may send their offer in the prescribed format along with annexures so as to reach the office of Additional General Manager (F&A) – Corporate Accounts by 06/09/2017 on or before 05.00 PM.

Documentary evidence of all the information are to be furnished along with the offer and all the pages of the terms & conditions and documents submitted are to be signed with the seal of the firm.

APPLICATION FOR EMPANELMENT AS COST AUDITOR IN NPCIL

1. NAME OF THE FIRM :				
(document at Page No....)				
2. ADDRESS OF THE FIRM :				
Permanent / Registered Office:				
(document at Page No....)				
3. CONTACT DETAILS OF THE FIRM :				
				Regd. Office
a) Telephone No with Std. Code:				
b) Fax No with Std Code:				
c) Mobile No:				
d) Email Address :				
(document at Page No....)				
4. REGISTRATION DETAILS OF THE FIRM:				
a) Registration No:				
b) Date of Registration :				
c) Years of Establishment of Firms since date of Registration				
(document at Page No....)				
5. DETAILS OF PARTNERS OF THE FIRM:				
a) Sl. No	Name	Associate/ Fellow	Membership No.	Certificate of Practice No
b) No. of Partners in the Firm: Associate --- Fellow---				
(document at Page No....)				
6. DETAILS OF QUALIFIED ASSISTANTS OF THE FIRM :				
a) Sl.No.	Name	Cost/ Chartered Accountant	Membership No.	
b) No. of Qualified Assistants in the Firm with Membership of the respective Institute:				
(document at Page No....)				
7. DETAILS OF SEMI QUALIFIED ASSISTANTS (Inter- CA / ICWA) OF THE FIRM:				
a) Sl.No.	Name	Inter cost/ Chartered Accountant	Registration No.	
b) No. of Semi-Qualified Assistants in the Firm :				
(document at Page No....)				
8. FIRM'S EXPERIENCE OF CONDUCTING STATUTORY COST AUDIT IN PSUs:				
Sl. No.	Name of PSU	Appointment Letter No. & Date	Period of Statutory Cost Audit From To	
(document at Page No....)				

CERTIFICATE

I _____, partner of the firm certify that :

- a. The information mentioned above are true and correct.
- b. Required documentary evidences duly signed & sealed are enclosed.
- c. If appointed as Cost Auditor in NPCIL, my audit team 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.
- d. If appointed as Cost Auditor in NPCIL my firm will not accept any other audit job in NPCIL or any other subsidiary of NPCIL (excluding tax audit, vat audit and other statutory certificate related to audit requirements).

SIGNATURE WITH SEAL

LIST OF DOCUMENTS DULY SEALED & SIGNED BY PARTNER OF THE APPLICANT FIRM REQUIRED TO BE SUBMITTED WITH APPLICATION

- a. Copy of latest Certificate issued by the Institute for SI. No. 01, 02 & 04.
- b. Copy of Membership Certificate indicating Fellow-ship / Associate-Ship and copy of Certificate of practice of each Partner issued by the Institute for SI.No.05.
- c. Copy of Membership Certificates of each Qualified Assistant issued by the concerned Institute for SI. No.06.
- d. Copy of Passing Certificates of each Semi Qualified Assistant (Inter – CA/ICWA) issued by the concerned Institute for SI No.07.
- e. Copy of Appointment Letters in respect of jobs already executed for SI No.08.

Empanelment, Selection and Appointment of the Cost Auditor in NPCIL

Part – 1 Introduction

NPCIL has its corporate office situated in Mumbai, in the state of Maharashtra. NPCIL has an area of operation at 7 plant sites across the nation. The appointment of Cost Auditor will be on centralised basis i.e. one Cost Auditor will be appointed for all the units of NPCIL including the corporate office. The Cost auditor would also be responsible for the consolidation of a consolidated Cost Audit Report of NPCIL.

Part – 2 Scope of Work

The company (NPCIL) is looking for engagement of eligible Cost Audit firm for carrying out the following job;

1. Cost Audit of the company for the allotted financial year is to be conducted in accordance with relevant provision / rules / order / notification as issued Ministry of Corporate Affairs (MCA), GOI and the Cost Accounting Standards issued by the Institute of Cost Accountants of India,
2. All formats related to respective financial year as required by the statute are also be filed or certified.

Part – 3 Empanelment and Selection Procedure

1. The selection of Cost Auditor will be made through the empanelment of Cost Audit Firms for Cost Audit.
2. The empanelment of the Cost Audit firms will be valid for the period as decided by NPCIL.
3. The firm with the following qualifying eligibility criteria will be empanelled;
 - i) The firm must have at least 5 years standing in the profession,
 - ii) The firm must have minimum 3 (three) partners and at least one partner should be fellow member of the Cost Institute,
 - iii) The firm must be holding valid certificate of practice.
 - iv) The firm shall be free from any disqualifications as specified under Section 141 (3) read with Section 148 (5) of Companies Act, 2013.
4. The empanelment of Cost Audit Firm in the empanelled list will be made in the descending order. The firm which has obtained highest marks will be ranked as 1 and so on. The following will be the basis for allotment of marks;

S.N	Norms	Basis of Marks	Maximum Marks	
A	Qualification Norms			
i.	Number of partners in the firm	4 marks for associated members and 5 marks for fellow members	20	50
ii.	Number of qualified assistants (CA/ICWA) in the firm. He should be member of institute	3 marks for each qualified assistant	18	
iii.	Number of semi qualified assistants (Inter – CA/ICWA) in the firm	2 marks for each semi qualified assistant	12	
B	Experience Norms			
iv.	Year of establishment of Firm since date of registration	2 marks per year	20	50
v.	The firm having experience of conducting Cost Audit in Central / State PSUs	5 marks for each Central / State PSUs	30	

Note:

- a. The marks will be allotted on the basis of documentary evidence furnished in support of each of the above mentioned criteria.
 - b. In case of tie, a firm with longer experience (i.e. based on the year of establishment) will be given higher priority. If still there is a tie, a firm with a higher fellow member (s) of the institute of Cost Accountants will be considered with higher priority.
5. Among the empanelled cost audit firm, rank one will be appointed as Cost Auditor of the Company.
 6. In case of denial of Cost Auditor to be the Cost Auditor, next cost audit firm with 2nd highest marks with number two rank will be selected as eligible to act as the Cost Auditor and so on.
 7. The firm once selected as above will be eligible for appointed as Cost Auditor for the financial years as decided by NPCIL. However, the appointment letter will be issued on the annual basis with the approval of the Audit Committee and the Board of NPCIL and the re-appointment of next financial year would be issued on the basis of performance and quality of services rendered in the previous year.

8. If, any firm of Cost Auditor who is qualified for appointment as per rank and is not in a position to accept the appointment in the Company, replacement of such audit firm will be done by another audit firm who is next to eligible firm.
9. The vacancy caused in the office of Cost Auditor due to resignation, dissolution of cost audit firm etc. / the removal of cost audit firm as stipulated in point no. (7) will be filled up as per the manner stipulated in point no. (8).

Part – 4 Audit Team

The team should consist of adequate numbers of qualified / semi qualified staff (Cost / Chartered Accountant) led by a partner of the firm in commensurate with the size of company / area of work.

Part – 5 Other Terms and Conditions

The appointment of auditors is subject to the following conditions / stipulations:

- 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 Cost Audit Firm is related to Chairman and Managing Director / Whole time Director / Other Director of 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 Company.
- e) The auditor will be required to issue certificate of Independence.
- f) The auditor / firm shall be free from any disqualification specified in under subsection (3) of Section 141 of Companies Act 2013. In addition to this, the Cost Audit Firm must not holding any assignment as Statutory Auditor or Internal Auditor of the Company.
- g) The Cost Audit Firm once completed the tenure of appointment of ten financial years shall not be eligible for re-appointment as Cost Auditor of the Company for a period of next five financial years from the completion of tenure. Further, no Cost Audit Firm having a common partner / partners to the other Cost Audit Firm, whose tenure has expired in the Company shall be eligible for appointment as Cost Auditor of the Company for a period of next five financial years. The said cooling period of 5 years would also be applicable to the previous Cost Auditor of the Company.
- 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 the Company 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 the Company 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) of Part 5.
- k) Additional General Manager (F&A) – Corporate Accounts will be competent authority to issue instruction and clarification for compliance with the procedural aspects related to finalization and filing of reports.
- l) If, at any time, before, during or after the contract period, any unsettled claim, question, dispute or difference arises between the parties, upon or in relation to or in connection with or concerning this expression of interests (tendering) / agreement / appointment order, the same shall be referred to the Director (Finance) for adjudication of said dispute / difference in writing by the aggrieved party. The award of Director (Finance) for referred dispute / difference shall be final, conclusive and binding upon the parties.
- m) The offer should be submitted strictly as per the terms & conditions laid down in the document. Application documents duly signed and sealed are to be submitted as a token of acceptance of all terms & conditions. All envelopes must be sealed and super scribed mentioning 'Empanelment / Selection of Cost Audit Firm'. **The name and address of the firm must be indicated on the body of the envelope.**
- n) Application may be submitted by the firm in person or may be dropped in the tender box kept at the office of Additional General Manager (F&A) – Corporate Accounts, 8th Floor, South Wing, Vikram Sarabhai Bhawan, Anushakti Nagar, Mumbai - 400094 or may be sent by the post to the office of Additional General Manager (F&A) – Corporate Accounts, 8th Floor, South Wing, Vikram Sarabhai Bhawan, Anushakti Nagar, Mumbai - 400094. However, the NPCIL does not take any responsibility for loss of application in the transit. Application sent through telegram, telex, fax or e-mail will not be considered.
- o) Application received after the due date and time shall be ignored. Any application received late due to any reason whatsoever will not be the responsibility of NPCIL. The cut-off date for evaluation of eligibility / qualification norms would be date of publication of EOI on NPCIL web page.
- p) **Disclaimer:** NPCIL reserves the right to accept or reject any or all responses and to request additional submissions, information or clarification from one or more applicant (s) at any stage or to cancel the process entirely without assigning any reason.



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ADDITIONAL INFORMATION – 1

ADDITIONAL INFORMATION WITH RESPECT TO NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT / APPOINTMENT OF COST AUDIT FIRMS FOR COST AUDIT IN NPCIL

The following additional information is being published with respect to Annexure – B containing scope of work, empanelment and selection criteria along with other terms and conditions related to notice inviting expression of interest (EOI) for empanelment / appointment of cost audit firms for cost audit in NPCIL;

Information with respect to fees structure:

It is to inform that the Cost Audit Fee for FY 2016-17 was Rs. 3,00,000/- plus applicable taxes. The current cost audit fee will be derived on the justifiable grounds keeping in view the works involved and the same will be got approved by Director (Finance) of the Company. The said fee would also be communicated to Cost Auditor for its acceptance before the appointment. The said fee would not be lesser than the previous year audit fee.

The applicable tax on cost audit fee will be paid extra.

Travel and out of pocket expenses will be paid at actuals as per the entitlement granted to Statutory Auditors of the Company and as approved by the Board of NPCIL. Local boarding, lodging and conveyance will be arranged by the company for the purpose of Cost Audit visit.