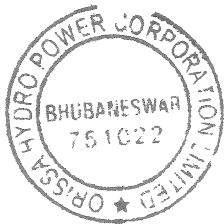


**EXPRESSION OF INTEREST (EOI) FOR**  
**APPOINTMENT / EMPANELMENT OF COST**  
**ACCOUNTANT FIRMS FOR COST AUDIT OF OHPC**  
**LTD.**

Name of the Firm:- .....

Corresponding Address with Contact Telephone No.

.....  
.....  
.....  
.....



No.OHPC:TECH:C&P:37/2024-25/ 2241

/Dated : 25.3.2025

**INVITATION OF BID FOR EXPRESSION OF INTEREST**

Odisha Hydro Power Corporation Ltd Bhubaneswar (OHPC), a Gold rated State PSU under Govt. of Odisha invites Expression of Interest (EOI) from eligible Cost Accountant Firms having head office in the State of Odisha for “Appointment/Empanelment as Cost auditors for conducting Cost audit of OHPC Ltd.

For details related to the eligibility criteria, scope of the work etc. please visit our website [www.ohpc ltd.com](http://www.ohpc ltd.com) from 03/04/2025.

Memo No.

2242

Date.

(Contract & Procurement Head)

25.3.2025

Copy to Manager (PR), Corporate office, Bhubaneswar for information and necessary action. She is requested to make arrangement for publication of the above EOI in one local English daily newspaper & in two local Odia daily newspaper in one edition on or before dt. 03/04/2025 for wide circulation.

Memo No.

2243

Date.

(Contract & Procurement Head)

25.3.2025

Copy to GM (IT), Corporate Office, Bhubaneswar, for information and necessary action. He is requested to upload the above EOI documents in OHPC website on or before dt. 03/04/2025 for wide circulation. The soft copy is enclosed herewith.

Memo No.

2244

Date.

(Contract & Procurement Head)

25.3.2025

Copy to the CGM(Fin.), Corporate office, OHPC Ltd., Bhubaneswar for information and necessary action.

Memo No.

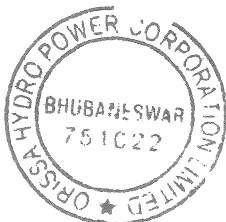
2245

Date.

(Contract & Procurement Head)

25.3.2025

Copy to the SGM(Fin.), Corporate office, OHPC Ltd., Bhubaneswar for information and necessary action.

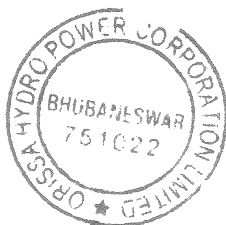


(Contract & Procurement Head)

**Expression of Interest (EOI)**  
**For**  
**Appointment / Empanelment of Cost Accountant Firms for**  
**Conducting Cost Audit in OHPC Ltd.**

**TABLE OF CONTENTS**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Page No.</b>
<b>1</b>	<b>Reference, Terms &amp; Conditions</b>	<b>04-07</b>
<b>2</b>	<b>Annexure-I : Minimum Eligibility Criteria</b>	<b>08</b>
<b>3</b>	<b>Annexure-II : Application format for empanelment</b>	<b>09-10</b>
<b>4</b>	<b>Annexure-III : Selection and Award Criteria</b>	<b>11</b>
<b>5</b>	<b>Annexure-IV : Format for Certificate</b>	<b>12</b>



## **REFERENCE, TERMS & CONDITIONS**

### **1. Introduction :**

Odisha Hydro Power Corporation Limited (OHPCL), an ISO certified Gold Rated State PSU under Govt. of Odisha, operates with 06 Nos of constituent generating units having total installed capacity of 2039.8 MW located across different parts of Odisha i.e. Balimela, Jeypore, Mukhiguda, Rengali, Burla & Chiplima. In addition, OHPC holds 50% share in the Machhkund Hydro Electric inter-state joint scheme Project. Expanding its foot print in the renewable energy sector, OHPCL is actively developing pump storage projects, new small hydro projects and ground mounting/floating solar power projects, contributing to the growth of green energy generation.

The EOI documents and other instructions can be downloaded or viewed on line from the web site [www.ohpcltd.com](http://www.ohpcltd.com) from Dt.03.04.2025.

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

Engagement of eligible Cost Accountant Firms for carrying out following jobs:-

- (a) Cost audit to be conducted in accordance with order no. G.S.R 01 (E) dated 31<sup>st</sup> December'2014 & G.S.R 792 (E) dated 15<sup>th</sup> October'2019 in line with Sub-Sections (1) and (2) of section 469 and Section 148 of the Companies' Act, 2013 (18 of 2013) read with Companies (Cost Records & Audit) Second Amendment Rules 2017 as issued by Govt. of India, Ministry of Corporate Affairs and in adherence to the relevant orders / clarification as 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) Unit Wise Cost sheets are to be audited.
- (c) The Cost Auditor shall file Annual Cost Audit Report in XBRL mode. The Govt. fees for the filing shall be reimbursed by the Company.
- (d) All formats as required by statute are to be certified.
- (e) All other provisions of Companies (Cost records and Audit) Rules 2014 are to be followed.

### **3. Audit Period :**

The appointment / empanelment of Cost Accountant Firms shall be for a period of 3 Financial Years (i.e. FY. 2025-26, 2026-27 and 2027-28).

The appointment of the empanelled Cost Accounting firms shall be initially for FY 2025-26, which may be extended for another period of one year each based on satisfactory performance of Auditors. However, maximum tenure of appointment of auditors shall be a Continuous period of 3 years (i.e. up to 2027-28). After that the cost auditor shall be considered for re-appointment after the cooling period at least for next 3 years.

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

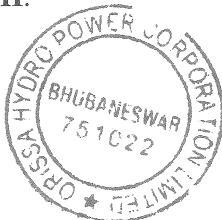
The fees for Audit will be Rs.2,00,000/- (Rupees Two Lakhs) per year. TDS as applicable shall be deducted. The fee is exclusive of applicable GST.

The Cost Audit Fees includes the conversion of Cost Audit report into XBRL format duly validating the same with MCA validation tools to enable the company for filing with MCA in form CRA-4.

In addition to the audit fees, on units visits auditors shall be paid traveling allowance and daily allowance as applicable to E6 grade for partners and E3 grade for the assistant according to the applicable TA rules of OHPC, subject to submission of valid required documents. Accommodation at Erectors Hostel may be provided free of cost by OHPC subject to availability.

### **5. Audit Team :**

Audit team should consist of adequate No. of qualified and semi qualified staffs led by a senior partner of the Firm. Applicants are required to furnish detail information as prescribed in **Annexure-II**.



## **6. Payment :**

After successful completion of the assignment, the firm shall submit the bills to Corporate Office for processing of payment as per the above. Payment shall be released against submission of GST Invoice. For payment of TA / DA, the Unit Finance Head is required to submit the attendance report of the team members with all details as required.

## **7. Paying Officer :**

Drawing & Disbursing Officer (DDO), OHPC Corporate Office.

## **8. GENERAL INSTRUCTIONS AND TERMS & CONDITIONS:**

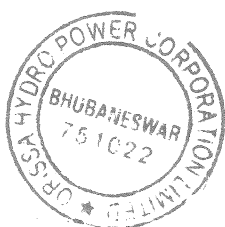
### **i. General Instructions to the Applicant Firms:**

- a) The Firm shall be required to undertake the assignments as mentioned in the Scope of Work of this EOI.
- b) The Firm shall be deemed to have full knowledge of the roles and responsibilities of the work, where the work needs to be carried out, whether it is inspected by them physically or not.
- c) The Applicant firm is expected to carefully examine the EOI Document, including all the instructions, guidelines, terms and conditions, specifications and formats in the EOI Document. Failure to furnish all the necessary information as required by the EOI or submission of a proposal not substantially responsive to all the requirements of the EOI shall be at the applicant firm's own risk and is liable for rejection.
- d) OHPC shall not be responsible for any expenses incurred by applicant firms in connection with the preparation and delivery of their proposals, reports & site visit, participating in the discussion and other expenses incurred during the EOI process.
- e) Clarifications, if any, in respect of this EOI can be obtained from SGM (Finance). The responses to applicant firm's queries/clarifications raised will be furnished as expeditiously as possible.
- f) No applicant firm is allowed to modify, substitute the EOI after its submission.
- g) The proposal should be complete in all respects and must contain all the required information and documents. Incomplete proposals are liable for rejection.
- h) The proposal and all the associated correspondence shall be in writing and in English only and shall conform to the prescribed formats as per Annexure-II of the EOI.
- i) Proposals received by facsimile shall be treated as defective, invalid and liable for rejection.

### **ii. Other Terms & Conditions :**

The appointment of auditors is subject to the following declarations:

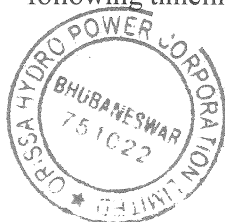
- a) The Audit Firm should not sub-contract the work.
- b) The audit team will work in strict confidence and will ensure that the information in respect of the operation of the Area/Unit is dealt in strict confidence and secrecy. A Certificate towards maintaining confidentiality to be provided by the Cost Accountant firm before commencement of Audit.
- c) Any partner of the firm is not related to Managing Director / whole time Director or part time Director of company within the meaning of section 2(77) of the Companies Act, 2013.
- d) Neither the firm nor its partner or Associates has 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/she does not violate the limits specified U/S 139(2) of the companies Act, 2013; The auditor/ firm shall be free from any disqualification under Sec. 141(3) of the Companies Act, 2013.
- g) Where a Cost Accountant is a Partner/Owner of more than one firm, in such case, only one firm shall be allowed to take part in the tender process either in OHPC or any of its subsidiaries. If it is found that the Firm having common partner makes application in the EOI initiated by OHPC and its Subsidiaries, such application will stand cancelled.



- h) The partners holding certificate of practice issued by Institute of Cost Accountants of India are in whole time practice.
- i) The Audit Firm will be debarred from getting, the Cost audit in OHPC in future, in the following cases:
- If the firm obtains the appointment on the basis of false information/false statement.
  - If the Firm does not take up audit in terms of appointment letter.
  - If the Firm does not submit the audit report, complete in all respect in terms of appointment.
  - If the Firm violates any of the stipulations under clause (a) to (i).
  - If during the periodical reviews the performance of the firm is found to be not satisfactory.
- j) 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.
- k) The Cost auditor shall undertake that data given to the Auditor by OHPC and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- l) Applications received after the due date and time shall be ignored and will not be considered. Any application received late due to any reason whatsoever will not be the responsibility of OHPC.
- m) OHPC does not take any responsibility for loss of application in transit and postal delay. Application sent, through Telegram, Telex, Fax, E-mail or any other means shall not be considered.
- n) In case of any dispute, Chairman-cum-Managing Director, The Odisha Hydro Power Corporation Ltd shall be the sole arbitrator.
- o) OHPC reserves the right to accept or reject any or all EOIs in part or whole without assigning any reason thereof.
- p) In case the scheduled date for opening and receiving happens to be a holiday(s), the next date is the effective date.
- q) OHPC reserves the right to request bidders for submission of clarification or additional documents at any stage of evaluation with a specified time period for which bidders must respond and failure to submit may lead to rejection of the bid.
- r) Units/corporate office allotted for conducting any audit for one financial year can be changed in next financial year at the sole discretion of the management.
- s) Modification of specification and extension of closing date and/or opening date of EOI if required will be made by corrigendum and copies will be floated in OHPC website only.
- t) The applicant must not have been blacklisted by any PSU/Govt./any Govt agency during last three years till the date of bid submission.
- u) Evaluation shall be based on fulfilling eligibility criteria and marking as per Annexure-III.
- v) **Jurisdiction of Courts:** Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of the High Court of Odisha, Cuttack only.
- w) **Disclaimer:** OHPC 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.

## 9. Submission of EOI:

The offer should be submitted strictly as per the terms & conditions laid down in the document. Application documents duly sealed and signed are to be submitted as a token of acceptance of all terms and conditions. All envelopes should be sealed and super scribed with the Notice No. & date mentioning 'Appointment / Empanelment of Cost Accountant Firms for Cost Audit'. The name and address of the firm should be indicated on the body of the envelope. Application may be submitted by the firm in person or may be sent by Speed Post or Registered Post to the **C&P Head, Odisha Hydro Power Corporation Ltd, Bhoi Nagar, Janpath, Bhubaneswar-751022**, as per the following timelines. No application shall be considered after over of due date and time.



**Date of display of tender document in website : Dt.03.04.2025**

**Last date of submission/receive of EOI : Dt.17.04. 2025 up to 01:00 PM**

**Opening of bid : Dt.17.04.2025 ,04:00 PM**

However, OHPC does not take any responsibility for loss of applications in transit. Application sent through Telegram, Telex, Fax, E-mail or any other electronics media shall not be considered. The EOI shall be opened as per schedule given above in the presence of bidder or their representative who wish to be present during opening session.

**10. Minimum Eligibility Criteria**

The detail for Minimum Eligibility Criteria is in **Annexure-I**.

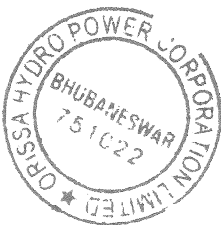
**11. Application Format**

The detail application format for empanelment as Cost Auditor in OHPC Ltd. is in **Annexure-II**.

**12. Selection & Award Criteria:**

The selection and award criteria is as detailed in **Annexure-III**.

**(C&P Head, Corporate Office, Bhubaneswar)**

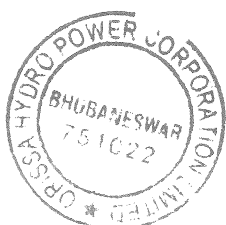


**Minimum Eligibility Criteria**

The firm must possess the following eligibility criteria and must produce supportive documents to this effect for the following along with the other documents / information as specified below. Bids of those bidders who qualify in the following eligibility criteria only will be considered for evaluation.

Sl. No.	Eligibility Criteria	Documents to be furnished along with the proposal
1.	The firm should be registered with the Institute of Cost Accountants of India having certificate of practice for more than 10 years.	Enclose copy of Certificate of practice / Registration certificate of Constitution of the firm.
2.	The firms should have experience as Cost Auditor in any Central / State PSUs at least for 7 years.	Enclose a copy of work order.
3.	The firm should have its head office within Odisha.	Copy of document as a proof that the Head Office is at Odisha as on 1 <sup>st</sup> April 2024.
4.	The average annual turnover of last three financial years of the firm i.e. 2021-22, 2022-23 & 2023-24 should not be less than Rs. 10 Lakh. (Rupees Fifteen Lakh)	Enclose copies of audited / certified Balance Sheet / Profit Loss Statement for the concerned period.
5.	The eligible firm should have at least 3 partners and minimum 5 nos. of qualified or semi-qualified assistant.	Copy of Membership Certificate of the Partners should be furnished & Constitution Certificate of firm mentioning no of partners should be submitted. The staff strength of Firm with qualification & experience should be mentioned.
6.	The firm is not appointed as Cost Auditor in OHPC and its associate for last 3 Financial Years i.e. up-to FY 2024-25.	Enclose certificate for the same ( <b>Annexure-IV</b> ).

**Non-submission of any one of the above documents along with the proposal leads to outright rejection of the proposal.**





**APPLICATION FORMAT FOR EMPANELMENT AS COST AUDITOR IN OHPC Ltd.****General Information of the Firm**

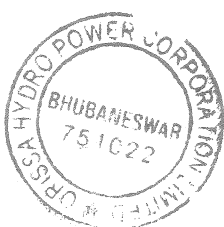
Sl. No.	Particulars	
1	Name of the Firm	
2	Office Address	
3	Email.id	
4	Telephone Number	
5	Firm Registration No.	
6	GST Registration No.	
7	PAN of the Firm	

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

Sl. No.	Particulars	Documents to be furnished
1	No. of Years of establishment of Firms(s) since date of Registration	Copy of the certificate regarding the constitution of the firm and latest Certificate issued by the Institute
2	Numbers of partners in the firm.	Copy of Membership Certificates indicating Fellowship / Associateship and Copy of Certificate of Practice of each Partner issued by the Institute
3	Number of qualified assistants	Copy of Membership Certificates of each Qualified Assistant issued by the Institute of Cost / Chartered Accountants of India.
4	Number of semi qualified assistants.	Copy of Passing Certificates of each Semi Qualified Assistant issued by the Institute of Cost / Chartered Accountants of India.
5	Details of the experience of conducting Cost Audit in Central / State PSUs other than power sector company.	Copy of Appointment Letters in respect of Cost Audit already Executed.
6	Details of the experience of conducting Cost Audit in power sector company under Central / State PSUs.	Copy of Appointment Letters in respect of Cost Audit already Executed.
7	Income from Professional services like Cost Audit other consultancy services of the firm.	Copy of Income from profession of firm for financial years 2021-22 to 2023-24
8	Other documents mentioned elsewhere in this EOImay please be attached.	Related supporting documents

**NOTES:**

1. Documentary evidence of all the information as stated above is to be furnished along with the offer.
2. All the pages of the EOI and supporting documents submitted are to be signed with the seal of the firm.



**DETAILS OF ELIGIBLE PARTNERS, OTHER QUALIFIED PROFESSIONAL(S) AND STAFF(S), IF ANY**

**1. Partners:**

Sl. No.	Name	Date of Birth	Date of Induction in the Firm	Qualification	Membership No. & Date of Registration	Relevant Experience

**2. Qualified Professional:**

Sl. No.	Name	Date of Birth	Qualification	Membership No. & Date of Registration	Date of Induction in the Firm

**3. Semi-qualified Staff:**

Sl No	Name	DOB	Qualification	Year of Passing	Date of Induction in the Firm

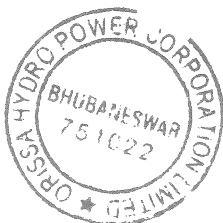
**4. Relevant Experience of the firm for the Purposes of Evaluation:**

Sl. No.	Name of the Company	Work Order Letter No. and Date	Name of the Assignment	Period of Assignment From __ To __	Turn Over of the Company during the Period of Audit	Professional Fees

**Authorized Signatory [In Initials and Seal]:**

**Full Name of Authorized Person**

**Membership No.**



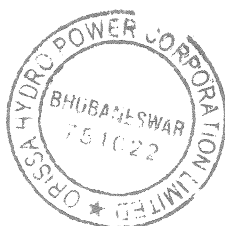
**Selection & Award Criteria:**

Sl. No.	Particulars	Points to be allocated	Maximum Points
1	Year of Establishment of the Audit Firm	01 (One) point per year in existence (for each completed year)	10 (Ten)
2	No. of Partners in the firm who are with the firm for a minimum period of three years as on date of application	03 (Three) points for each Associate member and 04 (Four) points for each Fellow member	20 (Twenty)
3	No. of Qualified Assistants (Chartered / Cost Accountants) employed in the firm	02 (Two) points per Qualified Assistant	10 (Ten)
4	No. of Semi-Qualified Assistants (Chartered / Cost Accountants) employed in the firm	01 (One) point per Semi-Qualified Assistant	05 (Five)
5	Experience of the firm as Cost Auditor in Power Sector Company under State / Central Government (from FY 2017-18 to 2023-24)	03 (Three) points per year per Unit / Company (*)	30 (Thirty)
6	Experience of the firm as Cost Auditor in under State / Central Government companies other than Power Sector (from FY 2017-18 to 2023-24)	02 (Two) points per year per Unit / Company (*)	10 (Ten)
7	The average annual turnover from professional services like Cost Audit and other Consultancy services of last 3 financial years of the firm i.e. 2021-22, 2022-23 & 2023-24.	05 (Five) points for 10 lakh, 1 (one) point for each 2 lakh for additional increase beyond 10 lakh	15 (Fifteen)
		<b>Total Points</b>	<b>100 (Hundred)</b>

\*Cost Audit of multiple units of a company in a year shall be counted as 01 (One) Cost Audit.

**NOTE:**

In case of a tie, Cost Accountants firm with longer experience as Cost Auditor in Power Sector Company under State / Central Government shall be given preference.



**CERTIFICATE**

**I/We \_\_, partner/s of the firm certify that:**

- (a) The information mentioned above is true and correct,
- (b) Required documentary evidences duly signed & sealed are enclosed,
- (c) If appointed as Cost Auditor/ assigned any other Cost related job in OHPC Ltd.,
  - Our firm has not been appointed as Cost Auditors in last 3 Financial years i.e. up-to 2024-25,
  - My 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,
  - Our firm will not accept any other audit job in OHPC or any other subsidiary of OHPC.
  - We will issue Certificate / Report independently.

**SIGNATURE WITH SEAL**

