

Expression of Interest (EOI)

for

“Appointment /empanelment of cost accountant firms for cost audit, assisting in preparation of cost accounting records, cost review and other costing related assignments of OMC.”

Expression of Interest (EOI) : 05/OMC/Finance/2024, Dated. 03/07/2024

Last Date for submission of EOI: 25/07/2024 Up to 16.00 Hrs.

Odisha Mining Corporation Ltd.
(A Gold Category State PSU)
Registered Office: OMC House, Bhubaneswar-751001, India
Tel: 0674-2377445/2377539
Website: www.omcltd.in
CIN: U13100OR1956SGC000313

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Sl. No.	Particulars	Details
1.	Name of the Assignment	Appointment /empanelment of cost accountant firms for cost audit, assisting in preparation of cost accounting records, cost review and other costing related assignments of OMC
2.	Description and the Objectives of the Assignment	To conduct as per statute & help client to cater the needs of Management from time to time.
3.	Availability of EOI Document	OMC Website: www.omcltd.in
4.	Language of documentation	English
5.	Method of Selection	As per OMC selection procedure
6.	No of Copies of the EOI	1 copy of the EOI
7.	Address for submission of EOI	Chief General Manager (Finance) Odisha Mining Corporation Limited OMC House, Post Box No. – 34 Bhubaneswar – 751001, Odisha
8.	Contact person	Chief General Manager (Finance) 0674-2377520
9.	Availability of EOI document in OMC Website (www.omcltd.in)	03/07/2024 to 25/07/2024 Up to 4.00 PM
10.	Start Date for submission of EOI.	03/07/2024
11.	Last Date & Time of Submission of EOI.	25/07/2024 Up to 4.00 PM
12.	Date of opening of EOI.	26/07/2024 at 11.30 AM
13.	Mode of Submission	EOI complete in all respects should be submitted to the inviting authority i.e. Chief General Manager (Finance) through Speed Post/Registered only. Authority will not be responsible for postal delay or any other delay.

All other details can be seen from the EOI document available at OMC website i.e. www.omcltd.in. OMC reserves the right to reject any or all proposals without assigning any reason thereof.

Sd/ 03/07/2024
CHIEF GENERAL MANAGER (FIN.)

Expression of Interest (EOI)

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1. NOTICE INVITING EOI:

Sealed EOI (Documents) are invited for the appointment/ empanelment of Cost Audit Firms (Partnership / LLP) located in the State of Odisha for Cost Audit and other Costing related assignments for (3) three Financial Years (i.e. FY. 2024-25, 2025-26 and 2026-27) of Odisha Mining Corporation Limited in the State of Odisha.

The appointment of the empaneled Cost Accounting firms shall be initially for one year which may be extended for further two years (on year to year basis) based on the satisfactory performance.

2. AN INTRODUCTION - ODISHA MINING CORPORATION LIMITED (OMC):

Odisha Mining Corporation Limited (OMC) incorporated on 16th May, 1956 as a Joint venture Company of Government of Odisha and Government of India to explore and harness mineral wealth of the State of Odisha and make value addition. Subsequently on 17th November, 1961, OMC became a wholly State-Owned Corporation of Government of Odisha. The major minerals mined by OMC are Iron Ore, Chrome Ore, Bauxite Ore, Limestone, Manganese, Ferrochrome & Khondalite stone which cater to the requirement of Mineral based Industries. OMC has been classified as a Gold Category State PSU. OMC achieved the highest turnover Rs.23,501 crores during the FY 2023-24. OMC has its Registered and Head office at OMC House, Post Box No-34, Bhubaneswar-751001, Khurda, Odisha.

3. OBJECTIVES:

As per rule 6 of Section 148 of Companies Act 2013, every company specified in rule 3 having threshold limit laid down in rule 4, shall within 180 days of commencement of every financial year appoint a cost auditor and inform Central Government by filing form CRA 2.

4. DELIVERABLES, TIMELINES AND PAYMENT SCHEDULING:

Sl. No	Deliverable/Output (for Package)	Timeline from the date of work order (Cumulative)
1.	Quarterly Audit of Cost Records	Within 45 days of end of each Quarter.
2.	Annually Audit of Cost Records	Within 30 days of end of acceptance of accounts in Board.
Payment Schedule		
	Submission of Audit Report.	100% payment within 15 days on submission of Tax Invoice

5. REPORTING:

The firm will submit its Cost Audit Report and relevant annexures duly signed by the Authorized partner to OMC.

6. AUDIT PERIOD:

The appointment/ empanelment of Cost Audit Firms shall be for a period of 3 Financial Years (i.e. FY. 2024-25, 2025-26 and 2026-27).

Further, the appointment of the empaneled Cost Accounting firms shall be initially for FY 2024-25 which may be extended up to 3 Financial Years (i.e., up to FY 2026-27) (on year to year basis) based on the satisfactory performance.

7. AUDIT FEES:

The fees for Audit will be Rs.2,50,000/- (Rupees Two Lakhs Fifty Thousand) per year. TDS as applicable shall be deducted. The fees is exclusive of applicable GST.

8. TERMS OF PAYMENT:

Conveyance / Transportation to Corporate Office are to be borne by the Audit Firms. Conveyance / Transportation to Regional Offices / Mines shall be provided by OMC. Free Guest house accommodation/ Lodging and boarding for outstation work will be provided as per the availability on priority basis. However local conveyance at regional office to visit the Mine office shall be provided by the concerned Regional Offices.

The fees for any assignments relating to costing will be mutually decided as and when assignments are given by the Management.

9. GENERAL INSTRUCTIONS AND TERMS & CONDITIONS:

A. General Instructions to the Applicant Firms –

- i. This enquiry is in the nature of Expression of Interest (EOI) intended for appointment of qualified CMA firms as Cost Auditors of Odisha Mining Corporation Limited, Bhubaneswar for undertaking Cost Audit services of the Corporation at various localities in the State of Odisha.
- ii. The Firm shall be required to undertake the assignments as mentioned in the Scope of Work of this EOI.
- iii. Costs of preparing the proposal, presenting the same if any, including visits to the Client etc. are not reimbursable.
- iv. 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.

- v. The team should consist of adequate number of qualified /semi qualified Assistants (Cost/Chartered Accountant) led by a senior partner of the Firm in Commensurate with the size of the organization/ area of work.
- vi. 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.
- vii. OMC 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.
- viii. Clarifications, if any, in respect of this EOI can be obtained from C.G.M (Finance). The responses to applicant firm's queries/clarifications raised will be furnished as expeditiously as possible. Any modification of the EOI Document, which may become necessary as a result of the applicant firms query, shall be uploaded in the Corporation's Website (www.omcltd.in) through the issue of an Addendum/ Amendment.
- ix. No applicant firm is allowed to modify, substitute the EOI after its submission.

B. General Instructions for filling and submission of EOI –

- i. Applicant firm shall, as part of their proposal, submit a written Authorization Letter in the given format in EOI from the Managing Partner of Applicant Firm, if the signatory is other than the Managing Partner.
- ii. The proposal should be complete in all respects and must contain all the required information and documents. Incomplete proposals are liable for rejection.
- iii. 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-I of the EOI.
- iv. The proposal shall be neatly typed or written in indelible ink (if required) and shall be signed and stamped by the applicant firm or its duly authorized person with membership No. to bind the applicant firm to the contract.
- v. The Letter of Authorization shall be indicated by written power of attorney and shall accompany the proposal.
- vi. 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 must be sealed and super scribed with the Notice No. & date mentioning 'Appointment/Empanelment of Cost Audit Firm'. The name and address of the firm must be indicated on the body of the envelope.
- vii. Application may be submitted by the firm by Registered Post/Speed Post (not through private courier) to The Chief General Manager (Fin), Odisha Mining Corporation Ltd, OMC House, Bhubanewar-751001 within the stipulated time and date and place specified in the data sheet.

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

viii. Proposals received by facsimile shall be treated as defective, invalid and liable for rejection.

C. General Terms & Conditions –

- i. Submission of a proposal by an applicant firm shall mean that they have read this notice and EOI documents and is aware of the scope of work and terms and conditions of the work to be done that may be required by the firm in carrying out the work, laws and by laws of the Government, OMC and other factors bearing influence on the execution of the service so proposed.
- ii. Applicant firm shall ensure that, there should not be any conflict of interest for their carrying out this assignment as per ICMAI guidelines.
- iii. Applicant firm shall not be under liquidation, court receivership or similar proceedings.
- iv. EOI documents shall at all times remain the exclusive property of OMC Ltd.
- v. OMC reserves the right to accept or reject any proposal and to annul the EOI process and reject all proposals at any time prior to or award of assignment without assigning any reason whatsoever, without thereby incurring any liability to the affected applicant firm or applicant firms or without any obligation to inform the affected applicant firm or applicant firms of the grounds or the reasons for the said action.
- vi. In case any applicant firm is found to be involved in any cartel formation, its proposal will not be considered for evaluation/placement of order. Such applicant firm will be debarred from participation in future.
- vii. The applicant firm shall not sublet, transfer or assign the contract or any part thereof to any other person / firm / consulting company/organization.
- viii. The proposal(s) received after proposal submission due date and time shall not be considered and out rightly liable for rejection.
- ix. OMC reserves the right to cancel/alter the EOI requirement without assigning any reasons thereof.
- x. Competent Authority reserves the right to open or not to open any or all proposal documents without assigning any reason thereof.
- xi. Competent Authority reserves the right to accept one or to reject all bids without assigning any reason thereof and which shall be binding to the firm(s). No dispute whatsoever in this regard shall be entertained.
- xii. Dispute if any shall be discussed and mutually settled and in case of disagreement, the same shall be resolved through common law courts under the jurisdiction of Bhubaneswar in the state of Odisha.
- xiii. The successful applicant firm shall indemnify the OMC against all actions, suits, claims, demands and proceedings and any loss or damage or cost or expense that may be suffered by them on account of anything done by the firm in connection with the performance of its obligations under this engagement.
- xiv. Competent Authority reserves exclusive rights to modify/increase scope of the selected firm and will be informed accordingly to the selected applicant Firm.
- xv. The successful applicant firm shall be notified of the award of work by the Competent Authority through Registered letter/Speed post or by E-mail. The Firm shall acknowledge in writing and shall send its acceptance within seven (7) days from the issue of Letter of Intent

by Registered Letter/Speed Post/E-mail or by Fax.

- xvi. All incidental expenses of the execution of the work shall be borne solely by the successful Firm and such amount shall not be reimbursed to the successful firm by the concerned authority.
- xvii. Failure to abide by the work: The conditions stipulated in the work shall be strictly adhered to and violation of any of these conditions shall entail immediate termination of the work without prejudice to the rights of concerned authority with such penalties as specified in the EOI Document and the Agreement and the firm will be black listed and debarred from any further bidding process under OMC.
- xviii. 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 Auditor before commencement of Audit.
- xix. While a Cost Auditor shall have prime responsibility to ensure that he/she does not violate the limits specified under section 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
- xx. 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 OMC or any of its subsidiaries. If it is found that the Firm having common partner makes application in the EOI initiated by OMC and its Subsidiaries, such application will stand cancelled.
- xxi. The partners should be in whole time practice.
- xxii. 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.
- xxiii. The Cost auditor shall undertake that data given to the Auditor by OMC and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- xxiv. No stipulation, deviation, counter terms and conditions, presumptions, basis etc. shall be stipulated in the proposal. Any conditions, if stipulated, shall be treated as null and void and may render the proposal liable for rejection.
- xxv. OMC, if necessary, will obtain clarifications on the EOI by requesting for such information/clarifications from any or all applicant firms, either in writing or through personal contact. All responses shall be in writing only.
- xxvi. OMC reserve the right to assess applicant firm's capability and capacity to execute the work using in-house information including considering other aspects such as concurrent commitments, past performance, inquiries etc.

9.1. Disqualification:

- a)** OMC may at its sole discretion and at any time during the evaluation of the Proposal disqualify any Participating firm if it has:
- b)** Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
- c)** Withdrawal of Proposal by the Participating firm after the Proposal Due Date shall be debarred from all the future assignments.
- d)** Declared the firm as ineligible by GoI / State Govt of Odisha or the concerned PSUs for corrupt,

fraudulent practices or has been blacklisted.

- e) A firm's proposal may be liable for rejection, if it is determined that the firm has engaged in corrupt, fraudulent or unfair trade practices.
- f) Firm proposes any alteration in the work specified or any conditions or corrections made in this EOI.
- g) Any eraser made in the EOI is unauthenticated or any page or a page is/are removed or replaced.
- h) Firm shall submit the EOI which should satisfy each and every condition laid down in the notice and EOI documents, failing which the EOI will be liable for rejection.
- i) Firm's EOI containing counter conditions shall be liable for rejection outright without assigning any reason for the same.
- j) Stipulates the EOI validity period less than what is stated in the form or tender.
- k) Stipulates its own conditions.
- l) Does not fill in and sign the EOI form as well as annexure, specifications etc.
- m) Does not submit the EOI before the stipulated time line to the inviting authority
- n) Does not attach the required documents along with the EOI.
- o) Canvassing in any manner to influence the Authority will be liable for rejection.

9.2. Amendments and Clarification for EOI:

OMC during the process of evaluation of proposals may at its discretion ask firms for clarifications on their proposals and the firms shall respond within the time frame as may be mentioned. Further, OMC reserves the right to modify/amend the contents of the EOI before the last date of submission of PROPOSAL by issuing a corrigendum. The interested firms are requested to visit the OMC website (www.omcltd.in) regularly for any update(s) on the EOI. In order to provide the prospective applicant firms reasonable time to take the amendments into account in preparing their proposals, OMC may, at its discretion extend the last date for submission of proposal.

9.3. Pre-Proposal Queries:

Applicant firms are requested to forward their written queries to Chief General Manager (Fin.) on or before 10/07/2024 (up to 3.00 PM).

9.4. Validity of the EOI:

EOI proposals submitted by applicant firms shall remain valid for a minimum period of 90 days

from the date of opening of the Proposal. Applicant firms without the consent in writing of the OMC, shall not be entitled during the said period of 90 days, to revoke or cancel their proposal or to vary the proposal given or any term thereof.

9.5. Conflict of Interest:

The Firms at all times shall hold the Corporation's interests paramount important and shall avoid conflicts with its other assignments.

9.6. Right to Accept or Reject Proposals:

OMC reserves the right to annul the EOI process, or to accept or reject any proposal, in whole or part without assigning any reasons and without any obligation to inform and without incurring any liability to any of the applicant firms.

10. MAKING AND SUBMISSION OF EOI:

All documents of the proposal shall be signed and stamped by the Managing Partner/Authorized Person (with membership No.) having valid authorization letter at the time of proposal submission. Any consequences resulting due to such signing shall be binding on the applicant firm. The applicant firm shall submit proposal as per details mentioned below:

- a) The proposal documents shall be submitted by **Registered Post/Speed Post (not through private courier)** only within the stipulated time and date and place specified in the data sheet of the EOI. The envelope containing the proposal shall be super scribed with "Proposal for Appointment of Cost Accountants Firms for conducting Cost Audit of Odisha Mining Corporation Limited in the State of Odisha".
- b) Proposal documents received after stipulated time line specified in the data sheet of the EOI shall not be considered and out rightly liable for rejection.

11. OPENING OF THE EOI PROPOSAL:

OMC will open the proposals to the EOI in the presence of applicant firms' designated representatives at date and time as stipulated in the Data Sheet, but their absence shall not debar the opening of the proposal. The applicant firm's representatives who are present shall sign Proposal-Opening Statement evidencing their attendance. Applicant firm's names and any other such details as OMC may consider appropriate will be announced by OMC.

12. SCOPE OF WORK FOR COST AUDIT:

OMC is looking for engagement of eligible Cost Accountant Firms for carrying out the following jobs: -

(I) Cost Audit:

- a. Cost audit to be conducted in accordance with order no G.S.R 01 (E) dated 31st Dec 2014 & G.S.R 792 (E) dated 15th October 2019 in line with Sub-Sections (1) and (2) of Section 469 and Section 148 of the Companies' Act, 2013 (18 of 2013) 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 quarterly and annually.
- 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 any statute are to be certified.
- e. Advising Corporation in maintaining Cost Accounting records in due compliance to the statutory requirements.
- f. Guiding to prepare proper periodical cost allocation, cost estimates, reconciliation of cost records & financial records.

(II) Other assignments:

The management at its sole discretion may assign any additional assignment to any of the empaneled firms related to Cost computation, certification, devising policy framework, modifying / revisiting any of the Cost manual policies currently in place. The cumulative fees for the said assignments to be restricted up to the annual fees of the Cost Auditor.

13. ELIGIBILITY CRITERIA:

The firm must possess the following eligibility criteria and to this effect must produce supportive documents for the following along with the other documents/information as specified below. Only those firms who qualify in the pre-qualification criteria given below will be considered for opening.

Sl no	Eligibility Criteria	Documents to be furnished along with the pre-qualification proposal
1.	The firm must be registered with The Institute of Cost Accountants of India (ICMAI) for not less than 5 years as on 1st July 2024.	Copy of Registration certificate of CMA Firm Constitution along with certificate of confirmation issued by ICMAI (Date of certificate should not be more than 6months).
2.	The firm should have its head office in Odisha and HO / Branch office in Bhubaneswar / Cuttack as on 1st July 2024.	Copy of document as address proof of office.
3.	The average annual income from Professional services like Cost Audit, Cost consultancy of last three financial years of the firm i.e. 2021-22, 2022-23 and 2023-24 should not be less than Rs. 10 Lakhs. (Rupees Ten Lakhs).	Copies of audited / certified Financial Statement for the concerned period. In case audited/ certified Accounts For FY-2023-24 is not available, provisional Accounts duly certified by their auditors.
4.	The eligible firm should have at least 3 number of partners out of which at least 2 partners should be fellow members of ICMAI.	Copy of Membership certificate & Certificate of practice of Partners.
5.	The firm should have been appointed as Cost Auditor (Central / Branch) of at least one business entity having turnover Rs.500 Crores or more in any financial year out of last 5 Financial Years (i.e., from FY 2018-19 to FY 2022-23).	i. Copy of audited / certified Balance Sheets and P&L Accounts of the business entity. ii. Copy of letter of engagement and audit completion certificate.

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

14. SELECTION PROCESS AND EMPANELMENT:

(a) **MARKS:**

The following will be the basis of marks for the selection. Selection/ empanelment will be done based on attainment of highest marks obtained:

Sl. No	Norms	Basis of Marks	Maximum Marks	Document to be submitted
1	Number of years of establishment of Firm since date of Registration	Up to 5 years 5 marks and 1 mark per year for each completed year beyond 5 years	10	Certificate from ICAI
2	Number of partners in the firm: The partner in the firm must be for a minimum period of one year as on the date of application.	2 marks for each Associate member and 3 marks for each Fellow member	15	- do -
3	Number of qualified assistants (Cost/Chartered Accountant) in the firm. He / She should be a member of his/her respective Institute.	2 marks for each qualified assistant	10	Certificate from the concerned Institute and letter of engagement of the concerned staff
4	Number of semi-qualified assistants (Intermediate cost/chartered accountants) in the firm	1 mark for each semi- qualified assistant.	5	Engagement letter along with Intermediate Certificate.
5	The firm having the experience of conducting Cost Audit.	PSU i) 3 marks for each year Cost Audit in Mining sector.	10	Copies of Mandate/letter of engagement and certificate of completion issued by the organization
		ii) 1 mark for each year Cost Audit in other than Mining sector.	10	
		Other than PSU i) 2 marks for each year Cost Audit in mining sector.	10	

		ii)1 mark for each year Cost Audit in other than mining sector.	10	
6	The average annual income from Professional services like Cost Audit, Cost consultancy of last three financial years of the firm i.e. 2021-22, 2022-23 and 2023-24 should not be less than Rs. 10 Lakhs. (Rupees Ten Lakhs).	5 Marks for 10 Lakhs For additional increase beyond 10 Lakhs, 1 mark per each 1 Lakh.	15	Copies of audited / certified Financial Statement for the concerned period. In case audited/ certified Accounts For FY-2023-24 is not available, provisional Accounts duly certified by their auditors.
7	Experience of Cost Audit in SAP environment.	2 marks per year per entity.	5	Copy of experience certificate from client.
	TOTAL		100	

(b) Presentation:

- i. The eligible firms who have scored 70% or more marks in the Evaluation as per selection process mentioned at Clause-14 (a) will be invited for interface with the Selection Committee where they may have to deliver a presentation.
- ii. 30% weightage in final scoring shall be given for interface with the Committee.
- iii. The date of such interface will be communicated beforehand.

(c) Empanelment:

We will maintain a panel of Cost Accountant firms who will become the Cost Auditor of the Corporation. The firm scoring the highest combine marks as mentioned above in Clause-14 (a) & (b) will become the Cost Auditor of the Corporation for a period of 3 Years starting from FY 2024-25 subject to the conditions led down under Clause-6.

- i. The panel for successful Audit firm will be made in descending order based on score secured.
The Combined Score shall be computed as follows:
(70% x Score obtained in Evaluation as per Clause No-14-a) + (30% x Score Obtained as per presentation before Committee as per Clause No- 14-b)

- ii. In case of failure / denial of the selected firm or disqualification / non-performance / under performance of the Cost Auditor, the eligible Cost Accountant Firms in the empaneled list will become the Cost Auditor for the remaining contractual period.
- iii. In case of a tie, the following sequence shall be adopted for selection:
 - **First sequence:** Cost accountants/ firms of Cost Accountants with longer experience shall be given preference based on the year of Registration / Establishment.
 - **Second Sequence:** Firm with a higher number of Fellow and/or Associate Members of the Institute of Cost Accountants as partners shall be given preference.

Management reserves the right to assign audit / additional work to any of the firms among the selected firms on the basis of their satisfactory performance within the entire period of three years.

15. AWARD OF ASSIGNMENT:

OMC will notify the successful applicant firm in writing for finalizing the assignment conditions and communicate the same through speed post/e-mail as per details given by the Applicant firm. The successful applicant firm will be requested to accept the Appointment Letter if any, in writing and communicate the same to OMC within 7 days of the intimation. After acceptance of the assignment, no variation or modification of the terms of the engagement shall be made except by written amendment signed by both the parties. The selected applicant firm have to start the work within 15 days or within such time as intimated by OMC from the date of award of the contract.

16. LEGAL JURISDICTION:

All legal disputes arising out of this EOI between OMC & the Firm are subject to the jurisdiction of civil court of Bhubaneswar only.

17. CONFIDENTIALITY:

Undue use of any confidential information related to the process by any of the applicant firm may result in rejection of the proposal. Confidential Information shall mean and include any and all 'confidential' or 'proprietary' information furnished in whatever form or medium or disclosed verbally or otherwise by the OMC to the applicant firm and not limited to financial data, personal statistics, and plans whether or not marked as confidential or proprietary.

18. TERMINATION OF ENGAGEMENT:

A. Termination for Default: OMC/Designated Authority may, without prejudice, to any other remedy for breach of agreement, by serving 30 days prior written notice of default sent to the Firm, terminate the work in whole without assigning any reason if:

1. The qualified firm fails to deliver any or all of the obligations within the time period(s) specified in the scope of work, or any extension thereof granted by OMC or Authority Designated in this behalf.
2. The qualified firm fails to perform any other obligation(s) under the assignment.
3. If the firm is in material breach of the representations and warranties contained in this assignment.
4. Termination for Insolvency, Dissolution etc.: OMC/Designated Authority may at any time terminate the assignment in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or affect any right of action or remedy.
5. If the selected firm fails to start the work within 15 days or within the time stipulated by OMC from date of allotment of the work/assignment without intimating the reason of delay of work to the client, then the contract may be cancelled and the said work will be allotted to the other subsequent merit holder firm.
6. The Audit Firm will be debarred from getting future Cost audit in OMC 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.

B. Upon termination of this assignment, OMC shall have the right to enter into an agreement with any third party.

APPLICATION FORMAT FOR EMPANELMENT AS COST AUDITOR IN OMC Ltd.

1. Name of the Audit Firm:**2. Office Address:**

Permanent Address

Correspondence Address (Address of the firm at Bhubaneswar)

Telephone Number / Mobile Number

Email Address

PAN of Firm

GST Registration No.

Year of Establishment of Firm

Firm Registration No.

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

Sl. No.	Particulars	Documents (As per prescribed format in Annexure-II)	Document Page No.
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. (Attested Copies of Associate/Fellow membership of each Partner along-with their membership no. should be enclosed).	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 (Cost/ Chartered Accountant) in the Firm. He/she should be a member of his/her respective Institute.	Copy of Membership Certificates of each Qualified Assistant issued by the concerned Institute.	
4	Number of semi qualified assistants (Inter Cost/ Chartered Accountant) in the firm.	Copy of Passing Certificates of each Semi Qualified Assistant issued by the concerned Institute.	
5	Details of the experience of Conducting Statutory Cost Audit in Central/State PSUs.	Copy of Appointment Letters in respect of jobs already executed	
6	Details of the experience of Conducting Statutory Cost Audit for Entity other than Central/State PSUs.	Copy of Appointment Letters in respect of jobs already executed	
7	Details of the experience of conducting Cost Audit in Mining Sector.	Copy of Appointment Letters in respect of jobs already executed.	
8	Income from Professional services like Cost Audit/ Cost Audit/ Cost consultancy of the firm.	Copy of Income from profession of firm for financial years 2021-22 to 2023-24 (Provisional but certified).	
9	Details of the registered office / branch office within State of Odisha.	Copy of document as address proof of office as on 1 st April 2024.	
10	Other documents mentioned elsewhere in this EOI may please be attached.	Related supporting documents	

Note:

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

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 OMC Ltd.,
 - 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 OMC or any other subsidiary of OMC.
 - We will issue Certificate / Report independently.

SIGNATURE WITH SEAL.

ANNEXURE-II

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

1. Partners:

SL. NO.	NAME & DESIGNATION	DOB & AGE (AS ON 01/06/2024)	DATE OF INDUCTION IN THE FIRM	QUALIFICATION	MEMBERSHIP NO. & DATE OF REGISTRATION AS FCA/ACA/FCMA /ACMA	RELEVANT EXPERIENCE IN AUDIT MATTERS

2. Qualified Professional:

SL. NO.	NAME & DESIGNATION	DOB & AGE (AS ON 01/06/2024)	QUALIFICATION	MEMBERSHIP NO. & DATE OF REGISTRATION AS FCA/ACA/FCMA /ACMA	DATE OF INDUCTION IN THE FIRM

3. Semi-qualified Staff:

SL. NO.	NAME & DESIGNATION	DOB & AGE (AS ON 01/06/2024)	QUALIFICATION (INTER CA/INTER CMA)	INTERMEDIATE (OR EQUIVALENT) CERTIFICATE NUMBER AND DATE OF CERTIFICATE	DATE OF INDUCTION IN THE FIRM

ANNEXURE-II

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

4. Other Staff:

SL. NO.	NAME & DESIGNATION	DOB & AGE (AS ON 01/06/2024)	HIGHEST QUALIFICATION	HIGHEST QUALIFICATION CERTIFICATE NUMBER AND DATE	DATE OF INDUCTION IN THE FIRM

Note:

1. Applicant firms are required to furnish the complete and correct information for evaluation of their proposals. If any information furnished is found to be false/misleading/ incomplete, the same shall be considered as adequate ground for rejection of the proposals.
2. Applicant firms are required to furnish only those credentials in the above prescribed format for which documentary evidence is available with them. OMC reserves the right to seek additional information or ask for supporting documents from applicant firms for verifying/ evaluating their credentials whenever required.

Stamp with Signature of Authorized Person -

Full Name of Authorized Person -
Membership No.

Date -

ANNEXURE-II

5. RELEVANT EXPERIENCE OF THE FIRM FOR THE PURPOSES OF EVALUATION

SL. NO.	NAME OF THE CLIENT AND ADDRESS	WORK ORDER/ ASSIGNMENT LETTER NO. AND DATE	NAME OF THE ASSIGNMENT	PERIOD OF ASSIGNMENT FROM____ TO____	SCOPE OF WORK	TURNOVER OF THE CLIENT ORGANISATION DURING THE PERIOD OF ASSIGNMENT	PROFESSIONAL FEES	WAS THE ASSIGNMENT SUCCESSFULLY COMPLETED

Authorized Signatory [In Initials and Seal]:

Full Name of Authorized Person

Membership No.

Note:

- 1. Please attach copies of the work order & contract work completion certificate issued by competent authority from the client in support of documentary proof**

