

REQUEST FOR PROPOSAL
FOR
APPOINTMENT AS COST AUDITORS FOR THE FINANCIAL YEAR 2015-16
FOR
THREE SUBSIDIARY COMPANIES
OF
MEGHALAYA ENERGY CORPORATION LIMITED
(Meghalaya Power Generation Corporation Limited, Meghalaya Power Distribution Corporation Limited and Meghalaya Power Transmission Corporation Limited.)

Meghalaya Energy Corporation Limited
&
its subsidiaries
(Generation, Transmission and Distribution utilities)
MeECL Corporate Office, Lumjingshai, Short Round Road, Shillong – 793001
Tel. 0364-2591074 Fax No. -0364-2590355 Website: www.meecl.nic.in

SECTION –1

TERMS AND CONDITIONS

1. INTRODUCTION

The Meghalaya Energy Corporation Ltd (MeECL) is a company incorporated under the Companies Act, 1956 along with its three subsidiary companies namely Meghalaya Power Generation Corporation Ltd (MePGCL), Meghalaya Power Transmission Corporation Ltd (MePTCL) and Meghalaya Power Distribution Corporation Ltd (MePDCL) as a part of Meghalaya Power Sector Reforms Scheme. The State Load Dispatch Centre (SLDC) is a strategic business unit under MePTCL.

The MePDCL, MePGCL, MePTCL are deemed licensee in terms of section 14 of Electricity Act, 2003. The MeECL along with MePGCL, MePTCL, MePDCL hereafter called 'utilities' have the responsibility of generation, transmission and distribution of electricity respectively in the State of Meghalaya.

2. SCOPE OF WORK

To conduct the cost audit for the financial year 2015-16 in accordance with the relevant provisions of the Companies Act, 2013 and relevant orders/clarification/rules as issued from time to time by the Cost Audit Branch, Ministry of Corporate Affairs, Govt. of India & the Cost Accounting standards issued by the Institute of Cost Accountants of India (ICAI).

3. ELIGIBILITY CRITERIA FOR APPOINTMENT

- a) The Cost Accountant in practice / Cost Accountant Firm should have experience of conducting cost audit in a company (ies) at least for last three financial years.
- b) The Firm should have experience of filing online cost audit returns using XBRL software.
- c) The preference will be given to those firms having experience of Cost Audit or maintenance of Cost Record in power sector companies or having resource persons with experience of maintaining cost audit records in power sector.

4. SELECTION

The Selection of the Cost Auditor shall be through QCBS method, wherein 70 maximum marks has been earmarked for Technical Bid and 30 maximum marks for Financial Bid.

5. AUDIT FEES

The Cost Accountant in practice/Cost Accountant Firm are required to quote their audit fees/remuneration inclusive of taxes, cess and out of pocket expenses.

The payment will be made against bill/invoice after the completion of audit and submission of Cost Audit Report to the respective Company.

The Cost Accountant in practice/Cost Accountant Firm shall bear all costs associated with the preparation and submission of the bid, attending bid meetings and visiting sites, if required and or any other locations in connection with bidding and the Company will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

6. SUBMISSION OF OFFER

The RFP documents complete in all respect shall be submitted in 2(two) parts i.e. **Part-I (Technical Bid)**

and **Part – II (Financial Bid)** sealed in 2 (two) separate envelopes clearly superscribing “**TECHNICAL BID**” & “**FINANCIAL BID**” on the respective envelopes.

Both the Bids i.e. Technical Bid and Financial Bid shall be sealed in a 3rd separate envelope with complete RFP details superscribing RFP No. **MeECL/CS/ COST AUDIT/51** Date 19th August, 2015 and Name & Address of the Bidder.

All envelopes must be sealed and superscribed with the RFP No. **MeECL/CS/ COST AUDIT/51** Date 19th August, 2015 and Name & Address of the Bidder, mentioning “**RFP for the appointment of Cost Auditor for the financial year 2015-16 for(name of the Company)**”.

Separate Technical Bid & Financial Bid should be enclosed/submitted in separate envelope for separate companies(i.e separate bids shall be submitted for MePGCL, MePDCL and MePTCL).

The offer should be submitted strictly as per the terms & conditions laid down in this RFP. Application documents duly sealed and signed are to be submitted as a token of acceptance of all terms and conditions.

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

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

The Competent Authority reserves the rights to reject any or all tenders without assigning any reason.

Interested Cost Accountant in practice / Cost Accountant Firm may send their application forms along with the Tender document, so as to reach this office latest by **9th September, 2015**.

The Notice inviting RFP and the RFP documents has been hosted on the web site of the Company www.meecl.nic.in.

A. TECHNICAL BID

The detailed information about the Cost Accountant in practice / Cost Accountant Firm are to be submitted in Part-I.

B. FINANCIAL BID

The Cost Audit Fees for the year 2015-16 should be quoted in the Financial Bid sealed in separate envelope and attached at Part – II which shall be quoted as inclusive of taxes , cess and out of pocket expenses etc.

The financial bid of only those tenderers will be opened whose technical bids will be found in order.

7. OTHER TERMS & CONDITIONS

The appointment of auditors is subject to the following declarations:

- a) The Cost Accountant in practice/Cost Accountant Firm must not sub-contract the work;
- b) The Cost Accountant in practice / Cost Accountant 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.
- c) Neither the Cost Accountant in practice / Cost Accountant Firm nor its partner or Associates have any interest in the business of Company;

- d) The Cost Accountant in practice / Cost Accountant Firm will be required to issue Certificate of Independence;
- e) The Cost Accountant in practice / Cost accountant Firm shall have prime responsibility to ensure that he does not violate the limits specified under section 141(3)g of the Companies Act, 2013 read with sub-section (3) of Section 141 of the Companies Act, 2013.
- f) The Cost Accountant in practice / Cost Accountant Firm shall be free from any disqualifications specified under Sec 148(5) of Companies Act 2013 read with sub-section (3) of Section 141 of the Companies Act, 2013.
- g) The Cost Accountant in practice / Cost Accountant Firm partners holding certificate of practice issued by Institute of Cost Accountants of India are in whole time practice.
- h) The Cost Accountant in practice / Cost Accountant Firm shall undertake that data given to the Auditor by the corporations and any information generated from the data provided shall not be used by the Auditor for any other purpose.

8. **JURISDICTION OF COURTS**

Any dispute arising out of or in respect of the contract will be subjected to the jurisdiction of Shillong Court only.

9. **DISCLAIMER**

The Corporation reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.

PROFORMA FOR SUBMISSION OF TECHNICAL BID PART – I

Sl. No.	Particulars	
1.	Name of the Cost Accountant in practice / Cost Accountant Firm	
2.	ICWAI Registration Number of Firm	
3.	Year of establishment	
4.	Complete Postal Address with PIN Code of the Head office and Branch office of the Firm (Branch office will be treated as per certificate of the institute).	
5.	Contact details: Address of the Firm with the following details (Branch office will be considered as per details available in the certificate of practice): i) Phone No(s) ii) Mobile No(s) iii) FAX No(s) iv) E-mail ID(s)	
6.	Details of Cost Accountant / Proprietor / Partners: a) Number of Partners (Whole Time /Part Time/Fellow /Associate). b) Names of Proprietor/Partners (please state ICWAI Membership Number and Year of starting Practice against each). c) No. of Years in conducting Cost Audit. d) Experience in years in conducting cost audit of the Central/State PSU's engaged in power companies. e) Experience in years in conducting cost audit of the Central/State PSU's in industries other than mentioned in (d). f) Details of Cost Audit experience of the companies other than mentioned in above (d) & (e). g) Copies of the appointment order with signature of the issuing authority to be enclosed.	
7.	Average Annual Turnover of the Firm in the last three financial years.	
8.	PAN of the Firm	
9.	Service Tax Registration Number	

Note:

- 1) Documentary evidences of all the information as stated above are to be furnished along with the offer.
- 2) All the pages of offers and documents are to be signed by the Partner/owner of the firm along

with seal of the Cost Accountant/Firm.

10. Declaration:

I /Wehereby certify that the above information furnished is true & correct to the best of my knowledge and I will abide by the terms & conditions set by the company for the empanelment of Cost Auditors.

Signature of the bidder with seal

Place Date Note:

1. Documentary evidence of all the information as stated above are 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.

FINANCIAL BID Part II
(To be submitted in separate envelope)

Sub.: Appointment of the Cost Auditor of the Company for the financial year 2015-16.

Name of the Bidder & Address:

Date:

I / We have read all terms and conditions of the RFP carefully and hereby offer / quote our price for the Cost Audit for the financial year 2015-16 at Rs. ----- (Rupees in words---
-----) inclusive of taxes, cess and out of pocket expenses for
.....(name of the company).....

Signature of the bidder
with seal

Place :

Date :