



The Singareni Collieries Company Limited

(A Government Company)

(CIN U10102TG1920SGC000571)

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**NOTICE INVITING EXPRESSION OF INTEREST FOR APPOINTMENT/EMPANELMENT
OF COST AUDIT FIRMS FOR COST A U D I T FOR THE YEARS 2019-20 TO 2021-22**

The Singareni Collieries Company Limited, Kothagudem, herewith invites expression of interest for appointment/ empanelment of Cost Audit Firms for conducting cost audit for the financial years 2019-20 to 2021-22.

Firms may send their applications in the prescribed format along with relevant supporting documents under sealed cover so as to reach this office latest by 17/06/2019 to the following address -

General Manager (Finance & Accounts)
The Singareni Collieries Company Limited
Kothagudem Collieries- 507 101
Bhadradi Kothagudem District
(Telangana)



The Singareni Collieries Company Limited
(A Government Company)

SELECTION AND APPOINTMENT OF COST AUDITOR

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1. Introduction:

1 The Singareni Collieries Company Ltd(SCCL) is a Coal & Power producing company operating in Telangana jointly owned by Central and State Governments having Registered office at Kothagudem.

2. Scope of Work:

Engagement of eligible Cost Audit Firm will be for carrying out the following job :

(a) Cost audit for the financial years 2019-20 to 2021-22 is to be conducted in accordance with Section 148 of the Companies Act, 2013 and Rules made there under in adherence to the relevant orders/ clarification as issued 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 from time to time.

(b) For Both Coal and Power, consolidation of all the cost sheets of mines, STPP, service units and company consolidation are to be audited and certified by the Cost Auditor.

(c) All formats as required by statute are to be certified.

(d) The Cost Auditor has to convert the cost reports in XBRL format, as required by Ministry of Corporate Affairs before the scheduled date for filing with the Government.

3. Selection Criteria:

Following will be the basis of marks for the selection. Selection will be done on the basis of highest marks obtained.

Sl .no	Norms	Basis of Marks	Maximum Marks
1.	Year of establishment of Firms(s) since date of registration.	3 marks per year	15
2	Numbers of partners in the Firm.	4 marks for each Associate Member and 5 marks for each Fellow Member	25
3	Number of qualified assistants (Cost Accountant) in the Firm. He should be a member of The Institute of Cost Accountants of India.	3 marks for each qualified assistant	10
4	Number of semi qualified assistant in the Firm.	2 marks for each Semi qualified assistant	10
5	The Firm having the experience of conducting statutory Cost Audit in Central /State PSUs.	4 marks for each year Cost audit.	20
6	Firms having registered office / branch office within the state of Telangana.	20 marks	20
		Total	100

Note:

- i. Documentary evidences in support of each of the above mentioned criteria are required to be submitted.
- ii. In case of tie, a firm with longer experience will be preferred based on the year of establishment. If still there is a tie, a Firm with a higher number of Fellow Members of the Institute of Cost Accountants will be considered.

Audit team: The team should consist of adequate number of qualified /semi qualified Assistants (Cost Accountants) led by a senior partner of the Firm in Commensurate with the size of the organization.

4. TERMS AND CONDITIONS:

a. Submission of Report: Cost audit firm so appointed will start conducting the job immediately and will submit the report within a period of 180 days reckoned from the end of last day of respective financial years.

b. The Cost Auditor has to convert the cost reports in XBRL as required by Ministry of Corporate Affairs before the scheduled date.

c. Audit Fees:

i) The fee for Cost Audit for each year will be Rs.3.125 lakhs .

ii) In addition to the above Travelling and out of pocket expenses will be allowed. However, they will be restricted to 50%of the audit fees subject to production of documentary evidence.

iii) Taxes shall be paid extra as applicable on furnishing the registration number with the appropriate authority.

5. Other Terms & Conditions:

The appointment of auditors is subject to the following declarations:

- a. The Audit Firm must 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 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 Auditors is related to Managing Director/whole time Director or part time director of company within the meaning the companies Act, 2013.
- d. Neither the firm nor its partner or Associates have any interest in the business of Company.
- e. While a Cost Auditor shall have prime responsibility to ensure that he does not violate the limits specified under section 141 (3) (g) of the companies Act.2013.
- f. The auditor/ firm shall be free from any disqualification under Sec 141 of Companies Act, 2013. In addition to this, Audit Firm must not be holding any assignment as Statutory Auditor or Internal Auditor of SCCL and its Subsidiaries.
- g. The auditor will be required to issue certificate of Independence.
- h. The partners must be holding certificate of practice issued by Institute of Cost Accountants of India and should be in whole time practice.
- i. The Audit Firm will be debarred from getting, in future, the Cost audit in SCCL 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 (h).
- 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 SCCL and any information generated from the data provided shall not be used by the Auditor for any other purpose.

- l. 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 of Cost Audit Firm'. The name and address of the firm must be indicated on the body of the envelope.
- m. Application may be submitted in person or sent by post to the office of the General Manager (F&A), Head Office, Kothagudem – 507101 (Telangana). SCCL does not take any responsibility for loss of application in transit. Application sent through Telegram, Telex, Fax or E-mail will not be considered.
- n. Applications received as stated above after due date and closing time of submission of applications shall be ignored. Any application received late due to any reason whatsoever will not be accepted.
- o. Jurisdiction of Courts: Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Telangana High Court only.
- p. Disclaimer: SCCL 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.

CHECK LIST

- (1) 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 and will be rejected treating it as unsolicited one. All the interested Cost Accountant firms are, therefore, advised to go through the EOI documents carefully and should submit all the required information/ documents in proper sequence along with the EOIs as described hereinafter.
- (2) List of the documents to be submitted along with the applications/ EOIs:
 - a. Registration certificate issued by the Institute of Cost Accountants of India indicating year of establishment of the firm.
 - b. Latest Certificate issued by the Institute of Cost Accountants of India indicating details of the registered Head Office and Branch Office(s), if any.
 - c. Latest Certificate issued by the Institute of Cost Accountants of India indicating names of the partners and their membership status.
 - d. Membership certificates of the qualified assistants issued by the Institute of Cost Accountants of India.
 - e. Valid Certificate of Practice issued by the Institute of Cost Accountants of India.
 - f. Copies of appointment orders issued by the Central Govt/ State Govts. PSUs for conducting cost audit u/s 233 B (1) of the Companies Act, 1956, u/s 148 of the Companies Act, 2013 as evidence under of experience criterion.
 - g. Duly filled up Annexure which is forming part of the application.
 - h. A copy of complete application documents duly signed and sealed as a token of acceptance of all terms and conditions.
- (3) Please submit all the supporting documents duly signed with the seal of the firm.

Format of the offer

1. Name of the Audit Firm :

2. Address :

i) Permanent Address :

ii) Correspondence Address :

iii) Telephone Number :

iv) Fax Number :

v) Email Address :

vi) Website :

3. Year of establishment of Firm/s since date of registration:

(Enclose copy of certificate issued by the Institute)

4. Name of the Partners (Please give details as per the certificate of the Institute):

(Enclose copy of certificate of practice issued by the Institute):

Sl.No.	Name of the Partner	Membership No	Date of Joining the firm
1			
2			
3			
4			
5			
6			

5. Details of qualified assistants (Cost Accountant) in the Firm. They should be a member of Institute of Cost Accountants of India):

(Enclose certificate of membership issued by the Institute)

Sl.No.	Name of the Assistant	Membership No
1		
2		
3		
4		
5		
6		

6. Details of semi qualified assistants in the Firm.:

(Enclose Pass certificates issued by the Institute)

Sl.No.	Name of the Assistant	Pass Memo Details
1		
2		
3		
4		
5		

6		
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**6. (a) Details of experience of Conducting statutory Cost Audit in Central /State PSUs.
(Please attach copies of appointment orders):**

Sl.No.	Name of Central/ State Govt. PSU	Year of Audit
1		
2		
3		
4		
5		
6		

Note:

1. Documentary evidence of all the information as stated above is to be furnished along with the offer indicating SL. No for which they relate in the offer format.
2. All the pages of the terms & conditions and documents submitted are to be signed with the seal of the firm.

Signature with seal of the firm