

**UTTARAKHAND POWER CORPORATION LIMITED**

( A Govt. of Uttarakhand Undertaking)



**TENDER SPECIFICATION NO. CCP-I/ 59 /2017-2018**

**TENDER DOCUMENT FOR APPOINTMENT OF COST ACCOUNTANT FIRM FOR CONDUCTING  
COST AUDIT OF UPCL FOR F.Y. 2018-19**

LAST DATE OF PURCHASE OF THE TENDER DOCUMENT	:-	23.1.2018 upto 17:00hrs
LAST DATE OF SUBMISSION OF TENDER	:-	24.1.2018 upto 15:00hrs.
DATE FOR OPENING OF TENDER	:-	24.1.2018 at 15:30hrs.
COST OF TENDER:	:-	₹ 280.00 (including Trade Tax) ONLY

**CORPORATE ( CONTRACT & PROCUREMENT )**

**UTTARAKHAND POWER CORPORATION LTD**

**VICTORIA CROSS VIJETA GABAR SINGH URJA BHAWAN, KANWALI ROAD, DEHRADUN – 248001**

Phone No. 0135-2763897

(0135) – 2763672 – 75 ( Ext. 176, 177,224 )

FAX No. 0135-2760289

# Tender Specification No. CCP-I/59/2017-2018



## UTTARAKHAND POWER CORPORATION LIMITED

(A Govt. of Uttarakhand Undertaking)

Corporate Identity No. U40109UP2001SGC025867/2358

**Victoria Cross Vijeyta Gabar Singh Urja Bhawan, Kanwali Road, Dehradun –248001**

**Telephone-(0135)2763672-76, Fax-(0135)2760289, Website: [www.upcl.org](http://www.upcl.org).**

### TENDER NOTICE

Uttarakhand Power Corporation Ltd., Dehradun invites tender for following as detailed below:-

Sl. No.	Name of Work	Tender Specification No.	Average yearly Turn Over of preceding 3F.Y. (in ₹)	Earnest Money (in ₹)	Cost of tender document including trade tax (in ₹)	Last Date & time of request of Tender	Last date & time of receipt of tender	Date of opening of bid Part-I
1	Conducting Cost Audit of UPCL for the Financial Year 2018-2019.	CCP-I/59/2017-2018	10.00 Lac	5000.00	280.00	23.1.2018 upto 17:00hrs	24.1.2018 upto 15:00hrs	24.1.2018 at 15:30hrs

### **Pre Qualifying Requirements (PQR) for the participating Firms are as given below:**

1. Constitution should be that of a firm/Company.
2. Firm must be in existence since last five years in the profession. Certificate of Registration to be submitted by the firm.
3. Firm must have minimum five no. of full time Cost Accountants as partners/employees.
4. The firm must have their office in any state of India. Preference shall be given to the firm having office in Uttarakhand / UP / NCR with sufficient staff posted their. List with name and designation of these staff must be provided.
5. The average annual turnover of the firm during preceding three financial years must be at least Rs. 10 Lacs. The firm shall submit its Audited Annual Accounts of preceding three financial years.
6. The Firm is required to submit the copy of PAN & GST certificate.
7. The firm must have conducted cost audit of at least 5 assignments in Power Sector PSUs (Central/State) in the last ten financial years ending on 31.03.2017. The completion certificate from the utility is required to be submitted by the firm in this regard. The firm having experience in distribution sector shall be preferred.
8. Detailed profile of the firm and its partners, qualified and semi-qualified staff shall also be provided.
9. An undertaking on non judicial stamp paper of Rs 100/- duly notarized by notary that firm or any partner of the firm have not been blacklisted/ debarred by any Govt. undertaking/ Govt. departments / SEB's / Power Sector Utilities. In case same is found at any stage then their tender/Order shall be treated as cancelled and EMD/Security/Performance Guarantee shall be forfeited.
10. Self attested documentary evidence in respect of the prequalification conditions must be enclosed along with the tender by the firm.
11. Firm shall also provide a self attested affidavit on non judicial stamp paper of Rs 100/- duly notarized by notary that all the information provided by the firm in the bid document are true and Correct and no complaint is pending against them in any company/PSU at any level. The firm shall not be entertained at any level if a complaint is pending against them. This is subject to verification at any point of time by UPCL.
12. Any document submitted by the professional firm in support of fulfilments of its claim with respect to PQR can be verified at any stage/even after allotment of work.

The bidder can purchase the tender documents from the office of undersigned after depositing a tender fee (as mentioned in the tender document) in the form of **Demand draft (NON REFUNDABLE) in favour of "Executive Engineer (CM), UPCL, Dehradun payable at Dehradun.**

The requisite Earnest Money shall also be submitted in the form of **Demand draft/ FDR in favour of "Executive Engineer (CM), UPCL, Dehradun payable at Dehradun).**

Tenders will be received and opened on the dates as mentioned above. In case the above date is holidays, the tenders will be received & opened on the next working day at same time. This office is not responsible if the tender documents are delayed in transit or are not made available by the Postal Department / Courier. The under signed reserves the right to reject any or all tenders without assigning any reason thereof and no claim on this account shall be acceptable. The tenders received after the date & time as mentioned above shall not be considered. All other details and terms & conditions are available in tender document.

**Superintending Engineer  
Corporate (Contract & Procurement)**

SAVE ELECTRICITY IN THE INTEREST OF THE NATION Toll Free No. 1800 419 0405 "Pay Electricity bill online 24x7 from [www.upcl.org](http://www.upcl.org)".  
(For information on Electricity theft, informer may report to Toll free No 18001804185/ Fax No 0135-2760911)

*[Handwritten signatures]*





**TENDER FOR APPOINTMENT OF  
COST ACCOUNTANTS FIRMS  
FOR CONDUCTING COST AUDIT  
OF UTTARAKHAND POWER  
CORPORATION LIMITED FOR  
THE FINANCIAL YEAR 2018-19**

Tender Specification No. CCP-I/59/2017-2018

Ref: /Cost Audit/18-19

Date:- Nov'2017

**UTTARAKHAND POWER CORPORATION LIMITED**

**( A Govt. of Uttarakhand Enterprises)**

**NOTICE INVITING TENDER FOR APPOINTMENT  
OF COST ACCOUNTANTS FIRMS FOR CONDUCTING  
COST AUDIT FOR THE YEAR 2018-19**

UPCL invites tenders for appointment of cost Accountants Firms for Conducting Cost Audit of the Cost Accounting Records for the Financial Year 2018-19. The scope of work along with detailed terms & conditions and estimated schedule of fee together with Annex-I and II are available at the website [www.upcl.org](http://www.upcl.org) which can be downloaded. The selection of the auditor shall be based on overall suitability of the firm and its experience in the cost audit of Central/State Power Sector PSUs. Interested firms (having requisite experience in Cost Audit of Central/State Power Sector Organisations / PSUs) may send their offer in prescribed format in envelopes superscribing "Appointment of Cost Audit Firms" so as to reach in the office of SUPERINTENDING ENGINEER , CORPORATE (Contract & Procurement), UPCL, Victoria Cross Vijeyta Gabar Singh Urja Bahwan, Kanwali Road Dehradun **latest by 24.1.2018 upto 15.00hrs.**



## UTTARAKHAND POWER CORPORATION LIMITED

( A Govt. of Uttarakhand Enterprises)

### Selection and Appointment of Cost Auditor

#### **A) Introduction:**

Uttarakhand Power Corporation Ltd (UPCL), formerly Uttaranchal Power Corporation Ltd was incorporated under the Companies Act, 1956 on February 12, 2001 consequent upon the formation of the State of Uttarachal. UPCL, has been entrusted to cater to the Transmission & Distribution Sectors inherited after the de-merger from UPPCL (erstwhile UPSEB) since 9<sup>th</sup> Nov 2001. The Electricity Act, 2003 mandated the separation of Transmission functions under Power Sector Reforms. On 1st June 2004, the Power Transmission Corporation Limited (PTCUL) was formed to maintain & operate 132 KV & above Transmission Lines & substations in the State. Today UPCL, the State Power Distribution Utility of the Government of Uttarakhand (GoU) caters to the Sub –Transmission & Distribution Secondary Substations & Distribution Lines 66 KV & below in the State.

UPCL - the Frontline State Power Distribution Utility & service provider of QUALITY & RELIABLE POWER SUPPLY to over 2 million consumers of electricity spread over the 13 Districts of Uttarakhand i.e Dehradun, Pauri, Tehri, Haridwar, Pithoragarh, Almora, Nainital, Uttarkashi, Udham Singh Nagar, Rudrapur, Chamoli, Bageshwar & Champawat. These electrical consumers are categorized depending on their domestic, commercial, agricultural and industrial loads. UPCL is also the first electrical utility in India to initiate women empowerment by employing local women through Self Help Groups, as franchisees, for meter reading, bill distribution and revenue collection.

UPCL looks forward to a committed participation from a Team of professionals always striving for performance excellence with new innovative technologies to strengthen the Power Distribution Infrastructure of the STATE in Seamless Integration with Generation & Transmission Utilities for the Socio – economic development. A comprehensive POWER EVACUATION PLAN is underway with construction of new 33/11 KV Substations in the State.

UPCL intends to appoint Cost Auditor for audit of the Cost Accounting Records prepared under section 148 of the Companies Act, 2013. The offers are invited from the firms of Cost Accountant, preferably of Northern region, having requisite experience in Cost Audit of Power Sector organisations / PSUs, along with their latest resume for appointment.

In exercise of the powers conferred by sub-sections (1) and (2) of section 469 and section 148 of the Companies Act, 2013, the Ministry of Corporate Affairs, Govt. of India, New Delhi has issued notification for conducting Cost Audit under sub-section (1) of Section 148 of the Companies Act, 2013 in respect of each of its financial year commencing on or after the 1st day of April, 2014 and Rule (3B) (a) (iv) of Companies (Cost Records and Audit) Rules, 2014. Hence, UPCL Ltd desires to appoint the Cost Auditor for conducting cost audit of UPCL for Financial Year 2018-19.



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### **B) Scope of Work:**

UPCL is looking for engagement of eligible cost audit firm preferably from Northern Region for carrying out the following job:-

- i. Cost audit is to be conducted for the year 2018-19 in accordance with Rules of Companies (Cost Records and Audit) Rules, 2014 as published in the official gazette of Govt. Of India, Ministry of Corporate Affairs and as required by the Section 148 of the Companies Act, 2013 and in adherence to the relevant orders/clarifications/notifications 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.
- ii. Verification and certification of Cost Proforma / Annexures as per (Cost Records and Audit) Rules'2014.
- iii. Suggestions for any improvements / modifications on date / records maintained by the company.
- iv. The Cost Auditors shall be responsible for uploading the Cost Audit Report for the Company to MCA as per the requirement of Companies (Cost Records and Audit) Rules, 2014.
- v. Submission of Cost Audit Report to the company in addition to the presentation to Management / Audit Committee / Board of Directors.
- vi. Cost Audit firms so appointed shall commence Cost Audit and submit Cost Audit Report for company as a whole as per guidelines issued from time to time.
- vii. Compliance with any other instruction issued in respect of Cost Audit under Companies Act'2013.

### **C) Audit team:**

The team should consist of adequate number of qualified/ semi qualified Assistants (Cost Accountants) led by a senior partner of the firm.

### **D) Proposed Audit Fee:**

The selected Cost Auditor firm shall be paid for Rs. 60,000/- which is inclusive of all charges i.e. Travelling, Boarding & Lodging etc. However applicable taxes/GST shall be paid extra. The Audit firms are free to quote their price above the said amount which is on the purview of UPCL to accept or not.

### **E) Selection Criteria:-**

The selection of the Cost Auditor shall be as per qualitative criteria for selection of cost auditor indicated in **Annexure - 2** which is based on the overall suitability of the firm and its experience in the field of cost audit of Central/State Power sector PSUs. The firms must qualify the qualitative criteria fixed for the selection of Cost Auditor as per **Annexure-2**. Based on the marks obtained in qualitative criteria selection shall be done. In case the marks obtained remains same in case of more than one Cost Accountants firms, the selection shall be done on the basis of experience of the firm as well as location of the firm.

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### F) Other Terms and Conditions:

The appointment of Cost Auditors is subject to the following declarations:

- i. The Audit firm must not sub contract the work.
- ii. 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.
- iii. No partner of the Auditors is related to M.D. / whole time Director or part time or Independent Director of the company within the meaning of Sub-Section (76) & (77) of Section 2 of the Companies Act, 2013.
- iv. Neither the firm nor its partner or associates have any interest in the business of the company.
- v. The auditor will be required to issue certificate of Independence before commencement of audit.
- vi. If appointed, 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.
- vii. The auditor / firm shall be free from any disqualification under section 141(3) of the Companies Act, 2013.  
In addition to this, Audit Firm must not be holding any assignment as Statutory Auditor or Internal Auditor of UPCL.
- viii. The partners holding certificate of Practice issued by Institute of Cost Accountants of India are in whole time practice.
- ix. The Cost auditor shall ensure that data given to the Auditor by company and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- x. The Audit Firm will be debarred from getting the cost audit in future in UPCL in the following cases:
  - a. If the firm obtains the appointment on the basis of false information/ false statement.
  - b. If the firm does not take up audit in terms of appointment letter.
  - c. If the firm does not submit the audit report, complete in all respect in terms of appointment letter and also as per requirement of MCA / The Companies Act'2013.
  - d. If the Firm violates any of the stipulations mentioned above from (i) to (ix).
- xi. The offer should be submitted strictly as per terms and 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 superscribed mentioning "**Appointment of Cost Audit Firms**".
- xii. Application received after the 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.
- xiii. Jurisdiction of courts: Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of Dehradun Only.
- xiv. Disclaimer: UPCL reserves the right to accept or reject any or all responses and to request additional submissions or clarifications from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.
- xv. Payment shall be made only after Cost Audit Reports are approved by the Audit Committee and Board followed by uploading on MCA website.



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### Annexure-1

#### Format of the Offer

1	Name of the Cost Auditor / Firm of Cost Auditor (Indicate whether Proprietary Concern or Partnership Firm)	
2	Office Address  i) Registered Address  ii) Correspondence Address  iii) Telephone No.  iv) Fax No.  v) Email Address  vi) Website	
3	a) Year of Establishment  b) Firm Registration No. (In case of Partnership Firm/Sole proprietary Firm)  c) Proprietor's Membership No. (In case of members not having Firm Name)  d) GST Registration No.  e) Permanent Account No. (PAN) of Firm/Proprietor	
4	Average Annual Turnover of the firm in the last 3 preceding financial years.	
5	No. of Partners in the firm indicating separately fellow partners and associate partners.	
6	No. of qualified assistants (Cost Accountants) in the firm. He should be a member of his respective institute.	
7	No. of Semi qualified assistants (Inter Cost Accountant) in the firm and relevance and quality of the Methodology for execution of work.	





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8	Experience i) No. of years in conducting Cost Audit ii) Experience in years in conducting statutory cost audit of Central/State PSU's engaged in Generation of electricity. iii) Experience in years in conducting statutory cost audit of Central/State PSU's in service industries other than mentioned in (ii) above.	
9	Whether any partner/ owner are also a partner/owner of any other firm of Cost Accountants. If yes, then furnish the following details. i) Name of such partners along with Membership No. ii) Name of firm along with registration no. in which the said member is partner/owner.	
10	Whether Cost Audit of UPCL Ltd. has been conducted earlier. If yes, the financial years for which the cost audit has been conducted shall be given.	
11	Address of the office / branch near to HQ of UPCL.	

**Note:-**

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

**Declaration:-**

I, \_\_\_\_\_ Partner / owner of the Firm \_\_\_\_\_, hereby declare that the above informations furnished are true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the appointment of Cost Auditors

**Signature and seal of the firm**



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## Annexure - 2

### QUALITATIVE CRITERIA FOR SELECTION OF COST AUDITOR

Sr. No	Criteria	Minimum Criteria	Max. Marks	Evaluation Criteria
1	No. Of Cost Accountant associated with the firm	1 Cost Accountant	5	One marks each for every partner. E.g. firm having one partner will get one mark and so on.
2	Years of Existence / Experience of the firm	5 years	5	5-6 years = 2 Marks 7-8 years = 3 Marks 9-10 years = 4 Marks More than 10 years = 5
3	Turnover of the firm (Average of annual turnover in the Last three years)	Rs. 10 Lakhs	5	10-12 Lakhs = 3 Marks 12-15 Lakhs = 4 Marks More than 15 Lakhs = 5 Marks
4	No. Of Cost Audit assignments of Power Sector PSUs (Central / State) during 01.04.2009 and onwards	5 assignments	10	5-7 assignments = 5 Marks 8-10 assignments = 6 Marks 11-15 assignments = 8 Marks More than 15 = 10 Marks
5	Place of Registered Office/Branch office of Cost Accountant firm		5	Uttarakhand = 5Marks Delhi/UP/Punjab/Haryana/ HP/ Chandigarh = 3 Marks Any other states = 2Marks
		<b>Total Marks</b>	<b>30</b>	

#### Supporting documents required for verification of qualitative criteria:

Following supporting documents must be submitted by the firm along with the technical proposal:

1. For Serial number 1, details of the Cost Accountant associated with the firm along with their registration number.
2. For Serial number 2, copy of the registration of the firm along with the copy of the first assignment carried out by the firm.
3. For Serial number 3, the firm must submit a copy of the balance sheet for the last three years.
4. For Serial number 4, the firm must submit a copy of the appointment letters from the auditee organizations.
5. For Serial number 5, Proof of registered office / branch.



  
Subhak