

Invitation Document for
Shortlisting / Appointment of Cost Auditor(s)
For Financial Year 2017-18



Heavy Electrical Equipment Plant (HEEP) &
Central Foundry Forge Plant (CFFP)
Bharat Heavy Electricals Limited
Haridwar, Uttarakhand

**SHORTLISTING / APPOINTMENT OF COST AUDITORS FOR
FINANCIAL YEAR 2017-18**

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Last Date for Submission of Offers

14-06-2017 by 17.00 Hrs.

At BHEL, HEEP, Haridwar.

**INVITATION OF PROPOSAL FOR SHORTLISTING / APPOINTMENT
OF COST AUDITOR(S) FOR FINANCIAL YEAR 2017-18**

I. Introduction:

Bharat Heavy Electricals Limited (BHEL, hereinafter referred to as Company) is a Maharatna PSU under the Ministry of Heavy Industries, Government of India. Heavy Electrical Equipment Plant (HEEP) & Central Foundry Forge Plant (CFFP) are Units of the Company located at Haridwar, Uttarakhand. HEEP Unit is involved in the Design, Manufacture and Supply of a wide range of Turbine and Generator ranging from 250 MW to 800 MW and its parts, Super Rapid Gun Mount etc. to the Power, Industry and other vital sectors of the Economy. CFFP Unit is involved in manufacturing of castings & forgings of varied range.

2. Maintenance of Cost Records and Cost Audit:

Cost Records are being maintained by the Company as per the extant rules and Cost Audit became applicable from financial year 2012-13 onwards.

The Company intends to shortlist / appoint a firm of Cost Accountants for conducting Cost Audit for the Financial Year 2017-18 for its HEEP & CFFP Unit located at , Haridwar.

3. Scope of Work:

The broad scope of work would be:

- 3.1 To conduct Cost audit of the Company in accordance with the provisions of the Companies (Cost Audit Report) Amendment Rules 2016. Cost audit shall be in adherence to the relevant orders/clarification 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.
 - 3.2 Cost audit team should consist of adequate number of qualified/semi-qualified assistants (Cost Accountants) led by a senior partner of the Firm so as to be commensurate with cost audit work requirements.
 - 3.3 Verification and certification of cost proformas maintained by the Company as per Companies (Cost record & audit) Rules, 2014.
 - 3.4 Verification and certification of annexures to the cost audit report.
 - 3.5 Cost audit firm so appointed shall commence cost audit and submit necessary reports within 180 days from the close of the financial year along with reservation or qualification or observations or suggestion, if any in form CRA-3 and annexures as per notification or any other instructions issued by Central Government from time to time or any other section of the Companies Act 2013.
 - 3.6 The cost audit firm shall ensure e-filing of cost audit report and annexures to the cost audit report to MCA, GoI, in XBRL form or in the manner prescribed by the Govt. from time to time, within the scheduled date prescribed by MCA - GoI for filing, after the Board of Directors of the Company approves the cost audit report.
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4. Selection Criteria:

- 4.1 Firms of Practicing Cost Accountants registered with the Institute of Cost Accountants of India (ICAI) having its office(s) in Uttarakhand, U.P., Haryana, Punjab & NCR region shall be considered for Shortlisting / Appointment as Cost Auditors for conducting Cost Audit of Haridwar Units of the Company.
- 4.2 The following will be the basis of Points for the selection and selection will be made on the basis of attainment of highest Points.

| Sl. No. | Selection Criteria | Basis for awarding of Points | Maximum Points |
|---------|--|---|----------------|
| 1 | Proximity to Unit | 5 Points for firms located Within 250 Km. radius from HEEP Unit. Reduction of 1 Point for each interval of 250 Km. increases in distance thereafter. | 5 |
| 2 | Experience in practice (No: of years) | 1 Point for every 2 years of Firm's Registration. | 5 |
| 3 | Experience of PSU Audit (Cost) | 1 Point for each completed Cost Audit of a PSU Unit/ Company. | 5 |
| 4 | Experience related to Infrastructure Industry | 1 Point for a completed Cost Audit of Infrastructure Industry. | 1 |
| 5 | No. of Partners / Members | 1 Point for each Partner. | 3 |
| 6 | Majors clients (i.e., Companies with Annual Turnover > Rs. 100 Crores) | 1 Point for each such Client. | 2 |
| 7 | Additional Qualification of Cost Auditor | 1 Point for any Additional Professional Qualification. | 1 |
| 8 | Profile of the Partners | 1 Point for work experience of the Partners. | 1 |
| 9 | Any special achievement | 1 Point for Academic/Professional Excellence of the Partners. | 1 |
| 10 | Any office held in ICAI or any such Institute | 1 Point for any office held in elected / nominated post for the ICAI or any such Institute. | 1 |
| | | TOTAL | 25 |

Clear and complete details in separate sheets, for determination of Points in support of information against Item Sl. No. 1 to 10 above are to be furnished.

5. Pre-requisites for considering rankings:

- 5.1 Documentary evidence(s) in support of Criteria at (1) to (10) mentioned in table to para-4.2 above is required to be submitted. Proposals without the required documentary evidence(s) shall be ignored for evaluation.
- 5.2 In case of a tie, the following sequence shall be adopted for selection:
- a) Firm with longer experience will be preferred based on the year of establishment.
 - b) Firm with a higher number of Fellow and or Associate Members of the Institute of Cost Accountants as partners will be considered.

6. Terms and Conditions:

- 6.1 The tenure of appointment shall be at the sole discretion of the Company. The tenure may be renewed every year for a maximum of Five Years at the sole discretion of the Company. However, it is expressly stated here that the said tenure is not to be construed as assured and the Company reserves the right not to reappointment at its sole discretion without assigning any reason therefor.
- 6.2 Firm(s) who have served in the capacity of Cost Auditor(s) of the Company in the past can apply only if 5 (Five) years have elapsed from the last year of assignment held in the Company.
- 6.3 The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefor.
- 6.4 Overwriting/correction/erase and/or use of white ink should be avoided in the Offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorised person of applicant firm.
- 6.5 Documentary evidence(s) in respect of all the information above by the applicant firm(s) must be furnished along with the proposal.
- 6.6 All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorised signatory of the applicant firm(s) with the firm's seal.
- 6.7 The proposal should be submitted strictly as per the terms & conditions laid down in the document.

The Offer in the Prescribed Format at Annexure – I, can be submitted in physical form or in electronic form to following address:

**Dy. General Manager (Finance),
Costing Section, 2nd Floor
Bharat Heavy Electricals Limited,
Heavy Electrical Equipment Plant,
Haridwar, Uttarakhand – 249403.
Ph. No. 01334-281191/281991/281865**

The envelope must be sealed and super-scribed with "Offer for Shortlisting/Appointment of Cost Auditor". The name and address of the applicant firm must also be mentioned on the body of the envelope.

If submitted through electronic form all the documents should be signed and scanned sequentially into one PDF file (Maximum 7 MB) and e-mailed to vishnu@bhelhwr.co.in. The proposals received through e-mails should be followed by the originals.

Offers submitted in any other form shall not be considered.

- 6.8 The Company 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 at its sole discretion without assigning any reason whatsoever.
- 6.9 The Firms are required to submit their Service Tax registration number in their offers.
- 6.10 The last date for receipt of the proposal is **14th June 2017 by 15.00 Hrs. at BHEL, HEEP Haridwar.** Proposals received after this date and time shall not be considered.

7. Cost Audit Fees:

Audit Fees shall be commensurate with the cost audit work and shall be decided by the Company from time to time. For FY 2016-17, fees was Rs 1,65,000/= and Rs 33,000/= for HEEP and CFFP respectively.

8. Compliances / Declarations /Certificates by firm(s) on appointment:

The cost audit firm(s) shall have to comply with and furnish declarations and certificates as required under Statutory/Company rules, upon appointment as cost auditor(s), as under:

- 8.1 The Cost Audit Firm shall not sub-contract the cost audit work,
- 8.2 The cost audit team will work in strict confidence and will ensure that the cost data, cost statement and cost information and any other information in respect of the operation of the location / work centre /Company is dealt with in strict confidence and secrecy. A certificate towards maintaining confidentiality shall have to be provided by the Cost Auditor(s) on receipt of appointment letter from the Company or before commencement of cost audit.
- 8.3 No partner of the cost audit firm should be related to either Managing Director or any Whole Time Directors or Part Time Directors of the Company within the meaning of section 6 of the Companies Act, 1956,
- 8.4 Neither the cost audit firm nor its partner(s) or associates should have any interest in the business of the Company,
- 8.5 The cost auditor(s) will be required to issue & submit certificate of Independence and arm's length relationship.
- 8.6 Cost audit firm(s) shall have prime responsibility to ensure that the limits specified under section 224(I-B) of the Companies Act, 1956 are not violated.
- 8.7 The cost audit firm(s) shall be free from any disqualification under Sec. 233-B (5) or sub section (3) or sub section (4) of section 226 of The Companies Act, 1956. In addition to this, the cost audit firm(s) must not be holding any assignment as Statutory Auditor(s) or Internal Auditor(s) of the Company.
- 8.8 Payments shall only be made through EFT, hence Bank Details as per Annexure – II need to be submitted at the time of acceptance of the appointment.

9. Debarring Provisions:

The Audit Firm will be debarred from getting, in future, the Cost audit of BHEL:

- 9.1 If the Firm obtains the appointment on the basis of false information / miss-statement.
- 9.2 If the Firm does not take up audit in terms of appointment letter.
- 9.3 If the Firm fails to maintain/honour confidentiality and secrecy of the Company's cost data, cost statement and cost information.
- 9.4 If the Firm fails to comply with any of condition laid down in clause 8 above.

(Preferably to be given on the Audit Firm's Letter Head)

Annexure - I

Format for submission of Offer

- I. Name of the Cost Audit Firm:
2. Registration Number of the Cost Audit Firm with Institute of Cost Accountants of India:
3. Particulars of Cost Audit Firm:
 - i) (a) Address of the Firm as registered with ICAI:

(b) Address of the Firm at Haridwar:
(if different from 'a')

(c) Distance (approx.) from BHEL Haridwar.
 - ii) (a) Telephone Number with STD Code:
(b) Mobile No. of the Senior Partner (for Contact Purpose)
 - iii) Fax Number with STD Code:
 - iv) Email address of the Firm:
 - v) Website of the Firm, if any:
 - vi) PAN No. of the Firm:
 - vii) Service Tax No of the Firm
4. Technical Details

| | | |
|---|---|--|
| 1 | Experience in practice (No: of years) (Details to be submitted in Annexure) | |
| 2 | Experience of PSU Audit (Details to be submitted in Annexure) | |
| 3 | Experience related to Infrastructure Industry (Details to be submitted in Annexure) | |
| 4 | No. of Partners / Members Names & Addresses of the Partners along with their Membership Nos. to be given (Details to be submitted in Annexure) | |
| 5 | Majors clients, if any (i.e., Companies with annual turnover > Rs. 100 Crores) (Details to be submitted in Annexure) | |
| 6 | Additional Qualification of Cost Auditor (Details to be submitted in Annexure) | |
| 7 | Profile of the Partners (Details to be submitted in Annexure) | |
| 8 | Any special achievement (Details to be submitted in Annexure) | |
| 9 | Any office held in ICAI or any such Institute (Details to be submitted in Annexure) | |

5. We hereby confirm the acceptance of all provisions and the terms & conditions of the Invitation without any deviation.

Place :

Date :

Authorized Signatory
With Official Stamp

Details of Bank Account:

- 1 NAME & ADDRESS OF THE BANK
2 NAME OF THE BRANCH
3 BRANCH CODE
4 MICR CODE
5 ACCOUNT NUMBER
6 TYPE OF ACCOUNT SAVINGS/CURRENT /OD/CASH CREDIT
7 BENEFICIERY'S NAME
8 IFSC CODE OF THE BRANCH
9 EMAIL ID
10 TELEPHONE/MOBILE NO.

CERTIFICATE

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED by the National Electronic Funds Transfer and/or RTGS Transfer mode by credit to my / our above mentioned Bank Account I / We also agree that payments made to the above mentioned Account is a valid discharge of the liability of Bharat Heavy Electricals Limited. A Copy of the cheque leaf/cancelled cheque leaf of the above account is sent here with.

AUTHORISED SIGNATORY WITH NAME SEAL

Banker's Certification

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____ (Name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE:

(Manager / Officer's)

DATE:

Signature Under Bank stamp and Name Seal
With Membership No.

(Telephone / Mobile No.)

(on the letterhead of the Cost Auditor's Firm)

To
The Board of Directors
Bharat Heavy Electricals Limited
BHEL House, Siri Fort
New Delhi-110049

Sub.: Certificate for appointment of Cost Auditor of _____ Unit of BHEL for 2017-18

Our firm is a firm of Cost Accountants within the meaning of Cost & Works Accountants Act, 1959 (23 of 1959) and all the Partners of our Firm are in full time practice & are holding valid certificate of practice issued by the Institute of Cost Accountants of India. Our firm's reg. no. _____, PAN no. _____ & Service tax reg. No. _____.

We give our consent for the appointment as Cost Auditor of your Unit for the financial year ending on 31st Mar-2017, if made, by your Board of Directors. In this regard, we hereby certify that:

(a) We are eligible for appointment and are not disqualified for appointment under the Act, the Cost and Works Accountants Act, 1959 (23 of 1959) and the rules or regulations made thereunder;

(b) We satisfies the criteria provided in section 141 of the Act, so far as may be applicable;

(c) the proposed appointment is within the limits laid down by or under the authority of the Act; and

(d) We Confirm that there are no orders or proceedings pending against our firm or any of our partners relating to professional matters of conduct before the Institute of Cost Accountants of India or any competent authority or any court.

e) Further, we certify that we are the independent firm of Cost Accountants and are maintaining an arm's length relationship with Bharat Heavy Electricals Limited.

Thanking you

Yours sincerely
For....
Cost Accountants

(Name), FCMA/ACMA
Partner Membership No. :
FRN:

Date:
Place :

