

टीएचडीसी इण्डिया लिमिटेड
(भारत सरकार एवं उत्तर प्रदेश सरकार का संयुक्त उपक्रम)



THDC INDIA LIMITED
(A Joint venture of Govt. of India & Govt. of U.P.)

Empanelment and Appointment of Cost Accountant Firms

Applications are invited from the reputed Cost Accountant Firms for the empanelment for the assignment of Cost Audit of Tehri and Koteshwar Units of the Company. The shortlisted panel will remain valid for 3 years. At present Company intends to appoint for the F.Y. 2014-15. Last date of submission of application is 08.05.2014.

Interested Cost Accountant Firms are requested to log on to www.eprocure.gov.in and at www.thdc.gov.in for detail advertisement and downloading of application form/pre-qualification criteria. For further information please contact to Sr. Manager (Internal Audit), THDC India Ltd., Bhagirathi Bhawan, Bye-Pass Road, Pragatipuram, Rishikesh – 249201 (Uttarakhand), E-mail: auditthdc@gmail.com Phone: 0135-2473483/2473511

Save Energy for the Benefit of Self and Nation

Invitation of Proposal for Empanelment and Appointment of Cost Auditor(s) for the FY 2014-15

1. Introduction :

THDC India Limited (THDCIL), Schedule 'A' Mini Ratna Company, is a Joint Venture of Govt. of India and Govt. of Uttar Pradesh (75:25). The 2400 MW Tehri Hydro Power Complex comprises of Tehri Dam & HPP (1000 MW) Stage-I, Koteswar HEP (400 MW) and Tehri PSP (1000 MW). THDCIL has successfully commissioned the Tehri HPP during the Xth Plan (2002-07) and Koteswar HEP during XIth Plan (2007-12).

THDCIL is now a multi project organization with various power projects at different stages of implementation. The Company presently has 15 projects totaling an installed capacity of 8770 MW under various stages of development. Towards diversification of the Company into other energy areas, THDCIL has been entrusted with a coal based 1320 MW Khurja Super Thermal Power Station at Khurja in the state of Uttar Pradesh. THDCIL also plans to diversify into conventional/non-conventional and renewable sources of energy such as Wind and Solar and to provide specialized consultancy in the Power Sector.

2. Maintenance of Cost Records and Cost Audit:

Maintenance of cost records is mandatory in Electricity Industry. The Ministry of Corporate Affairs (Cost Audit Branch), Government of India, New Delhi vide letter no. 52/74/CAB-2005 dated 28.07.2006 directed the audit of the Cost Accounts of the Company in respect of Electricity Industry for the year ending 31.03.2007 and also for every year thereafter.

3. Cost Auditors' proposed to be appointed :

The Company intends to empanel firm of Cost Accountants for conducting cost audit for the F.Y. 2014-15 in respect of its electricity generating units located at Tehri & Koteswar in the State of Uttarakhand. However, the shortlisted panel will remain valid for 3 years.

4. Scope of Work :

The broad scope of work would be:

- 4.1** To conduct Cost audit of the Company in accordance with the provisions of the Companies (Cost Audit Report) Rules, 2011. 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.

- 4.2** Cost audit team should consist of adequate number of qualified/semi-qualified Assistants (Cost Accountant/Chartered Accountant) led by a senior partner of the Firm so as to commensurate with cost audit work requirements.
- 4.3** Verification and certification of cost proformas maintained by the Company as per Cost Accounting Records (Electricity Industries) Rules, 2011.
- 4.4** Verification and certification of annexures to the cost audit report.
- 4.5** Submission of Performance Appraisal Report (PAR) to the Company. The Performance Appraisal Report shall be prepared & submitted after prior discussion with the management as per provisions of guidance note issued by the Institute of Cost Accountants of India on the subject.
- 4.6** Cost audit firm so appointed shall commence cost audit and submit report to the Company [as per general circular No. 68/2011 dated 30.11.2011 of MCA].
- 4.7** The Cost audit firm shall ensure consolidation/e-filing of cost audit report and annexures to the cost audit report to MCA, GOI in XBRL format 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.

5. Selection Criteria :

- 5.1** Firms of Cost Accountants registered with the Institute of Cost Accountants of India (ICAI) shall be considered for appointment as Cost Auditors for conducting Cost Audit of the Company. For the purpose of better co-ordination and smooth functioning, firms having registered offices, as per registration with ICAI, in the Northern India shall be given preference for the appointment as Cost Auditors of the Company.

5.2 The following will be the basis of marks for the selection and selection will be made on the basis of attainment of highest marks (Minimum Qualifying Marks: 50) :

Sl.	Parameter	Selection Criteria	Point(s) per criteria	Max. Marks
1	Firm's Experience	Year of establishment of Firm since date of registration with ICAI	2 Marks per year	20
2	Employee Strength	No. of the Partners of the Audit Firm (Partners in whole time practice holding certificate of practice issued by The Institute of Cost Accountants of India)	2 Marks per Partner	10
3		Number of qualified assistants (Cost / Chartered Accountants) in the Firm. He should be a member of his respective institute	1 Mark per Qualified Assistant	5
4		Number of semi qualified assistants (Inter Cost/Chartered Accountant) in the firm	½ Mark per Semi-Qualified Assistant	5
5	Cost Audit Experience	Exposure of the Firm in the Public Sector Undertaking (PSU) in Power Sector Company under Central/ State Govt. in conducting Statutory Cost Audit (Name of the PSU, year of Audit)	3 Marks per Company	30
6		Exposure of the Firm in the Public Sector Undertaking (PSU) in other than Power Sector Company under Central/ State Govt. in conducting Statutory Cost Audit (Name of the PSU, year of Audit)	2 Marks per Company	20
7	Location of the Firm	Firms having registered office/branch office within Northern India	Firms having Registered/Branch office outside Northern India shall awarded 'Nil' Mark	10
TOTAL				100

Note :

1. Documentary evidence of all the information as stated above are to be furnished alongwith the proposal. In absence of documentary evidence no mark will be awarded.
2. All the pages of the terms & conditions and documents submitted are to be signed with the seal of the firm and should be serially numbered.

6. Terms and Conditions :

- 6.1** The tenure of appointment shall be at the sole discretion of the Company.
- 6.2** The Company reserves the right to accept/reject any or all the offers without assigning any reason what so ever therefore.
- 6.3** 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 authorized person of applicant firm.
- 6.4** 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 super scribed mentioning "Empanelment and Appointment of Cost Audit Firms" and to be submitted in physical form. Application documents received through Facsimile shall not be considered.
- 6.5** The Company 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 at its sole discretion without assigning any reason whatsoever.
- 6.6** 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.
- 6.7** Jurisdiction of courts: Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Court of Rishikesh (Distt. Dehradun, Uttarakhand) Only.

7. Audit Fee :

The schedule of fee will be as follows:

Cost Audit Fees shall commensurate with the cost audit work and shall be decided by the Company from time to time. The Cost Audit Fee for the F.Y. 2014-15 for Tehri & Kotewshwar Units including Consolidation and filing of Cost Audit Reports with MCA, Govt. of India in XBRL formats shall be ₹ 1,50,000/- (plus applicable service tax). The

travelling and out of pocket expenses will be as per Company rules and subject to production of documentary evidence.

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

The cost audit firm(s) shall have to comply, give declarations and submit certificates as the case may be, 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 audit team will work in strict confidence and will ensure that the information in respect of the operation of the area/unit 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 CMD/whole time Directors or part time Directors of the Company within the meaning of Section 6 of the Companies Act, 1956.
- 8.4** The cost auditor(s) will be required to issue & submit certificate of Independence and arms length relationship.
- 8.5** Neither the firm nor its partner(s) or associates should have any interest in the business of the Company.
- 8.6** The cost audit firm(s) shall be free from any disqualification under section 233-B (5) or sub-section (3) or (4) of Section 226 of the Companies Act, 1956. In addition to this, cost audit firm(s) must not be holding any assignment as Statutory Auditor(s) or Internal Auditor(s) of the Company.
- 8.7** The partners holding certificate of Practice issued by ICAI are in whole time practice.
- 8.8** The Audit Firm will be debarred from getting the cost audit in future of THDCIL in the following cases:
 - (a) If the firm obtains the appointment on the basis of false information/mis-statement.
 - (b) If the firm does not take up audit in terms of appointment letter.
 - (c) If the Firm fails to maintain/honour confidentiality and secrecy of the Company's cost data, cost statement and cost information.
 - (d) If the Firm violets any of the stipulations from (8.1) to (8.7) above.

