

MAHANADI COAL FIELDS LIMITED
(A Govt. of India Undertaking)
Po; Jagruti Vihar, Burla, Dist:Sambalpur
Odisha- 768020

Ref: - No. MCL/HQ/Finance/C&B/2014-15/ 2624

DTD:-19-03-2014

NOTICE INVITING APPLICATIONS FROM PARTNERSHIP COST ACCOUNTANT FIRMS REGISTERED IN INDIA FOR APPOINTMENT AS CENTRAL COST AUDITOR and BRANCH COST AUDITOR IN MAHANADI COALFIELDS LIMITED FOR ;

COST AUDIT FOR COMPANIES (COST AUDIT REPORT) RULES,2011 FOR THE YEAR 2014-15 and 2015-16 .

Applications are invited from Partnership Cost Accountant firms registered in India for appointment as Central Cost Auditor and Branch Cost Auditor in Mahanadi Coalfields Limited for **Cost Audit for companies (Cost Audit Report) rules,2011** for the year 2014-15 and 2015-16 in respect of Mahanadi Coalfields Limited..

Interested Partnership Cost Accountant firms shall apply with details as noted below for appointment along with application, photocopy of Certificate of registration issued by the Institute of Cost Accountants of India shall be enclosed failing which the application will not be considered for appointment.

1. Year of establishment.
2. Details of Partners (indicating clearly Associate members and fellow members).
3. Name of the qualified assistants (Cost/Chartered Accountants) along with Membership number of the respective institute.
4. Number of semi-qualified assistants (Inter Cost/Chartered accountants) in the firm with details.
5. Address of the Head Office and Branch Office of the firm (Branch office will be treated as per certificate of the institute).
6. Permanent Account Number.
7. Service Tax Registration Number.
8. Bank Account Number with details of Name of the Bank, Branch Address & Bank code etc.
9. Telephone Number/ Mobile Number and Fax Number of Head Office.
10. Statutory Cost Audit experience in other Central/State PSUs. (Copies of the appointment order with signature of the issuing authority to be enclosed).
11. A certificate/ undertaking by the firm that all the partners are in whole time practice are to be submitted.
12. Documentary evidence in support of above mentioned criteria are required to be submitted.

Interested partnership Cost Accountant firms may send their application forms along with the documents mentioned above quoting the NIT No.& date, so as to reach this office **within 30 (Thirty)** days of publications, addressed to General Manager (Finance) C&B; PO: Jagruti Vihar, Burla, Dist : Sambalpur, Odisha, Pin- 768020. Notice of Inviting Applications for Appointment and Evaluation has been hoisted in the web site of the Company also vides www.tenders.gov.in.

Norms for selection of Cost Auditors for audit in MCL

The norms for selection for audit indicated above is as under –

Sl no	NORMS	BASIS OF MARKS	Maximum Marks
1	Year of Establishment of Firm(s) since the date of Registrations	3 marks per year	15
2	Number of Partner in the firm	4 marks for each Associate Member and 5 marks for each fellow member	25
3.	Number of qualified assistants (Cost/Chartered Accountants) in the firm. He should be a member of respective institute	3 marks for each qualified assistant	10
4	Number of Semi-qualified assistants (Cost/Chartered Accountants) 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 of Cost Audit	20
6.	Audit firms having registered office /Branch office in Odisha	20 marks	20
	Total Marks		100

- i. Documentary evidence 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 more number of audit in Public Sector units/Govt. Organisations will be considered. If again there is a tie, a Firm with a higher number of Fellow Member of the Institute of Cost Accountants will be considered.**
- iii. Cost Audit firms appointed by CIL or any of its subsidiaries as statutory Auditor, Internal Auditor will not be considered.
- iv. Audit firm appointed/ considered for appointment by CIL or any of its subsidiaries as cost auditor will not be considered for appointment in MCL.
- v. The firms who will score highest marks as per above selection norms will be appointed as Central Cost Auditor of the Company who will audit Cost records of the company, Head Quarters and its units, IB Field Areas, and Basundhara Area. The next highest scorer will be selected as branch Cost Auditor for Talcher Coalfield Areas

Scope of Work:

(a) Cost audit of 2014-15 and 2015-16 is to be conducted in accordance with order no. F.No.52/26/CAB-2010 dtd.24th Jan.2012 as issued by Govt. of India, Ministry of Corporate Affairs and in adherence to the relevant orders/clarification 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.

(b) Area-wise consolidation of all the cost sheets of mines and service units are to be audited. For all the areas/units the central auditor, has to certify company consolidation for 2014-15 and 2015-16.

(c) All formats as required by statute are to be certified for 2014-15 and 2015-16.

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

AUDIT FEES:

(i) 2014-15 and 2015-16 (Audit Report)

a) For Central Cost Auditor ₹ 212500.00 per year.

b) For Branch Cost Auditor ₹ 140625.00 per year.

(ii) Travelling and out of Pocket Expenses: (Both Audit) Restricted to 50% of Audit fees, subject to production of documentary Evidence from the office of the firm mentioned in the application/appointment.

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

Submission of Report: Cost audit firm so appointed will start conducting the job after completion of annual accounts and will submit the report to the Director(Finance), Mahanadi Coalfields Limited, Sambalpur as per time schedule mentioned below:

Cost Audit for 2014-15	on or before 31.08.2015
Cost Audit for 2015-16	on or before 31.08.2016

(Branch Cost Auditor should submit reports before 15 days of date mentioned above.)

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/Unit 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 of section 6 of the companies Act, 1956;
- d) Neither the firm nor its partner or Associates have any interest in the business of Company;
- e) The auditor will be required to issue certificate of Independence;

- f) While a Cost Auditor shall have prime responsibility to ensure that he does not violate the limits specified under section 224(1-B) of the companies Act.1956;
- g) The auditor/ firm shall be free from any disqualification under Sec. 233B(5) or Subsection (3) or subsection (4) of Section 226 of Companies Act 1956. In addition to this, Audit Firm must not be holding any assignment as Statutory Auditor or Internal Auditor of CIL or any of its Subsidiaries;
- h) Cost Audit firm will not be offered more than one appointment as Cost Auditor for CIL and its subsidiaries;
- i) The partners holding certificate of practice issued by Institute of Cost Accountants of India are in whole time practice.
- j) The Cost auditor shall undertake that data given to the Auditor by MCL and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- k) The Audit Firm will be debarred from getting, in future, the Cost audit in CIL and its Subsidiaries in the following cases:
 - i. If the firm obtains the appointment on the basis of false information/false statement.
 - ii. If the Firm does not take up audit in terms of appointment letter.
 - iii. If the Firm does not submit the audit report, complete in all respect in terms of appointment
 - iv. If the Firm violates any of the stipulations under clause (a) to (j).
- 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/Empanelment 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 on or before 20th April 2014** at the office of the General Manager (Finance)/S&B, MCL Finance Department. Jagruti Vihar, Burla, Sambalpur- 768020, Odisha or sent by post to the above address. Mahanadi Coal Fields Limited, however, 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 at Finance Department of MCL 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 Odisha High Court only.
- p) Disclaimer: MCL 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.

Annexure-I

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 :

Sl No.	Particulars	
1	Year of establishment of Firms(s) since date of registration.	
2	Numbers of partners in the firm.	
3	Number of qualified assistants (Cost/ Chartered Accountant) in the Firm. He should be a member of his respective Institute.	
4	Number of semi qualified assistant (Inter Cost/ Chartered Accountant) in the firm.	
5	The firm having the experience of Conducting statutory Cost Audit in Central /State PSUs.	
6	Audit Firms having registered office/branch office within the State, in which subsidiary Company HQ is situated or having its mining operation.	

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.

Signature with seal of the firm

**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/INTERNET BANKING PAYMENT/
RTGS TRANSFER**

To
The Mahanadi Coalfields Limited,
Jagruti Vihar,
Burla, Sambalpur - 768 020

Dear Sir,

**Sub : Authorisation for release of payment due from Mahanadi Coalfields Ltd.,
 Burla through Electronic Fund Transfer/Internet Banking (SBI-NET)/RTGS Transfer**

Ref : Order No.Date And/or Tender/Enquiry/

Letter No.Date

**(Please fill in the information in CAPITAL LETTERS, Please TICK wherever it
 is applicable)**

1 Name of the Party _____

2 Address of the Party _____

City _____ Pin Code _____

E-Mail ID _____

Permanent Account Number _____

**3 Particulars of
 Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR No.			

(9 Digit Code number appearing on the MICR Band of the Cheque supplied by the Bank. Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)

RTGS Code																			
Account Type		Savings		Current		Cash Credit													
Account Number (as appearing in the Cheque Book)																			

4 Date from which the mandate should be effective _____

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold Mahanadi Coalfields Ltd responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through SBI-Net/RTGS Transfer.

Place : _____

Date : _____

Signature of the Party / Authorised Signatory

Certified that particulars furnished above are correct as per our records.

Banker's Stamp :

Date : _____

Signature of the Authorised official from the Bank

