



**Odisha Hydro Power Corporation limited**

Odisha State police Housing & Welfare  
Corporation Building, Vanivihar Chouk,  
Janpath, Bhubaneswar-22,

PHONE NO.: 0674 - 2542826, 2542983,  
2542802, 2545526

FAX:- 0674 - 2542102

E MAIL: [ohpc.co@gmail.com](mailto:ohpc.co@gmail.com)

WEBSITE: [www.ohpcLtd.com](http://www.ohpcLtd.com)

**NOTICE INVITING EXPRESSION OF INTEREST FOR APPOINTMENT  
/EMPANELMENT OF COST ACCOUNTANT FIRMS FOR COST AUDIT AND PREPARATION  
OF COST ACCOUNTING RECORDS IN OHPC Ltd. FOR THE F.Y. 2014-15**

M/s Odisha Hydro Power Corporation Limited invites expression of Interest for appointment/empanelment of Cost Audit Firms for Cost Audit and preparation of Cost Accounting records from the Cost Accountant firms located in the State of Odisha.

Only one firm shall be appointed and audit the Cost records of the six Unit of OHPC i.e. UIHEP, Mukhiguda & Khatiguda, BHEP, Balimela, HHEP, Burla, RHEP, Rengali, CHEP, Chiplima & UKHEP, Bariniput.

Format for offer by the Cost Accountant Firms (Annexure-I) and Scope of Work, Selection Criteria, Terms & Conditions , Audit Fee etc (Annexure-II) are available at OHPC website mentioned above. The same can be downloaded from the website.

Cost Accountant Firms may send their offer in the prescribed format along with annexures so as to reach to Dy. General Manager (F & A), OHPC Ltd., Odisha State Police housing & Welfare Corporation Building, Vanivihar Chouk, Janpath, Bhubaneswar-22, latest by 10.05.2014 within 3.00 PM.

Documentary evidence of all the information are to be furnished along with the offer and all the pages of the terms & conditions and documents submitted are to be signed with the seal of the firm.

**Sd/-  
Dy. General Manager (F & A)**

## APPLICATION FOR EMPANELMENT AS COST AUDITOR IN OHPC Ltd.

<b>1. NAME OF THE FIRM:</b>					
(Document at Page No... )					
<b>2. ADDRESS OF THE FIRM:</b>					
Regd. Office			Branch Office (if any)		
a) Correspondance:					
b) Telephone No With Std Code:					
c) Fax No With Std Code:					
d) Mobile No:					
e) Email Address:					
(Document at Page No... )					
<b>3. REGISTRATION DETAILS OF THE FIRM:</b>					
a) Registration No:					
b) Date Of Registration:					
c) Years of Establishment of Firms since date of Registration:					
(Document at Page No... )					
<b>4. DETAILS OF PARTNERS OF THE FIRM:</b>					
a)	Sl. No.	Name	Associate / Fellow	Membership No.	Certificate of Practice No & Date of expiry
b) No of Partners in the Firm: Associate-- Fellow--					
(Document at Page No... )					
<b>5. DETAILS OF QUALIFIED ASSISTANTS OF THE FIRM:</b>					
a)	Sl. No.	Name	Cost/Chartered Accountant	Membership No.	
b) No. of Qualified Assistants in the Firm with Membership of the respective Institute:					
(Document at Page No... )					
<b>6. DETAILS OF SEMI QUALIFIED ASSISTANTS OF THE FIRM:</b>					
a)	Sl. No.	Name	Inter cost/ Chartered	Registration No.	
b)No. of Semi-Qualified Assistants in the Firm :					
(Document at Page No... )					
<b>7. FIRM'S EXPERIENCE OF CONDUCTING STATUTORY COST AUDIT IN POWER SECTOR PSUs:</b>					
Sl. No.	Name of PSU	Appointment Letter No. & Date	Period of Statutory Cost Audit From To		
(Document at Page No... )					
<b>8. FIRM'S EXPERIENCE OF CONDUCTING STATUTORY COST AUDIT IN OTHER PSUs:</b>					
Sl. No.	Name of PSU	Appointment Letter No. & Date	Period of Statutory Cost Audit From To		
(Document at Page No... )					

## **CERTIFICATE**

**I/We** \_\_\_\_\_, **partner/s of the firm certify that:**

- a. The information mentioned above are true and correct,
- b. Required documentary evidences duly signed & sealed are enclosed,
- c. If appointed as Cost Auditor in OHPC Ltd., my 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,
- d. None of the Partner/Owner of the Firm is a Partner/Owner of any other Firm who has taken part in the tender process for appointment as Cost Auditor for the relevant period either in OHPC or any of its subsidiary.
- e. If appointed as Cost Auditor in OHPC Ltd., my firm will not accept any other audit job in OHPC or any other subsidiary of OHPC.

**SIGNATURE WITH SEAL.**

### **LIST OF DOCUMENTS DULY SEALED & SIGNED BY PARTNER OF THE APPLICANT FIRM REQUIRED TO BE SUBMITTED WITH APPLICATION:**

- a. Copy of latest Certificate issued by the Institute for SI.No.01,02 & 03.
- b. Copy of Membership Certificates indicating Fellow-ship / Associate-ship and Copy of Certificate of Practice of each Partner issued by the Institute for SI.No.04,
- c. Copy of Membership Certificates of each Qualified Assistant issued by the concerned Institute for SI.No.05,
- d. Copy of Passing Certificates of each Semi Qualified Assistant issued by the concerned Institute for SI.No.06,
- e. Copy of Appointment Letters in respect of jobs already executed for SI.No.07 & SI.No.08.

**ANNEXURE-II**

## SELECTION AND APPOINTMENT OF COST AUDITOR

1. **Introduction:** Odisha Hydro Power Corporation Ltd (OHPC) is a Gold Rated 100% State PSU under the administrative control of Department of Energy, Govt. of Odisha, which was incorporated under the Companies Act 1956 on 21.04.1995. At present, OHPC is having 6 (six) generating units at different parts of Odisha i.e. Balimela, Jeypore, Mukhiguda, Rengali, Burla & Chiplima having installed capacity of 2062 MW. In addition OHPC is also having share in Machhakund Joint Hydro-Electric Project. Further, OHPC is also venturing into new thermal & Solar Project under the joint venture scheme.
  
2. **Scope of Work:** OHPC is looking for engagement of eligible Cost Accountant Firm for carrying out the following job:-
  - (a) Cost audit to be conducted in accordance with order no. F.No.52/26/CAB-2010 dtd. 24<sup>th</sup> 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 all the units are to be audited. The Cost Auditor shall file Annual Cost Audit Report in XBRL mode for which separate charges as decided by the Company shall be paid.
  
  - (c) All formats as required by statute are to be certified.

3. (a) **Selection Criteria:** The following will be the basis of marks for the selection /empanelment. Selection/empanelment will be done on the basis of attainment of highest marks obtained:

<b>Sl. No.</b>	<b>Criteria for evaluation</b>	<b>Max. marks</b>	<b>Weightage (in %)</b>	<b>Remark</b>
1.	<b>Overall experiences.</b>  (0.25 marks per each year of experiences subject to maximum score of 7.5)	7.5	30	Any experience from 6 months and up to 12 months shall be reckoned as 1 year. Similarly the experience of the senior most partner of an amalgating firm / consortium firm shall be considered while evaluating the overall experience of the amalgated firm / consortium firm.
2.	<b>Overall power sector experiences.</b>  (0.25 marks per each year of experiences subject to maximum score of 5)	5	20	
3.	<b>Nos of Partners.</b>  (0.05 marks per each partner subject to maximum score of 5)	5	20	
4.	<b>Nos of qualified staffs.</b>  (0.03 marks per each qualified staff subject to maximum score of 4.5)	4.5	18	
5.	<b>Nos of semi qualified staffs.</b>  (0.20 marks per each semi qualified staff subject to maximum score of 3)	3	12	
	<b>TOTAL</b>	<b>25</b>	<b>100</b>	

**Note:**

- 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 a higher number of Fellow Member(s) of the Institute of Cost Accountants will be considered.

**(b) Empanelment:**

- (i) The panel for successful Audit Firm will be made in descending order. The firm which has obtained highest marks will be awarded the work.
- ii) In case of failure/denial of Cost Auditor to be the Cost Auditor, next audit firm with 2<sup>nd</sup> highest marks with no. 2 rank will be selected as the Cost Auditor and so on.
- iii) If, any firm of Cost Auditor who is qualified for appointment as per rank and is not in a position to accept the appointment in OHPC, replacement of such Audit firm will be done by another Audit firm selected in descending order from amongst the remaining firms in the panel;

**(c) 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.

**4. TERMS AND CONDITIONS:**

**I. Submission of Report:**

The appointment of Cost Auditor shall be for one year which shall be extended further two years based on the satisfactory performance of Cost Audit. Cost audit firm so appointed will start the Cost Audit immediately and will submit report on or before 31<sup>st</sup> August along with his bill to Dy. General Manager (F & A), OHPC Corporate Office, Bhubanesawr.

**II. Audit Fees:**

The fees for Audit will be Rs.1,00,000/- per year. In addition to the Audit fee, TA/DA shall be paid as applicable to E6 grade for partners and E3 grade for the Assistants according to the applicable TA rules of OHPC, subject to a limit of Rs.70,000/- per year. TDS as applicable shall be deducted.

Service Tax etc. shall be paid extra as applicable on furnishing the registration number with the appropriate authority.

### III. 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) If 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 OHPC Ltd. and its Subsidiaries;
- h) Cost Audit firm will not be offered more than one appointment as Cost Auditor for OHPC and other subsidiaries of OHPC Limited.
- i) Where a Cost Accountant is a Partner/Owner of more than one firm, in such case, only one firm shall be allowed to take part in the tender process either in OHPC or any of its subsidiary. If it is found that the Firm having common partner makes application in the tenders initiated by OHPC and its Subsidiaries, such application will stand cancelled.
- j) The partners holding certificate of practice issued by Institute of Cost Accountants of India are in whole time practice.
- k) The Audit Firm will be debarred from getting, in future, the Cost audit in OHPC 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) 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.
- m) The Cost auditor shall undertake that data given to the Auditor by OHPC and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- n) 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.**
- o) Application may be submitted by the firm in person or may be sent by post to Dy. General Manager (F & A), Odisha Hydro Power Corporation Ltd, Odisha State Police housing & Welfare Corporation Building, Vanivihar Chouk, Janpath, Bhubaneswar-22, OHPC Ltd. 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.
- p) Applications received after the due date and time shall be ignored. Any application received late due to any reason whatsoever will not be the responsibility of OHPC.
- q) **Jurisdiction of Courts:** Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Cuttack Court only.
- r) **Disclaimer:** OHPC 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.

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