



**NEPA LIMITED**

(A Govt. of India Undertaking)

Nepanagar, District Burhanpur, MP-450221, India.

**TENDER NOTICE**

Tender Notice No.: Cost Audit/2014-15

Dated 20.01.2014

Sealed tender are invited in two parts (Part-I, Techno-Commercial Bid and Part-II, Price Bid) from Cost Accountant in practice / Cost Accountant Firm as per section (1) of section 233B of the Companies Act, 1956; for Cost Audit of the Cost Accounting Record of Nepa Ltd, Nepanagar for Year 2014-15.

Last date of submission of the tender is 10.03.2014 (14:00 IST) at Nepa Ltd, Nepanagar.

Please visit [www.nepamills.co.in](http://www.nepamills.co.in) / [www.tenders.gov.in](http://www.tenders.gov.in) for details of the Tender and for downloading of Tender documents.

**Sr. Manager (Finance)**



## INTRODUCTION:

- Nepa Ltd is a Public Sector Undertaking under the control of Ministry of Heavy Industry & Public Enterprises, Govt. of India. It is a pioneer Newsprint Company of India, which is centrally located at Neapanagar, Dist Burhanpur in M.P. Its Commercial production, started in April, 1956 and existing Capacity is 88,000 TPA.
- Recently Govt. of India approved a Revival Package for Nepa Ltd which is under progress.
- Our Company is in the process of appointment of Cost Auditor for Cost Audit and XBRL filing of Cost Audit in respect of our product Newsprint. The Turnover of our Company for the FY 2012-13 is 132.20 Cr. While submitting the Cost Audit Report, the Cost Auditor should give suggestions on cost reduction and cost control.
- Interested Cost Accountant in practice / Cost Accountant Firms are requested to submit their offers.

## DOCUMENT CONTROL SHEET

Tender Number & Date	Cost Audit/2014-15 Dated 20.01.2014
Type of Tender (Two Bid)	Two part bid (2 envelopes)
Date of commencement of Sale of tender document	04.02.2014
Place of Sale of tender document.	Nepa Limited, Neapanagar Burhanpur District, MP – 450221 Phone: 07325-222269, Fax: 07325-222174 <a href="http://www.nepamills.co.in">www.nepamills.co.in</a>
Last Date of Sale of tender document	03.03.2014
Price of the tender Documents	INR 500
EMD	INR 5,000
Closing date and time for receipt of tenders	14:00 Hrs. (IST) on 10.03.2014
Time and date of opening of tenders	15:30 Hrs. (IST) on 10.03.2014 (Technical Bid)
Place of opening of tenders	Nepa Limited, Neapanagar Burhanpur District, MP – 450221 Phone: 07325-222269, Fax: 07325-222174 <a href="http://www.nepamills.co.in">www.nepamills.co.in</a>
Nominated Person / Designation to receive the Bulky Tender	J. K. Roy, Dy. Manager (Finance), Nepa Ltd, Neapanagar-450221



## SELECTION AND APPOINTMENT OF COST AUDITOR

### 1. Eligibility criteria for appointment:

- (i) The Cost Accountant in practice / Cost Accountant Firm must have at least 5 years' experience in the profession.
- (ii) Cost Accountant Firm must have minimum 2 (Two) partners.
- (iii) The Cost Accountant in practice / Cost Accountant Firm must be holding valid certificate of practice issued by Institute of Cost & Works of India.
- (iv) Certify that the appointment is within the limits prescribed u/s 224(1B) read with section 233B (2) of the Companies Act, 1956.
- (v) No conditional offer will be considered.

### 2. The detailed information about the Cost Accountant in practice / Cost Accountant Firm are to be submitted in Part-I attached along with a declaration with the bid.

For selection of Cost Accountant in practice / Cost Accountant Firm for appointment on the basis of the above details, Management's discretion shall be final and reserves the right to reject or accept any prospective applicant without assigning any reason whatsoever.

Interested Cost Accountant in practice / Cost Accountant Firm may send their application forms along with the Tender documents mentioned above, so as to reach this office latest by 10/3/2014 up to 2 PM, addressed to Senior Manager (Finance), NEPA LIMITED, ADMIN BUILDING, NEPANAGAR DIST. BURHANPUR-450221, Tender Notice of Inviting Tender for Appointment has been hosted on the web site of the Company also vide [www.nepamills.co.in](http://www.nepamills.co.in) / [www.tenders.gov.in](http://www.tenders.gov.in).

### 3. Scope of Work:

- (i) Cost audit of 2014-15 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 & Works Accountants of India.
- (ii) All formats as required are to be certified for 2014-15.



#### **4. Audit Fees:**

- (i) Cost Accountant in practice / Cost Accountant Firm are required to quote the audit fees for Cost Auditing companies (Cost Audit Report) rules, 2011 for the year 2014-15.
- (ii) Service tax shall be paid as applicable on furnishing of the valid Service Tax Documents.

#### **5. Submission of Report:**

Cost Accountant in practice / Cost Accountant Firm will start conducting the job immediately and will submit the report to the Senior Manager (Finance), NEPA LIMITED at the earliest.

#### **6. Other Terms & Conditions:**

The appointment of auditors is subject to the following declarations:

- ✓ The Cost Accountant in practice / Cost Accountant Firm must not sub-contract the work;
- ✓ Cost Accountant in practice / Cost Accountant Firm 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;
- ✓ No partner of the Cost Accountant in practice / Cost Accountant Firm is related to Managing Director of company within the meaning of section 6 of the companies Act, 1956;
- ✓ Neither the Cost Accountant in practice / Cost Accountant Firm nor its partner or Associates have any interest in the business of Company;
- ✓ The Cost Accountant in practice / Cost Accountant Firm will be required to issue Certificate of Independence;
- ✓ The Cost Accountant in practice / Cost accountant Firm shall have prime responsibility to ensure that he does not violate the limits specified under section 224(1B) of the companies Act.1956.
- ✓ The Cost Accountant in practice / Cost Accountant Firm shall be free from any disqualification under Sec.233B (2) or subsection (3) or subsection (4) of Section 226 of Companies Act 1956.



- ✓ The Cost Accountant in practice / Cost Accountant Firm partners holding certificate of practice issued by Institute of Cost & Works Accountants of India are in whole time practice.
- ✓ The Cost Accountant in practice / Cost Accountant Firm shall undertake that data given to the Auditor by **NEPA LIMITED** and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- ✓ The Cost Accountant in practice / Cost Accountant Firm will be debarred from getting, in future, the Cost audit of **NEPA LIMITED**:
  - 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 as above.
- ✓ 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 Tender No. & date mentioning “**Appointment of Cost Accountant in practice / Cost Accountant Firm**”. The name and address of the firm must be indicated on the envelope. Technical Bid & Financial Bid should be enclosed / submitted in separate envelope & both the envelopes should be enclosed in a bigger envelope.
- ✓ Tender may be submitted on or before 10/3/2014 by 2.00 PM at the office of the Senior Manager (Finance), ADMIN BUILDING, NEPANAGAR, DIST BURHANPUR (M.P.)-450221 or sent by post to the above address. NEPA LIMITED however, does not take any responsibility for loss of application in transit. Tender sent through Telegram, Telex, Fax or E-mail will not be considered. Technical Bid will be opened in the presence of the bidders or their accredited representative at 03:30 P.M. on 10/03/2014
- ✓ Tender received at **NEPA LIMITED** as stated above after due date and closing time of submission of Tender shall not be considered. Any Tender received late due to any reason whatsoever will not be accepted.
- ✓ **Jurisdiction of Courts:** Any dispute arising out of or in respect of the **contract** will be subjected to the jurisdiction of Burhanpur Court only.



- ✓ **Disclaimer: NEPA LIMITED** reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.
- ✓ Cost Accountant in practice / Cost Accountant Firm shall appear in front of the Board of Nepa Ltd as & when required.
- ✓ Auditor shall submit his / her report on quarterly, half yearly & annually.
- ✓ Tender document can also only be downloaded from Nepa Ltd website [www.nepamills.co.in](http://www.nepamills.co.in) and in this case the bidder has to enclose DD of Rs. 500/- with Technical Bid towards cost of Tender Document along with EMD of Rs. 5000/- with out fail.
- ✓ All Tenders must be accompanied by the earnest money at the rates and in the **Form** prescribed in the tender document.
- ✓ The financial bid of only those tenderers will be opened whose technical bids will be found in order.
- ✓ In case date of opening the tender happens to be holiday, the tenders will be received and opened on the next working day at same time.
- ✓ All terms and conditions shall apply as specified under works regulations 1997.
- ✓ The rates may be quoted in lump-sum inclusive of all other taxes, service tax and TA & DA as such no other charges shall be payable by Nepa Ltd. However the bidder will be solely responsible for deposition of service tax to the respective Government Authority under his liability.
- ✓ The payment will be made against bill / invoice after the completion of job/work / submission of Cost Audit Report approved by Board.
- ✓ The tenderers shall submit their personal profile along with tender/quotation on prescribed tender form attached therewith and **if found un-satisfactory, the tender documents so received shall be re-sealed and placed in the record.**
- ✓ Cost of tender document and EMD shall not be accepted by cheque / cash. It should be in the form of Demand Draft, payable in favour of Nepa Ltd, Neapanagar, drawn on SBI / BoI, Neapanagar.



- ✓ The bidder shall bear all costs associated with the preparation and submission of the bid, attending bid meetings and visiting sites, if required and or any other locations in connection with bidding and Nepa Ltd will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- ✓ Bids submitted by bidders shall remain valid for the acceptance of Nepa for a period of 180 days from the date of opening of the techno-commercial bids

#### **7. Financial Bid:**

Cost Audit Fees for the year 2014-15 should be quoted in the Financial Bid sealed in separate envelope and attached at Part – II includes Service Tax.

#### **8. Submission of Offer:**

The Tender documents complete in all respect shall be submitted in 2(two) parts i.e. **Part-I (Technical Bid)** and **Part – II (Financial Bid)** sealed in 2 (two) separate envelops clearly Superscribing “**TECHNICAL BID**” & “**FINANCIAL BID**” on the respective envelops. Both the Bids i.e. Technical Bid and Financial Bid shall be sealed in a 3<sup>rd</sup> separate envelope with complete tender details superscribing Tender No. & Date, Name & Address of the Bidder.



**TECHNICAL BID PART – I**  
**PROFORMA FOR SUBMISSION BY TENDERER**

Sr. No	Particulars			
1.	Name of the Cost Accountant in practice / Cost Accountant Firm			
2.	ICWAI Registration Number of Firm			
3.	Year of establishment			
4.	Complete Postal Address with PIN Code of the Head office and Branch office of the Firm (Branch office will be treated as per certificate of the institute).			
5.	<b>Contact details:</b> Address of the Firm with the following details (Branch office will be considered as per details available in the certificate of practice): i) Phone No(s) ii) Mobile No(s) iii) FAX No(s) iv) E-mail ID(s)			
6.	<b>Details of Cost Accountant / Proprietor / Partners:</b> a. Number of Partners. b. Names of Proprietor/Partners (please state ICWAI Membership Number and Year of starting Practice against each). c. Details of Cost Audit experience of the Cost Accountant/Firm. Name and Location of Major Clients for Cost Audit Assignments. (Copies of the appointment order with signature of the issuing authority to be enclosed).			
7.	PAN of the Firm			
8.	Service Tax Registration Number			
9.	Bank Account Number with details of Name of the Bank, Branch Address, Bank Code, IFSC Code etc. (Documentary evidence in support of above mentioned criteria are required to be submitted.)			
10.	Details of cost of tender document & EMD DD should be submitted in favour of “Nepa Ltd” payable at Neapanagar Tender cost(INR 500/-)-----→  EMD (INR 5000/-)-----→	Amount	DD no. & Date	Name of the issuing bank





**11. Declaration:**

I /We hereby certify that:

- (a) **All partners whose names are mentioned at point no. 6 above are wholetime partners in the Firm.**
- (b) We do not violate the limits specified under section 224(1-B) of the companies Act.1956.
- (c) All information and attachments submitted in this application are correct and true to the best of my/ our knowledge.
- (d) I / We are aware that any false information provided herein will result in rejection of the application and suspension of registration.
- (e) I / We hereby accept all terms & conditions of the Tender Document

**Signature of the bidder with seal**

**Place :**

**Date :**

**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.



**FINANCIAL BID Part II**  
**(To be submitted in separate envelope)**

Date:

Sub.: Cost Audit of NEPA LIMITED for the financial year 2014-15.

Name of the Bidder & Address:

I / We have read all terms and conditions of the Tender carefully and hereby offer / quote our price for Cost Audit Fees for the Financial year 2014-15 Rs. ----- Per Annum (Rupees in words-----Per Annum) inclusive of all taxes (including service tax also) & expenditures like TA & DA etc.

**Note:**

The rate to be quoted on per annum basis and it will remain firm through out the year.

**Signature of the bidder with seal**

**Place :**

**Date :**