


**NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT /
APPOINTMENT OF COST AUDIT FIRMS FOR COST AUDIT IN NPCIL**

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 <p>एनपीसीआइएल NPCIL</p>	<p style="text-align: center;">NUCLEAR POWER CORPORATION OF INDIA LTD. (A Govt. of India Enterprise)</p> <p style="text-align: right;">8th Floor, South Wing, Vikram Sarabhai Bhawan, Anushaktinagar, Mumbai - 400094. Phone No. : 022-25992801 / 25992855 Email : pramodkgupta@npcil.co.in / nmalathy@npcil.co.in Website: http://www.npcil.nic.in</p>
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**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT /
APPOINTMENT OF COST AUDIT FIRMS FOR COST AUDIT IN NPCIL**

Nuclear Power Corporation of India Limited (NPCIL) is a Public Sector Enterprise under the administrative control of the Department of Atomic Energy (DAE), Government of India. The Company was registered as a Public Limited Company under the Companies Act, 1956 in September 1987 with the objective of operating atomic power stations and implementing the atomic power projects for generation of electricity in pursuance of the schemes and programmes of the Government of India under the Atomic Energy Act, 1962.

NPCIL invites expression of Interest for empanelment / appointment of Cost Audit firm registered in India for conducting Cost Audit as per Companies (Cost Records and Audit) Rules, 2014 for FYs 2020-21 to FY 2022-23.

The bids submitted by the Cost Audit firms in response to this notice for inviting EOI shall be in **TWO PARTS** as under in **two separate sealed envelopes** in the following manner:

Part –I (Technical and Commercial bid except Price) -1st Envelope

The bidders are requested to furnish the details in the prescribed format of Offer and to furnish all the documents required for pre-qualification in this envelope. Complete tender documents along with supporting documents, unpriced copy of price bid duly signed and stamped on each page as a token of their acceptance of all terms and conditions are to be furnished in this envelope and sealed and superscribe the envelope with “ Techno-commercial bid”.

Part –II (Price bid) – 2nd Envelope

The form of price bid duly filled in the formats provided along with this notice with the rates both in words and figures should be submitted in this envelope with superscription “Price Bid”. No terms and conditions or any other thing should be kept in this envelope. The Bidders should quote the price of their services only in Indian Rupees and payment shall be made in Indian Rupees only and all statutory deductions as per Law /Rule shall be made as per rates prevalent on the date of payment.

If there is a discrepancy between words and figures, the amount in words shall prevail. In case of manual quote, corrections / overwritings need to be attested.

The bidder shall take special care not to mix-up price details with the Part –I (Technical and Commercial bid except Price) and vice versa. Any violation of these conditions may lead to rejection of the bid.

Format of offer (Annexure – A), Price bid (Annexure - B) and scope of work, empanelment and selection criteria along with other terms and conditions (Annexure – C) are available on the NPCIL website (www.npcil.nic.in) under Tender Section and on Central Public Procurement Portal. The interested parties are requested to visit the NPCIL website and Central Public Procurement Portal website for more information and details about the application requirements. The same can be downloaded from the above.

Application should be submitted only in the prescribed format with full particulars, supported by relevant certificates / documents along with Annexures in sealed covers and superscribed "**EMPANELMENT / APPOINTMENT OF COST AUDITOR IN NPCIL**" and may be dropped in the tender box kept at the Reception Gate, Ground floor, Vikram Sarabhai Bhavan, Anushakti Nagar, Mumbai - 400 094 alternatively delivered by Speed Post / Registered Post / Courier to the following address so as to **reach on or before 04/09/2020 at 03:00 PM**. Bids will be opened on the same day at 04:00 PM at address mentioned below in the presence of the bidders who wish to attend. If the office happens to be closed on the date of receipt of the bids as specified, the bids will be received and opened on the next working day at the same time and venue.

**Addl. General Manager (Finance & Accounts)
Nuclear Power Corporation of India Ltd.**

8th Floor, Vikram Sarabhai Bhavan, Anushakti Nagar, Mumbai-400 094, Maharashtra

In case of any queries / clarification, please feel free to discuss the issue with Shri P K Gupta – Tel. No. 022-25992801 / Smt. N Malathy – Tel No. 022-25992855.



PART - I

ANNEXURE A

Application for Empanelment / Appointment of Cost Auditor in NPCIL

Sr. No.	Particulars				
1	Name of the Firm: (Refer Note 1 for supporting documents)				
	(document placed at page no.)				
	Address of the Firm:				
	a) Permanent / Registered Office				
	b) Branch Office				
	Contact details of the Firm:				
	a) Telephone No. with STD Code				
b) Fax No. with STD Code					
c) Mobile No.					
d) Email Address					
2	Registration details of the Firm: (Refer Note 1 for supporting documents)				
	a) Registration No.				
	b) Date of Registration				
(document placed at page no.)					
3 (a)	Details of Partners of the firm: (Refer Note 2 for supporting documents)				
	Sr. No.	Name	Associate / Fellow	Membership No.	Certificate of Practice No.
(document placed at page no.)					
3 (b)	Details of Qualified Staff: (Refer Note 3 for supporting documents)				
	Sr. No.	Name	Cost / Chartered Accountant	Associate / Fellow	Membership No.
					Date of appointment in firm
(document placed at page no.)					
3 (c)	Details of Semi-Qualified Staff: (Refer Note 4 for supporting documents)				
	Sr. No.	Name	Inter Cost / Chartered Accountant	Registration No.	
(document placed at page no.)					
4	Income Tax - PAN & GST Registration No. : (Refer Note 5 for supporting documents)				
(document placed at page no.)					



5	PSU Client profile of the firm which Cost Audit (U/s 148 of the Companies Act 2013) has been conducted by the bidder during last 5 years (from FY 2015-16 to 2019-20): <i>(Refer Note 6 for supporting documents)</i>		
	Sr. No.	Name of the PSU	Turnover of PSU (Rs. in Crore)
		(document placed at page no.)	

Verification

I, partner of the firm hereby certify that:

- The information mentioned above are true and correct.
- Required documentary proofs duly signed and sealed are enclosed.
- If appointed as Cost Auditor, my audit team will work in strict confidence and will ensure that the information in respect of the operation of area / unit is dealt in strict confidence and secrecy.

(Signature of the authorized person of the firm with stamp)

Undertaking

- There has not been any disciplinary action initiated or contemplated / suspension of business against the entity by ICMA during the last five years.
- None of the Partners / Employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.
- No appeal / unresolved dispute / suit / case is pending at any court in India regarding the existence of the business / right to carry on practice.

(Signature of the authorized person of the firm with stamp)

Note: List of documents duly sealed & signed by partner of the applicant firm required to be submitted with application.

- Copy of latest certificate issued by the Institute for sl no. 1 & 2.
- Copy of membership certificate indicating Fellow / Associate and copy of certificate of practice of partner issued by Institute for sl no. 3 (a)
- Copy of membership certificate of each qualified staff issued by the Institute and appointment letter issued by the firm for sl no. 3 (b).
- Copy of passing certificate / marksheet of each semi-qualified staff issued by the concerned Institute for sl no. 3 (c).
- Copy of documentary evidence of PAN no. & GST Registration no. for sl no. 4.
- Copy of appointment letters in respect of jobs already executed and turnover proof of the said PSU for sl no. 5.

PART – II

PRICE BID

Date: _____

To,
 Addl. General Manager (F&A)
 Nuclear Power Corporation of India Limited
 8th Floor, Vikram Sarabhai Bhavan,
 Anushaktinagar,
Mumbai – 400 094

Sub.: Quotation for Cost Audit in NPCIL for FYs 2020-21 to 2022-23

With respect to Cost Audit of NPCIL for FYs 2020-21 to 2022-23, the **per annum fees** (which will be same for all three year) quoted by us is as follows:-

(Amount in Rs.)

Per annum fees for Cost Audit	Applicable GST	Per annum fees for Cost Audit incl. GST
(in figure)	(in figure)	(in figure)
(in words)	(in words)	(in words)

- Note: - 1. The above fees quoted for Cost Audit of NPCIL is **on per annum basis** as per the defined scope of work.
2. The said fees will be **same for all the three year** (i.e. **from FY 2020-21 to 2022-23**).
3. GST will be paid on the basis of applicable rate at the time of payment.
4. Travel and out of pocket expenses will be paid at actuals as per the entitlement granted to Statutory Auditors of the Company and as approved by the Board of the NPCIL. Lodging, boarding, and conveyance will be arranged by the NPCIL for their visit.
5. If there is a discrepancy between words and figures, the amount in words shall prevail. In case of manual quote, corrections / overwritings need to be attested.

Authorised Signatory



Empanelment, Selection and Appointment of the Cost Auditor in NPCIL**Part – 1 Introduction**

NPCIL has its corporate office situated in Mumbai, in the state of Maharashtra. NPCIL has an area of operation at 7 plant sites across the nation. The installed capacity of NPCIL's nuclear energy is 6680 MW and wind energy is 10 MW. The Gross Sales of NPCIL from sale of nuclear energy was Rs. 14217 crore and wind energy Rs. 13 crore during FY 2019-20. The appointment of Cost Auditor will be on centralised basis i.e. one Cost Auditor will be appointed for all the units of NPCIL including the Corporate Office. The Cost auditor would also be responsible for the consolidation of a consolidated Cost Audit Report of NPCIL.

Part – 2 Scope of Work

The company (NPCIL) is looking for engagement of eligible Cost Audit firm for carrying out the following job;

1. Cost Audit for the company for the allotted financial year is to be conducted in accordance with applicable sections / rules of Ministry of Corporate Affairs (MCA) and in adherence to the relevant orders / clarifications as issued from time to time by Cost Audit Branch, MCA, GOI and the Cost Accounting Standards issued by the Institute of Cost Accountants of India.
2. All Forms with respect to Cost Audit of respective financial year as required by the statute are to be filled, certified and filed.

Part – 3 Empanelment and Selection Procedure

1. The selection of Cost Auditor will be done through the empanelment of Cost Audit Firms by inviting the expression of interest (EOI) through public tender for appointment as Cost Auditor.
2. The empanelment of the Cost Audit firm will be done on the basis of minimum eligibility criteria for a period of 3 (three) years.
3. The firm with the following qualifying eligibility criteria will be empanelled;
 - i) The firm must have at least 5 years standing in the profession,
 - ii) The firm must have minimum 3 (three) partners (atleast 1 (one) partner should be fellow member of the Institute of Cost Accountants of India),
 - iii) The firm must be holding valid certificate of practice
 - iv) The Cost Audit firm shall be free from any disqualification specified in the Section 141 (3) and (4) read with section 148 (5) of the Companies Act 2013, as far as may be applicable.

- v) The firm must have minimum 3 years' experience of Cost Audit during the last 5 years prior to the date of submission of Expression of Interest (EOI) of Central / State Public Sector Undertaking (PSU) thereof and the said PSU as a whole should also have minimum annual turnover of ₹ 500 crore during the period of Audit.

4. The following table will be the basis for allotment of marks;

S.N	Norms	Basis of Marks	Maximum Marks	
A	Qualification Norms			
i.	Number of partners in the firm	4 marks for associated members and 5 marks for fellow members	20	50
ii.	Number of qualified assistants (CA/ICWA) in the firm. He should be member of institute	3 marks for each qualified assistant	18	
iii.	Number of semi qualified assistants (Inter — CA/ICWA) in the firm	2 marks for each semi qualified assistant	12	
B	Experience Norms			
i.	Year of establishment of Firm since date of registration	2 marks per year	20	50
ii.	The firm having experience of conducting Cost Audit in Central / State PSUs	5 marks for each Central / State PSUs	30	

The documentary evidence in support of aforesaid criteria may be submitted:

- (i) For A (i) - Copy of membership certificate indicating Fellow / Associate and copy of certificate of practice of partner issued by Institute.
- (ii) For A (ii) - Copy of membership certificate of each qualified staff issued by the Institute and appointment letter issued by the firm.
- (iii) For A (iii) - Copy of passing certificate / marksheet of each semi-qualified staff issued by the concerned Institute.
- (iv) For B (i) - Copy of latest certificate issued by the Institute.
- (v) For B (ii) - Copy of appointment letters in respect of jobs already executed and turnover proof of the said PSU.

Note:

- a. The marks will be allotted only on the basis of documentary evidence furnished in support of each of the above mentioned criteria. If documentary evidence is not provided, then, no marks will be allotted for that criteria.



- b. In case of tie, a firm with longer experience (i.e. based on the year of establishment) will be given higher priority. If still there is a tie, a firm with a higher fellow member (s) of the Institute of Cost Accountant will be considered with higher priority. In case of further tie, a firm having office in Mumbai / Thane / Navi Mumbai will be considered with higher priority
 - c. The firm having (a) minimum marks of 60% each under A (i) to (iii) Qualification Norms and B (i) to (ii) Experience Norms and (b) overall average of 70% and above shall be the Pre-qualification (PQ) criteria.
5. The firm once selected as above will be eligible for appointment as Cost Auditor for a total period of 3 (three) consecutive financial years. However, the appointment letter will be issued on the annual basis with the approval of the Audit Committee and the Board of NPCIL and the re-appointment for next immediate financial years, out of the total 3 years, would be issued on the basis of satisfactory performance and quality of services rendered by the Cost Auditor in the immediate previous financial year.
 6. The firms fulfilling the minimum qualifying eligibility criteria as specified in point no. 3 and point no. 4 of Part-3 above will be shortlisted and their price bid will only be opened
 7. The evaluation of the price bids will be done by the Corporation on lowest fees basis.
 8. If, any firm of Cost Auditor who is qualified for appointment and is not in a position to accept the appointment in the Company, replacement of such audit firm will be done by another audit firm who is next to eligible firm in the empanelment list.
 9. The vacancy caused in the office of Cost Auditor due to resignation, death, dissolution of cost audit firm / the removal of cost audit firm as stipulated in point no. 5 above, etc., the vacancy will be filled in the same manner as stipulated in point no. 8.
 10. The Cost Audit firm who has been appointed for 3 (three) consecutive years shall not be eligible for appointment as cost auditor for next consecutive 3 (three) years from the completion of the tenure.
 11. The Cost Audit Fees for the FY 2019-20 was Rs. 3,00,000/-. The applicable tax on audit fee was extra. Travel and out of pocket expenses was at actuals as per the entitlement granted to Statutory Auditors of the Company and as approved by the Board of the NPCIL. Lodging, boarding, and conveyance is arranged by the NPCIL for their visit.



Part – 4 Audit Team

The team should consist of adequate numbers of qualified / semi qualified staff (Cost / Chartered Accountant) led by a partner of the firm in commensurate with the size of company / area of work.

Part – 5 Other Terms and Conditions

The appointment of auditors is subject to the following conditions / stipulations:

- a) The Audit Firm must not sub-contract the work.
- b) The Audit 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 is to be provided by the Cost Auditor before commencement of Audit.
- c) The auditor will be required to issue certificate of Independence
- d) The Cost Audit firm must be eligible for appointment and is not disqualified for appointment under the Act, the Cost and Works Accountants Act, 1959 (23 of 1959) and the rules or regulations made thereunder.
- e) The Cost Audit firm shall be free from any disqualification specified in the Section 141 (3) and (4) read with section 148 (5) of the Companies Act 2013, as far as may be applicable. In addition to this, Cost Audit Firm must not be holding any assignment as Statutory Auditor or Internal Auditor of the Company.
- f) There are no proceedings against Cost Audit Firm or any partner of the Audit firm pending with respect to professional matters of conduct for members in practice.
- g) The partners holding valid certificate of practice issued by Institute of Cost Accountants of India are in whole time practice.
- h) The Cost auditor shall undertake that the data given to the Auditor by the Company and any information generated from the data provided shall not be used by the Auditor for any other purpose.



- i) The Audit Firm will be debarred from getting, in future, the Cost audit of the Company in the following events:
 - i) If the firm obtains the appointment on the basis of false information / false statement.
 - ii) If the Firm does not take up the assignment of 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 (g).

- j) Application 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 NPCIL. The cut-off date for evaluation of eligibility / qualification norms would be date of publication of EOI on NPCIL web page.

- k) **Redressal of Grievances:** Any disputes between the parties shall be dealt in Mumbai as per the provisions of the Arbitration and Conciliation Act, 1996.

- l) **Disclaimer:** NPCIL reserves the right to accept or reject any or all responses and to request additional submissions, information or clarification from one or more applicant (s) at any stage or to cancel the process entirely without assigning any reason.