



The Singareni Collieries Company Limited
(A Government Company)

Sub. Expression of Interest for appointment of Cost Auditors.

The Singareni Collieries Company Limited, Kothagudem, herewith invites Expression of Interest from Cost Accounting firms to be engaged for doing the cost audit job of the company for the financial year 2013-14.

Last date for receipt of the Expression of Interest is 30th May'13 at following address -

General Manager (Finance & Accounts)
The Singareni Collieries Company Limited
Kothagudem Collieries- 507 101
Khammam District
(Andhra Pradesh)



The Singareni Collieries Company Limited
(A Government Company)

Ref: CRP/FAD/O/106

dated -18.05.2013

SELECTION AND APPOINTMENT OF COST AUDITOR

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The Singareni Collieries Company Limited
(A Government Company)

SELECTION AND APPOINTMENT OF COST AUDITOR

1. Introduction:

1 The Singareni Collieries Company Ltd(SCCL) is a Coal producing Company operating in four districts of Andhra Pradesh jointly owned by Central and State Governments having Registered office at Kothagudem.

2. **Scope of Work:** SCCL is looking for engagement of eligible Cost Accounting Firms for carrying out the following assignments:-

(a) Cost audit of Cost records of different areas and Head office of SCCL for FY 2013-14, as per order no. F.No.52/26/CAB-2010 dt. 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 and company consolidation are to be audited and certified by the Cost Auditor.

(c) All formats as required by statute are to be certified.

(d) The Cost Auditor will also file the audit report to MOC, GOI in XBRL format after getting approval from Board of Directors of SCCL before the scheduled date.

3. Selection Criteria: The following will be the basis of marks for the selection. Selection will be done on the basis of attainment of highest marks obtained.

Sl. No.	Norms	Basis of Marks	Maximum Marks
1.	Year of establishment of Firms(s) since date of registration.	3 marks per year	15
2	Number of partners in the Firm.	4 marks for each Associate Member and 5 marks for each Fellow Member	25
3	Number of qualified assistants (Cost Accountant) in the Firm. He should be a member of The Institute of Cost Accountants of India.	3 marks for each qualified assistant	10
4	Number of semi qualified assistant (Inter Cost Accountant) in the Firm.	2 marks for each Semi qualified assistant	10
5	The Firm having the experience of	4 marks for each year Cost	20

	conducting statutory Cost Audit in Central /State PSUs.	audit.	
6	Firms having registered office / branch office within the state of Andhra Pradesh.	20 marks	20
		Total	100

Note:

- i. Documentary evidences 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 Members of the Institute of Cost Accountants will be considered.

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

4. TERMS AND CONDITIONS:

I. Submission of Report: Cost audit firm so appointed will start conducting the job immediately and will submit the report to the Director (Finance), SCCL, Kothagudem on or before 30.06.2014.

II. The Cost Auditor will also file the audit report to MOC, GOI in XBRL format after getting approval from Board of Directors of SCCL before the scheduled date.

III. Audit Fees:

- a) The fee for Cost Audit for 2013-14 will be Rs.1.50 lakhs.
- b) The travelling and out of pocket expenses will be reimbursed at actuals subject to production of documentary evidence.
- c) Service Tax etc. shall be paid as extra as applicable on furnishing the registration number with the appropriate authority.

IV. 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 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 par 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) 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 SCCL and its Subsidiary;

h) The partners must be holding certificate of practice issued by Institute of Cost Accountants of India and should be in whole time practice.

i) The Audit Firm will be debarred from getting, in future, the Cost audit in SCCL 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 (h).

j) 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.

k) The Cost auditor shall undertake that data given to the Auditor by SCCL and any information generated from the data provided shall not be used by the Auditor for any other purpose.

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 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 in person or sent by post to the office of the General Manager (F&A), Head Office, Kothagudem – 507101 (Andhra Pradesh). SCCL 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 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 Andhra Pradesh High Court only.

p) Disclaimer: SCCL 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.

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 Accountant) in the Firm. He should be a member of his respective Institute.	
4	Number of semi qualified assistant (Inter Cost 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 of Andhra Pradesh	

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