



H.P. POWER TRANSMISSION CORPORATION LTD.

(A State Government Undertaking)

Regd. Office: Himfed Bhawan, New ISBT Road, Panjari, Shimla-171005

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(CIN): U40101HP2008SGC030950

(GSTIN): 02AACCH1548M1ZP

Web: www.hpptcl.com

**NOTICE INVITING EXPRESSION OF INTEREST FOR APPOINTMENT OF COST
ACCOUNTANT FOR PREPARATION OF COST ACCOUNTING RECORD FOR
THE YEAR 2021-22 and 2022-23**

HPPTCL invites expression of interest from Cost Accountant Firm for Preparation of Cost Accounting Record for the F.Y. 2021-22 and 2022-23. The Application form, Scope of Work, detailed Terms & Conditions and Fee Structure are as per **Annexure – "A" & "B"** which are available at HPPTCL's web site www.hpptcl.com and can be downloaded. The selection of the Cost Accountant preparation of Cost Accounting Record shall be based on overall suitability of the firm and its experience in preparation of Cost Accounting record of Central/State Power sector PSUs.

Interested firms (having requisite experience in preparation of Cost Accounting record of Central/State Power Sector organizations / PSUs and having its office preferably in Himachal Pradesh or at Chandigarh), may send their application in prescribed format in separate envelopes superscribing "**Appointment of Cost Accountant for preparation cost accounting record**", so as to reach in the office of DGM (Finance), H.P Power Transmission Corporation Limited, Himfed Building, New ISBT Road, Panjari, Shimla-171005, **latest by 12th, September, 2022, up to 4.00 PM** and same will be opened at 4.30 PM, on same date, in the presence of authorized representatives of the participating firms.


30/8/2022
DGM (Finance)

Annexure – “A”

H.P Power Transmission Corporation Ltd.
Selection and Appointment of Cost Accountant for
preparation of Cost Accounting Record of HPPTCL

A) Introduction:

HPPTCL is a state Govt. PSU under the administrative control of Ministry of MPP & Power, Govt. of H.P. It is a fast-upcoming electricity State Transmission utility. HPPTCL intends to appoint Cost Accountants Firm for preparation of Cost Accounting Records for Cost Audit under section 148(1) of the Companies Act, 2013. The applications are invited from the firms of Cost Accountants, preferably based in H.P. and Chandigarh / Northern region, having requisite experience in preparation of Cost Records of Power Sector organizations / PSUs, along with their latest resume for empanelment. The cost accounting record is applicable to HPPTCL w.e.f. financial year 2021-22.

B) Scope of Work:

HPPTCL is looking for engagement of eligible cost accountant firm preferably from Northern Region for carrying out the following job: -

- i. Preparation of Cost Accounting record for the Financial Year 2021-22 and 2022-23 in respect of HP Power Transmission Corporation Ltd. having its Corporate office at Shimla, PIU's at Kala Amb, Chamba, Lahal, Chambi, Sarabai, Phosal, Gumma, Rohru, Bhabanagar and Design & Protection unit at Hamirpur in accordance with Rule (3B)(a)(iv) of Companies (Cost Records and Audit) Rules, 2014, as published in the Official Gazette of Govt. of India, Ministry of Corporate Affairs and as required by the Section-148 of the Companies Act, 2013 and in adherence to the relevant orders/clarifications 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.
- ii. The Cost Accountant shall be responsible for preparation and maintenance of Cost Accounting record as per the requirement of Companies (Cost Records and Audit) Rules, 2014.

C) Cost Accounting team:

The team should consist of adequate number of qualified/semi-qualified Assistants (Cost Accountants) led by a senior partner of the firm.

D) Proposed Professional Fee:

- i. Professional fee for preparation of Cost Accounting record of HPPTCL is fixed only: Rs.35,000/- (Rupees thirty-five thousand) per annum.
- ii. The travelling and out of pocket expenses will be re-imbrued to the Partners of the Cost Audit Firm at rates at par with the entitlement of Sr. Manager Level executive and to its Audit Assistants at par with Finance Officer level executive of the Corporation.
- iii. GST shall be paid extra as applicable on furnishing the registration Number with the appropriate authority.



- iv. The fees payable shall be paid on submission of Cost accounting record. Cost Accountant Firm is to submit fee invoices including TA/DA Claims, supported by documents required to process such bills after submission of final report.

E) Selection Criteria: -

The selection of the Cost Accountant for preparation of cost record shall be as per qualitative criteria for selection of cost accountant indicated in **Annexure-“C”** (Copy not enclosed), which is based on the overall suitability of the firm and its experience in the preparation of cost record of Central/State Power sector PSUs. The firm securing maximum marks will be selected. Preference will be given to firm having its office near the Headquarter of HPPTCL.

F) Other Terms and Conditions:

The appointment of Cost Accountant firm is subject to the following declarations:

- i. The cost accountant firm must not sub contract the work.
- ii. The above assignment is required to be completed within a month after finalization of Audited Annual Accounts of each year. Failure to complete the job within stipulated period will be make cost accountant firm liable to pay suitable liquidated damages.
- iii. The cost accountant sponsored to carrying out the assignment will report to DGM (Finance) and carry the identity card issued by cost accountant firm
- iv. The cost accountant firm will be responsible for carrying out rectification/modification in cost accounts, if any pointed out by the Cost Auditor in consultation with DGM (Finance)
- v. The cost accountant team will work in strict confidence and will be ensure that the information in respect of the operation of the area/units dealt in strict confidence and secrecy. A certificate towards maintaining confidentiality to be provided by the cost accountant before commencement of work.
- vi. The offer should be submitted strictly as per terms and 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 superscribed mentioning "**Appointment of Cost Accountant for preparation of Cost Record**".
- xi. Application received after the 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.
- xii. **Jurisdiction of courts:** Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of High Court of H.P. Shimla only.
- xiii. **Disclaimer:** HPPTCL reserves the right to accept or reject any or all responses and to request additional submissions or clarifications from one or more Applicant (s) at any stage or to cancel the process entirely without assigning any reason.

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Application Form

1. **Name of the Cost Auditor / Firm of Cost Auditors**
(Indicate whether Proprietary Concern or Partnership Firm)
2. **Office Address**
3. **Permanent Address**
4. **Correspondence Address**
5. **Telephone No.**
6. **Fax No.**
7. **E-mail Address**
8. **Web site**
9. **Year of Establishment**
10. **Firm Registration No.**
(In case of Partnership Firm / Sole proprietary Firm)
11. **Proprietor's Membership No.**
(In case of members not having Firm Name)
12. **GST Registration No.**
13. **Permanent Account No. (PAN) of Firm/Proprietor**
14. **Average Annual Turnover of the firm in the Last 3 preceding financial years.**
15. **No. of Partners in the firm indicating separately fellow partners and associate partners.**
16. **No. of qualified assistants (Cost Accountants) in the firm. He should be a member of his respective institute.**
17. **No. of Semi qualified assistants (Inter Cost Accountant) in the firm and relevance and quality of the Methodology for execution of work.**
18. **Experience:**
 - i) No. of years in conducting Cost Audit
 - ii) Experience in years in conducting statutory cost audit of Central/State PSU's engaged in Transmission of electricity.
19. **Whether any partner/owner is also a partner/owner of any other firm of Cost Accountants. If yes, then furnish the following details:**
 - i) Name of such partners along with Membership No.
 - ii) Name of firm along with registration no. in which the said member is partner/owner. Choice of the firm for which such partner be considered for assignment of marks as indicated at Sr. No. (ii) of the criteria of selection of cost auditors for empanelment.
20. **Address of the Corporate Office/Branch near to HQ of HPPTCL.**

Note: -

Documentary evidences of all the information as stated above are to be furnished along with the offer.

All the pages of offers and documents are to be signed by the partner/ owner of the firm along with seal of the firm.

Partner/owner of the Firm _____, hereby declare that the above information furnished are true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the Empanelment of Cost Auditors.

**Signature of the Partner/Owner
(with seal of the Firm)**

Supporting Documents for Qualitative/Selection criteria:

Following supporting documents must be submitted by the firm along with the technical proposal:

1. For No. of Cost Accountants associated with the Firm for not less than three years: Details of Cost Accountants, associated with the firm along with their registration number.
2. For experience of the firm: Copy of the registration of the firm along with the copy of the first assignment carried out by the firm.
3. For turnover of the Firm (Average annual in the Last three years): The firm must submit a copy of the balance sheet for the last three years i.e. 2019-20, 2020-21 and 2021-22.
4. For No. of Cost Audit assignment of Power Sector PSUs (Central/State) during F.Y. 2014-15 and onwards: The firm must submit a copy of the appointment letters from the Auditee Organizations.
5. **For place of Registered Office/Branch Office of Cost Accountant firm:**
Proof of Registered office /branch



