

REQUEST FOR PROPOSAL

FOR

APPOINTMENT AS COST AUDITORS FOR THE FINANCIAL YEARS 2020-21, 2021-22 & 2022-23

FOR

ANDHRA PRADESH INDUSTRIAL INFRASTRUCTURE CORPORTATION LIMITED

ANDHRA PRADESH INDUSTRIAL INFRASTRUCTURE CORPORTATION LIMITED
(Govt. of Andhra Pradesh Undertaking)

**Regd. Office: PARISRAMA BHAVAN, 6th floor, 5-9-58/B,
Fateh Maidan Road, Basheerbagh, Hyderabad - 500004.**

**Corporate Office: APIIC TOWERS, IT Park, Mangalagiri,
Guntur Dist., Andhra Pradesh - 522503.**

Tel. 0863-2381850, Website: www.apiic.in

SECTION -1

TERMS AND CONDITIONS

1. INTRODUCTION

Andhra Pradesh Industrial Infrastructure Corporation Limited, (APIIC Ltd.,) was incorporated in the year 1973 to formulate, promote, aid, assist, establish, manage and control schemes, projects or programmes, to provide and develop infrastructure facilities in order to promote and assist the rapid and orderly establishment, growth and development of industries and commerce in the state of Andhra Pradesh having registered office in Hyderabad and Corporate Office in Mangalagiri, Guntur Dist.

2. SCOPE OF WORK

To conduct the cost audit for the financial years 2020-21, 2021-22 & 2022-23 in accordance with the relevant provisions of the Companies Act, 2013 and relevant orders/clarification/rules as issued from time to time by the Cost Audit Branch, Ministry of Corporate Affairs, Govt. of India & the Cost Accounting standards issued by the Institute of Cost Accountants of India (ICAI).

3. ELIGIBILITY CRITERIA FOR APPOINTMENT

- 3.1. The Cost Accountant in practice / Cost Accountant Firm should have experience of conducting cost audit in a company (ies) at least for five financial years.
- 3.2. The Firm should have experience of filing online cost audit returns using XBRL software.
- 3.3. Preference will be given to those firms having experience of Cost Audit of PSUs.

4. SELECTION

The Selection of the Cost Auditor shall be through Quality and Cost-Based Selection (QCBS) method, wherein 70 maximum marks has been earmarked for Technical Bid and 30 maximum marks for Financial Bid.

5. AUDIT FEES

The Cost Accountant in practice/Cost Accountant Firm is required to quote their audit fees/ remuneration inclusive of taxes, cess and out of pocket expenses.

The payment will be made against bill/invoice after the completion of audit and submission of Cost Audit Report to the Company.

The Cost Accountant in practice/Cost Accountant Firm 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 the Company will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

6. SUBMISSION OF OFFER

The RFP documents complete in all respect shall be submitted to the Chief General Manager (F) in 2(two) parts i.e. **Part-I (Technical Bid)** -and **Part - II (Financial Bid)**, All envelopes must be sealed and superscribed with the “**TECHNICAL BID**” & “**FINANCIAL BID**” - **RFP No. APIIC/FW/ COST AUDIT/20-21 -“RFP for the appointment of Cost Auditor for the financial years 2020-21, 2021-22 & 2022-23 for APIIC Ltd.,”** and Name & Address of the Bidder.

The offer should be submitted strictly as per the terms & conditions laid down in this RFP. Application documents duly sealed and signed are to be submitted as a token of acceptance of all terms and conditions.

The company does not take any responsibility for loss of application in transit. Bids sent through Telegram, Telex, Fax or E-mail will not be considered.

Bids received as stated above after due date and closing time of submission of Bids shall not be considered. Any Bids received late due to any reason whatsoever will not be accepted.

The Competent Authority reserves the rights to reject any or all tenders without assigning any reason.

Interested Cost Accountant in practice / Cost Accountant Firm may send their application forms along with the Tender document, so as to reach this office latest by 31.08.2022 before 05.00 PM.

The Notice inviting RFP and the RFP documents has been hosted on the web site of the Company www.apiic.in

A. TECHNICAL BID

The detailed information about the Cost Accountant in practice / Cost Accountant Firm are to be submitted in **Part-I**.

B. FINANCIAL BID

The Cost Audit Fees per annum for the years 2020-21, 2021-22 & 2022-23 should be quoted in the Financial Bid sealed in separate envelope and attached at **Part - II** which shall be quoted as inclusive of taxes ,cess and out of pocket expenses etc.

The financial bid of only those tenderers will be opened whose technical bids are found in order.

7. OTHER TERMS & CONDITIONS

The appointment of auditors is subject to the following declarations:

7.1. The Cost Accountant in practice/Cost Accountant Firm must not sub-contract the work;

- 7.2. The tenure of appointment shall be at the sole discretion of the Company. The tenure may be renewed every year for a maximum of three years at the sole discretion of the Company. However, it is expressly stated here that the said tenure is not to be construed as assured and the Company reserves the right not to make reappointment at its sole discretion without assigning any reason for there.
- 7.3. The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.
- 7.4. The 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.
- 7.5. Neither the Cost Accountant in practice / Cost Accountant Firm nor its partner or Associates have any interest in the business of Company;
- 7.6. The Cost Accountant in practice / Cost Accountant Firm will be required to issue Certificate of Independence;
- 7.7. The Cost Accountant in practice / Cost accountant Firm shall have prime responsibility to ensure that he does not violate the limits specified under section 141(3)g of the Companies Act, 2013 read with sub-section (3) of Section 141 of the Companies Act, 2013.
- 7.8. The Cost Accountant in practice / Cost Accountant Firm shall be free from any disqualifications specified under Sec 148(5) of Companies Act 2013 read with sub-section (3) of Section 141 of the Companies Act, 2013.
- 7.9. The Cost Accountant in practice / Cost Accountant Firm partners holding certificate of practice issued by Institute of Cost Accountants of India are in whole time practice.
- 7.10. The Cost Accountant in practice / Cost Accountant Firm shall undertake that data given to the Auditor by the corporations and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- 7.11. Payments shall only be made through NEFT, hence Bank Details as per **Part-III** need to be submitted at the time of acceptance of the appointment.

8. DISCLAIMER

The Corporation 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.

9. Declaration:

I/We

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hereby certify that the above information furnished is 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 bidder
with seal**

Name:

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.