

MAHANADI COAL FIELDS LIMITED  
(A Govt. of India Undertaking)  
Po; Jagruti Vihar, Burla, Dist:Sambalpur  
Odisha- 768020

Ref: - No. MCL/HQ/Finance/IA/2011/2027

DTD:-26-08-2011

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF PARTNERSHIP CHARTERED/ COST ACCOUNT FIRMS HAVING HEAD OFFICE / REGISTERED OFFICE IN THE STATE OF ODISHA ( HEAD OFFICE NEAR THE COALFIELDS OF ODISHA WILL BE PREFERRED) FOR PERPETUAL INVENTORY AUDIT INCLUDING CHARGE OFF STORES OF MAHANADI COALFIELDS LTD. FOR 2011-12.

Applications are invited from partnership Chartered/ Cost Accountant firms having head office / registered office in the state of Odisha ( head office near the coalfields of Odisha will be preferred) with details as noted below for empanelment along with application, photocopy of Certificate of registration issued by the Institute of Chartered / Cost & Works Accountants of India shall be enclosed failing which the application will not be considered for empanelment. Audit firms who have been continuously getting appointments by Mahanadi Coalfields Limited for a period of last two years i.e. 2009-10 & 2010-11 shall not be considered.

1. Year of establishment.
2. Details of Partners.
3. Name of the qualified assistants along with Membership number.
4. (a) Number of semi-qualified assistants  
(b) If any Partner belongs to SC/ST. certificate to this extent to be enclosed.  
(c) Number of woman/women partners has to be mentioned seperately.
5. Address of the Head Office and Branch Office of the firm (Branch office will be treated as per certificate of the institute).
6. Permanent Account Number.
7. Service Tax Registration Number.
8. Bank Account Number with details of Name of the Bank, Branch Address & Bank code etc.
9. Telephone Number/ Mobile Number and Fax Number of Head Office.
10. Audit experience in Coal Industry- Copies of the Appointment orders to be enclosed)  
. Similar details of audit experience in other PSUs11. (Copies of the appointment order to be enclosed).

Interested Partnership Chartered/ Cost Accountant firms may send their application forms along with the documents mentioned above so as to reach this office latest by 29-09-2011, 5.00 PM , addressed to General Manager ( Finance) IA; PO: Jagruti Vihar, Burla, Dist : Sambalpur, Orissa, Pin- 768020. Notice of Inviting Applications for Empanelment and Evaluation has been hoisted in the web site of the Company also vide [www.mcl.gov.in](http://www.mcl.gov.in).

**Norms for selection of Auditors for audit in Areas of MCL**  
**Perpetual inventory audit including charge off stores:-**

The norms for selection for perpetual inventory audit is as under –

Sl no	Particulars	Points Fixed	Maximum Point
1	Location of the firms	20	20
	(i) Nearby Coalfields i.e. in the district of sambalpur,Angul,Jharsuguda & Sundergarh	20	
	(ii) Other than Coalfields Districts	10	
2	Status		40
	(a) Less than or equal to 3 partners	15	
	(b) More than 3 partners	20	
	(c) Partners/ (s) of the firm if SC/ST	10	
	(d) Partners/(s) of the firm being woman	10	
3	Experience		20
	(i) Experience in Coal Industries	20	
	(ii) In other industries	15	
4	Age of the firm		20
	(i)Less than three years	Not to be considered for appointment	
	(ii) three years and above but less than five years	15	
	(iii) five years and above	20	
	Total Marks		100

1. Auditors appointed by CIL for System/ Transaction Audit in 2011-12 and Statutory Auditors will not be considered.
- 2 MCL will give one year as cooling period for successful completion of audit for two years.
3. After consideration of above norms, if necessary, personal interview will be made by the committee for selection of the firms.
4. The firm which has adequate manpower as per NIT should only apply

**TERMS AND CONDITIONS OF APPOINTMENT:-**

The following are the other terms and conditions -

01	COMPOSITION OF THE AUDIT FIRMS	The audit team shall consist of minimum one semi qualified assistants. Qualification certificates of the team members must be produced before the commencement of audit, failing which they will not be allowed to audit.
02	AUDIT FEES	The audit fees will be Rs 1,50,000/- for a period of 6 months from 01/10/11 to 31/03 /12.
03	PERIOD OF COMPLETION OF AUDIT	The audit work should be completed within the time schedule. No extension of time will be granted. Even if granted for genuine purpose no extra remuneration will be paid

04	ATTENDANCE	Area shall maintain the records of attendance for the actual days of audit for the entire audit team including partner. The team should work at least for 26 days in month and supervision of partner should be at least twice in a month. The audit fees will be proportionately reduced if the attendance of the team falls below the minimum. Repeated failure for two consecutive months to fulfill minimum attendance criteria may attract termination of the contract.
05	TRAVELLING EXPENSES	Traveling expenses will be paid for 2 <sup>nd</sup> AC to the Partner and 3 <sup>rd</sup> AC to the qualified, semi qualified assistant on submission of ticket no. for to and fro journey undertaken once in every month. For this purpose, journey will be considered from the firm's office given in the profile to the place of audit. In case of journey by mode other than rail, TA will be limited to the above mentioned entitled class subject to production of documentary evidence.
06	ACCOMODATION, FOODING & LOCAL CONVEYENCE	The audit team will not be provided accommodation, fooding and local transportation by the company free of cost since in the case of audit of Perpetual stores Inventory including Charge off Stores, all charges are included in their fees.
07	SUPERVISION	The Partner of the firm shall compulsorily supervise the audit personally for not less than two days in a month .Supervision charges have been included in the audit fees.
08	SERVICE TAX	Service Tax as applicable will be paid as per service tax act.
09	SUBMISSION OF REPORT AND PENALITY	In case of Perpetual Inventory Audit including Charge off Store, the report should be submitted monthly, quarterly and yearly. The audit firm should submit quarterly and annual report within 15 days of completion of relevant quarter / year. For delay in submission of the report due to fault of the audit firm, penalty will be recovered @ 2.5%per week subject to a maximum of 10%. Audit report submitted after 2 months from the due date will not be accepted and paid.
10	COMMENCEMENT OF AUDIT	Audit shall be commenced in consultation with the concerned Area Finance Manager. In case of failure to commence the audit within ten days of receipt of the appointment order the order will be cancelled without any further intimation and another audit firm will be appointed in its place.
11	PAYING AUTHORITY	AFM of the Area.