



**HINDUSTAN ORGANIC CHEMICALS LIMITED**  
**KOCHI**

HOC/FIN/COST AUDIT/2020-21

Date: 14.05.2020

**Sub: Appointment of Cost Auditors for the Financial Year 2020-21**

Hindustan Organic Chemicals Ltd (A Govt. of India Enterprise) having its Corporate Office and Registered Office at CBD Belapur, Navi Mumbai, Maharashtra and factory situated at Ambalamugal, Kerala, manufacture and sale of Phenol, Acetone and Hydrogen Peroxide. Company invites applications from **qualified Cost audit firms having experience in Chemical industry** for appointment as Cost Auditor for the Financial Year 2020-21 to conduct cost audit and filing of report to Govt. of India in XBRL mode. The Cost Audit for the products manufactured by Kochi factory was made applicable from the year 2010-11 onwards vide MCA Notification dated 16-12-2010.

Industry/Sector : Organic and Inorganic Chemicals  
Products Manufactured : Phenol (2907)  
Acetone (2914)  
Hydrogen Peroxide (2847)  
Cumene (2902)  
Propylene (2711)

The firms interested may submit their application with the financial proposal and profile to reach us on or before 29.05.2020 (3 pm) indicating the fee/expenses as under:

1. Cost audit Fee Rs.....
2. Out of pocket expenses Rs.....
3. Fee for filing XBRL forms Rs.....

The minimum audit fee quoted (for item No.1) should not be less than Rs.50,000/- (excluding GST).

Only Firms of Cost Accountants registered with the Institute of Cost Accountants of India (ICAI) shall be considered for appointment as Cost Auditors for conducting Cost Audit of the Company.

The Invitation of Proposal can be submitted in physical form or in electronic form to the following address.

If submitted in physical form:

1. The offer documents duly signed with the seal of the firm are to be submitted to: **“DGM (Finance), Hindustan Organic Chemicals Ltd, Ambalamugal (P.O), Ernakulam (Dist.), Kerala–682 302”**.
2. The envelope must be sealed and super-scribed with the words **‘Quotation for Appointment of Cost Auditors for 2020-21’**. The name and address of the firm must be indicated on the body of the envelope.

If submitted through electronic form, all the documents should be signed with the seal of the firm and scanned sequentially into one PDF file and e-mailed to [po.luise@hoclindia.com](mailto:po.luise@hoclindia.com) **(between 10 am and 3 pm on 29.05.2020)**. Quotations received upto 3 pm on 29.05.2020 only will be considered.

The company 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 solely at its discretion without assigning any reason.

**Compliances / Declarations by firms on appointment:**

- a) The Cost Audit Firm must not sub-contract the work.
- b) The Cost audit team will work in strict confidence and will ensure that the cost data, cost statements and cost information in respect of the operations of the location/ work center/ Company is dealt in with strict confidence and secrecy.
- c) No partner of the Audit Firm is related to Managing Director/ Whole time Director or Part-time Director of the company within the meaning of section 2(77) of the Companies Act, 2013.
- d) Neither the firm nor its partner or associates have any interest in the business of Company.
- e) The cost auditor will be required to submit a certificate that the firm is eligible for appointment and is not disqualified for appointment under the Companies Act, the Cost and Works Accountants Act, 1959 (23 of 1959) and the rules or regulations made thereunder.
- f) Firm of Cost Accountants shall have primary responsibility to ensure that the limits specified under section 141(3) (g) of the Companies Act, 2013 are not violated.
- g) The auditor/ firm shall be free from any disqualification under sub-section (3) or sub-section (4) of section 141 of the Companies Act, 2013. In addition to this, the auditor/ firm must not be holding any assignment as Statutory Auditor or Internal Auditor of HOCL.
- h) Any other compliance/declaration, if any, required under Companies Act, 2013.

## Format of the offer

1. Name of the Cost Audit Firm:
  
2. Registration Number of the Cost Audit Firm with The Institute of Cost Accountants of India:
  
3. Particulars of Cost Audit Firm:
  - i) Address of the Firm as registered with ICAI:
  
  - ii) Telephone Number with STD Code:
  
  - iv) Email address of the Firm:
  
  - vi) PAN No. of the Firm:
  
  - v) GST Registration No. of the Firm:
  
4. Details of experience in Chemical industry:
  
- 5. Financial Bid (Audit Fee):**
  - i. Cost audit Fee (excluding GST): Rs.....
  - ii. Out of pocket expenses : Rs.....
  - iii. Fee for filing XBRL forms : Rs.....

Date:

**Signature with seal of the firm**

*Note: Documentary evidence in support of all the information provided above by the applicant must be furnished along with the offer.*