

## EXPRESSION OF INTEREST FOR COST AUDIT/ENERGY AUDIT

Ref. No.

Date:

To

The Managing Director,  
Haryana State Federation of Cooperative Sugar Mills Ltd.  
Bay No. 49-52, Sector-2,  
Panchkula (Haryana)- 134112,  
Phone : 0172-2590821, Fax : 0172- 2590701  
Email: [haryanasugarfed@gmail.com](mailto:haryanasugarfed@gmail.com)

Subject: Submission of Expression of Interest for Empanelment with Managing Director,  
Haryana State Federation of Co-operative Sugar Mills Ltd. For Conduct of Cost  
Audit/Energy Audit.

Dear Sir,

This has reference to your advertisement inviting Expression of Interest for Cost  
Audit, we are pleased to submit herewith our Eol.

1	Name of the firm/cost accountant with membership no. In case of firm, please also provide total number of partners and Details of all partners	
2	Registered office address- Tel. No., E-mail ID and Fax No.	
3	PAN-Permanent Account Number of Persons of Firm	
4	Service Tax Registration No.-	
5	Date of Birth in case of individual and date individual and Date of incorporation in case of firm.	
6	Educational Qualification of members, who is proposed to conduct such audit. In case of firm, give details for all partners.	
7	Date of registration of the firm/ (attached valid registration/ Incorporation certificate)	
8	A) Years of experience in cost audit field. B) Years of experience in sugar Industry or similar processing Industry	
9	Expertise in professional areas (other than cost audit.)	
10	Name of Sugar Mills; Associated Distilleries & Sugar Mill based Co-Generation Plants where cost audits were conducted by the firm.	
11	Turnover of the Firm for <ul style="list-style-type: none"><li>• FY 2020-21</li><li>• FY 2021-22</li><li>• FY 2022-23</li></ul> (attached audited/self-attested (if, audit is Not applicable) financial statements in support of above)	
12	Details of employees, audit staff, articled trainees etc. with the Applicant. (No of persons, qualifications and experience may be given)	
13	Audit Fees to be charged for per Mill	

**VERIFICATION-**

I, \_\_\_\_\_, whole time practicing Cost Account/Proprietor of M/s. \_\_\_\_\_ Cost Accountants/Partner of M/s. \_\_\_\_\_ Cost Accountants, do hereby declare that above mentioned information is true and correct to the best of my knowledge and belief.

I also agree to the terms and conditions mentioned in the Notice for EOI.

Signature with seal:-

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## **ELIGIBILITY CRITERIA FOR THE EMPANELMENT AS COST/ENERGY AUDITOR**

1. Firm/Partners/Cost Accountant should be registered as Certified Management Accountant (CMA).
2. Firm/ Partners/ Cost Accountant should have minimum five years of experience in Cost audit field. Firm/Partners/Cost Accountant should have complete atleast two Cost Audit in their name.
3. Firm/Partners/Cost Accountant having experience of Cost Audit of sugar industry or similar processing industry is preferable.
4. Firm/Partners/ Cost Accountant should have Head Office and necessary infrastructure (i.e. Qualified Staff, Semi-Qualified Staff, I.T. infrastructure etc.) in Haryana.
5. Firm/Partners/ Cost Accountant should have valid whole time certificate of practice.

### **Scope & Format of Cost Audit in Co-operative Sugar Mills:**

1. Preparation of Cost Sheet as per the Cost Accounting Records (Sugar Industry) Rules 2011.
2. The Cost Record so prepared shall make it possible to calculate per unit Cost of production or Cost of Operations, Cost of Sales and margin for each of its products and activities.
3. All such cost records and cost statements prepared shall be reconciled with the audited Financial Statement for the financial year so as to ensure accuracy and variations, if any, shall be clearly indicated and explained.
4. A Comparative Cost Sheet of all Sugar Mills so as to assess each and every mills performance.
5. Examination and verification of the correctness of Cost Records maintained by the co-operative sugar mills. Verification of the correctness of Annexure to the Cost Audit Report as prescribed in The Companies (Cost Audit) Rules 2011 to the extent it may be made applicable to the co-operative organizations.
6. Assessing compliance by the Sugar factory with The Cost Accounting Records (Sugar Industry) Rules, 2011, the Cost Accounting Records (Electricity Industry) Rules, 2011, The Companies (Cost Accounting Records) Rules, 2011, as applicable to the organization under audit.
7. Manpower cost shall be separately assessed and benchmarked against the best in business including private Sugar Mills in the State.
8. Areas of cost efficiency/inefficiency be specially identified based on benchmark comparison.
9. Study of the Costing System to assess whether it is adequate for the cost ascertainment of the product including by-products under audit.
10. Evaluation of the operating and other efficiencies of the organization under audit.
11. Suggesting measures for improvement of performance, cost control and cost reduction.
12. Offering comments on Internal Audit/ Internal Control System with specific reference to Cost Accounting Records.
13. Offering comments on Budgetary Control System, Inventory valuation System and Cost Accounting Policy of the organization.
14. Assessing compliance with Cost Accounting Standards (CAS) and Generally Accepted Cost Accounting Principles (GACAP) as pronounced by The Institute of Cost Accountants of India.
15. Review of the activities of the various functions of the organization and pointing out the avoidable wastage and losses.
16. Comparative analysis of cost of utilities, conversion cost etc, with standard norms and offering comments thereon.
17. Review of Related Party Transactions, Inter-Unit transactions and offering comments thereon.
18. Offering comments on loss or declining profitability.
19. Review of methodology adopted for determination of sugarcane price and offering comments thereon.
20. Offering suggestions for improvement (requisite modifications and/ or additions) to the existing cost accounting system.
21. Submission of Performance Appraisal Report on following area along with Cost Audit Report as prescribed in The Companies (Cost Audit Report) Rules 2011 made applicable to Co-operative organizations.
  - a. Capacity Utilization Analysis
  - b. Productivity/Efficiency Analysis
  - c. Utilities/Energy Efficiency Analysis
  - d. Key-Costs and Contribution Analysis
  - e. Product/Service Profitability Analysis
  - f. Market/Customer Profitability Analysis
  - g. Working capital & Inventory Management Analysis,
  - h. Manpower Analysis

22. Submission of Cost Audit Report in the prescribed format and time limit to The Managing Director, Haryana State Federation of Co-operative Sugar Mills Ltd., Panchkula with copy to concerned sugar mill.
23. Submission of Cost Audit Report in the prescribed format and time limit to The Managing Director, Haryana State Federation of Co-operative Sugar Mills Ltd., Panchkula as per the rules and formats prescribed for Cost Accounting Records (Sugar Industry) Rules, 2011 vide Notification of Ministry of Corporate Affairs, New Delhi dated 7<sup>th</sup> December 2011.
24. List of Co-operative Sugar Mills Ltd., under Managing Director, Haryana State Federation are as under:-

Sr.No	Name of the Mills	Place	Capacity (in TCD)	Year of Establishment
1.	Panipat Coop. Sugar Mills Ltd.	Panipat	1800	1956
2.	The Haryana Coop. Sugar Mills Ltd.	Rohtak	1750 3500	1956 2009
3.	Karnal Coop. Sugar Mills Ltd.	Karnal	2200	1977
4.	Sonipat Coop. Sugar Mills Ltd.	Sonipat	1600	1976-77
5.	Shahabad Coop. Sugar Mills Ltd.	Shahabad	2500 5000	1984 2009
6.	Jind Coop. Sugar Mills Ltd.	Jind	1600	1985
7.	Palwal Coop. Sugar Mills Ltd.	Palwal	1600	1985
8.	Meham Coop. Sugar Mills Ltd.	Meham	2500	1991
9.	Kaithal Coop. Sugar Mills Ltd.	Kaithal	2500	1991
10.	Gohana Coop. Sugar Mills Ltd.	Gohana	2500	2001
11.	Hafed Sugar Mills, Assandh	Assandh	2500	2008
		Total	27300	

**Managing Director, Haryana State Federation of Co-operative Sugar Mills Ltd., Panchkula**

**Request for expression of Interest (EOI) for Cost Audit and Energy Audit of all Co-Operative Sugar Mills Ltd., in Haryana.**

Government of Haryana intends to conduct Cost Audit and Energy Audit for all 11 (Eleven) co-operative sugar Mills of Haryana Expression of Interest (EOI) is invited from the interested Firms/ Cost Accountant Firms/ Partners/ Energy Auditors for conducting Cost Audit and Energy Audit.

Firms/ Partners/ Cost Accountant or Energy Auditor fulfilling condictions should submit their Eoi along with copy of the certificate of practice and other supporting documents (**cut of date is 31.03.2023**) as per the "Application format" on or before 17.00 hrs of 28<sup>th</sup>February, 2024.

Details of Scope of work, Application Form and Eligibility Criteria are available on website [www.haryanasugarfed.org.in](http://www.haryanasugarfed.org.in) and Haryana.gov.in (in tender section) as well in the office of Managing Director, Haryana State Federation of Co-operative Sugar Mills Ltd. Bays No. 49-52, Sector-2, Panchkula (Haryana)-134112.

Eoi should be submitted to the Managing Director, Haryana State Federation of Co-operative Sugar Mills Ltd. Bays No. 49-52, Sector-2, Panchkula (Haryana)-134112 by hand/courier/speed post/registered post along with a Demand Draft of Rs. 1000/- of any Nationalized Bank in favour of Managing Director, Haryana State Federation of Co-operative Sugar Mills Ltd.. Applications should be in sealed cover super scribed with "Expression of Interest for Cost Audit/ Energy Audit" (as applicable). Managing Director, Haryana State Federation of Co-operative Sugar Mills Ltd. Will not be responsible for delayed submission for whatsoever reason.

Managing Director,  
Haryana Sugar Federation of  
Co-operative Sugar Mills Ltd.,  
Panchkula  
[www.haryanasugarfed.org.in](http://www.haryanasugarfed.org.in)  
E-mail: [haryanasugarfed@gmail.com](mailto:haryanasugarfed@gmail.com)