



HARIDWAR NATURAL GAS PVT. LTD.

RFQ No: - HNGPL/COST-AUDITOR/409

RFQ No: HNGPL/COST-AUDITOR/409

Date: 15.07.2026

To,
Shri/M/s.....

Address.....
.....

SUB: HIRING A COST AUDITOR FOR THE PERIOD OF TWO YEARS FY. (26-27, 27-28)

Dear Madam/ Sir,

1.0 M/s Haridwar Natural Gas Pvt. Ltd. (JV of BPCL and GAIL GAS LTD), the CGD company, invites quotation from bidders for the subject services, in complete accordance with the following details as mentioned in NIT.

2.0 The brief details of the NIT are as under:

Name of work/Job	"HIRING A COST AUDITOR FOR THE PERIOD OF TWO YEARS FY(26-27, 27-28)"
EMD/Bid Bond	N.A
Mode of tendering	Open Domestic Competitive Bidding under Two Bid System Offline Bid.
Mobilization period	3 days from date of LOI/LOA/EIC Intimation.
Contract Period	02 year from date of LOA/LOI.
Time allowed for Technical Clarifications during technical evaluation.	2 days, further if required then respond time can be further extended up to 4 days in two set of two days.
Duration of time of bid submission	7 days from date of Publish on website i.e. www.hngpl.in
Bid submission End date	22.07.2026 at 14:00 IST.
Pre-Bid Date and Time	N.A
CPBG / SECURITY DEPOSITE.	N.A
CONTACT DETAILS	Commercial Part: Mr. Sunil Sharma (+91 9754189466) Email Id: - Tenders@hngpl.co.in Technical Part: Mr Vaibhaw Valia
Place of Bid Submission	At HNGPL Camp Office.

In case the days specified above happens to be a holiday in HNGPL, next working day shall be implied.

3.0 BID EVALUATION CRITERIA & BID EVALUATION METHODOLOGY:

Sl. No.	Technical Criteria	Supporting Documents must be signed by POA/Authorised signatory/Partner's
1	Bidder should be Partnership Firm	Partnership Deed/Registration Certificate
2	Firms of Practicing Cost Accountants registered with the Institute of Cost Accountants of India (ICMAI) shall be considered for appointment as Cost Auditors.	ICMAI Firm Registration Certificate/COP
3	The firm of Cost Accountants must have at least five years of standing in the profession.	ICMAI Registration Certificate



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Sl. No.	Technical Criteria	Supporting Documents must be signed by POA/Authorised signatory/Partner's
4	The firm should have at least two qualified Cost Accountants (FCMA/ACMA) for audit of Cost Records including partners.	List of Cost Accountants with Membership Certificates
5	The bidder should have successfully executed / completed Similar service – “Statutory Cost Audit” in any Oil & Gas/Power/Chemical Sector/CGD Sector Company having turnover above ₹125 crore within previous seven (07) years to be reckoned from the bid due date of un-priced bid opening.	Appointment Letter/Work Order/Completion Certificate with turnover proof of the Audited origination.
6	Financial Criteria	Not Applicable.

(i) Cost Audit firms appointed by HNGPL for (i.e FY 2024-25 – FY 2025-26) shall not be considered for re-appointment.

(ii) Firms of relatives, (the Term “**relative**” as defined under Section 2(77) of the Companies Act, 2013) of Cost Audit firms appointed during last two years (i.e FY 2024-25 – FY 2025-26) in HNGPL, are to be excluded from participation in in order to create opportunities for new and emerging audit firms, promoting diversity and competition within the industry.

(iii) Bidder must be single source/agency having requisite experience and resources to execute the job. Consortium bidding is not applicable.

(iv) Experience acquired by the bidder as a Sub-contract shall not be taken into account for above qualification of above BEC-Technical.

(v) Prior turnover and prior experience for all Startups [whether Micro & Small Enterprises (MSEs) or otherwise] shall be required.

(vi) BEC qualified documents must be sign by power of attorney/authorized signatory of the firm/company.

(vii) The audit team will ensure that the information in respect of the operation of the work center/Unit is dealt in strict confidence and secrecy.

(viii) The firms will be for a period of two year from FY 26-27 & FY 2027-28. However, Management reserves the right to further extend the term by another one years at rates for FY 27-28 with same terms & conditions.

(ix) Overwriting/ correction/ erasing and/or use of white ink should be avoided. However, if any overwriting/correction/erasing is inevitable, the same should be authenticated with the signature of the applicant.

(x) All the pages of the offer documents submitted are to be signed by the authorized signatory with the seal of the firm.

(xi) The Offer should be submitted strictly as per the terms & conditions laid down in the document.

(xii) 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.

4. BID EVALUATION METHODOLOGY:

(i) Evaluation will be done **on Overall lowest quote (L1) basis including quoted GST** and Order will be placed on the Overall Lowest evaluated (L1) acceptable bidder.

(ii) Bidder should quote for all the items of SOR, failing which bid shall be rejected.

(iii) The “Schedule of Rates” including GST shall be taken up for evaluation purpose.



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Note:

- (a) In case, any unregistered bidder [i.e. not registered with statutory authority for GST] is submitting their bid, their prices will be loaded with applicable GST (CGST&SGST/UTGST or IGST) during evaluation of bid.
- (b) In case any process on GST is applicable, the same shall also be considered in evaluation.
- (iv) Further, in case more than one bidder becomes L1 making more bidders eligible for award (as the case may be), then short listing of the bidders will be done using the following tie breaker:

"The bidder who has got the higher turnover in the last audited financial year will be awarded the job."

5.0 THE FOLLOWING DOCUMENTS MUST BE SUBMITTED IN THE FINANCIAL BID IN SEPRATE ENEVELOP.

All Documents including N.I.T and BEC qualification & all annexure's in un-price bid envelop as a technical part bid.

The Schedule of Rates (SOR) given Annexure-1 duly filled and signed & stamped by the bidders, shall be submitted in another envelope containing price bid.

Each page shall be signed in full by the bidder or his authorized signatory.

6.0 TERMS & CONDITIONS GOVERNING THE CONTRACT: - Attached as Annexure-01

1. The schedule of rates (SOR) should be filled in carefully after considering all the aspects of contract **and "Terms & Conditions Governing the Contract"**. No request for change or variation in rates or terms and conditions of the contract shall be entertained on the grounds that the bidder had not understood the work envisaged by this quotation document. Any overwriting in the schedule of rates should be avoided. In case of a mistake, the mistake should be clearly cut and the correction should be signed in full by the bidder or his authorized signatory.
2. **H.N.G.P.L. reserves the right to:** Accept or reject any or all or part of the financial Bids without assigning any reasons at any point of time and the decision of the HNGPL authority will be final. Relax the quotation conditions at any stage if considered necessary for the purpose of finalising the contract in the overall interest of HNGPL. Disqualify the bidders blacklisted by Central/State Govt./Public Sector Units or whose contracts have been terminated on account of poor performance.
3. Each folio of quotation document and every supporting documents attached with it shall be signed by the intending bidder or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.
4. Quotations containing erasures, omissions or alterations are liable to be rejected. If any corrections become necessary these must be made in ink and all such corrections must be attested by full signature of the bidder with seal.
5. In-complete and ambiguous quotations will be rejected.
6. The quotation will be rejected in case of any change in nomenclature of schedule in this SOR.
7. In case of any ambiguity in total unit price or total amount figures, all calculations will be carried out taking Basic Unit rate as base.
8. **Validity of Bid:** Validity of Bid shall be Three **Months** from the final date of submission of bid.
9. **ACCEPTANCE OF QUOTATION:**



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- a. The authority for acceptance of the quotation documents and quoted rates will rest with the competent authority of HNGPL, who does not bind himself to accept the lowest or any other quotation, nor does he undertake to assign reasons for his decision in this matter.
- b. Acceptance of quoted rates will be communicated as soon as possible.
- c. All the quotation documents submitted by a bidder shall become the property of HNGPL and HNGPL shall have no obligation to return the same to the bidders.
- d. **Canvassing in connection with quotation is strictly prohibited and the quotation submitted by the bidder who resorts to canvassing will be liable for rejection.**
- e. If the bidder deliberately gives wrong information or conceals any information/facts in his quotation, which shall be favourable for acceptance of his quotation fraudulently, then HNGPL reserves the right to reject such quotation at any stage of execution without any financial liability.
The bidder shall treat the contents of the quotation documents as private and confidential.
- f. Copy of RFQ documents along with addendum/corrigendum (if to be issue in related to RFQ) duly signed and sealed on each page to be submitted at the time of bid submission. In token of confirmation that RFQ documents are considered in full while preparing the bid and in case of award, work will be executed in accordance with the provision detailed in RFQ documents.
- g. **Please note that Quotation should be in sealed envelope otherwise your quotation shall not be accepted.**
- h. Bidder submit (offline) their Bid complete in all respect as per terms & conditions of RFQ Document on or before the Due Date & Time of Bid Submission.

Bid Submission place –

**Haridwar Natural Gas Pvt. Ltd.
Transit Camp, H. No. 129, New Haridwar Colony,
Behind Matrichaya Medical Centre, Ranipur Mode,
Haridwar-249401 (U.K.)**

This is not an Order/Contract.

For & on behalf of
Haridwar Natural Gas Pvt. Ltd.

(Chief Executive Officer)



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CONFIRMATION ON FIRM LETTER HEAD

To,

Haridwar Natural Gas Private Limited
House No- 129, New Haridwar Colony
Behind Matrichhaya Medical Centre
Ranipur Mode, Haridwar, Uttarakhand
PIN- 249401

**SUBJECT: HIRING AN AGENCY FOR CONDUCTING INTERNAL AUDIT OF THE
COMPANY FOR THE PERIOD OF TWO YEAR”**

Dear Sir,

We understand that any 'deviation / exception' in any form may result in rejection of Bid. We, therefore, certify that we have not taken any 'exception / deviation' anywhere in the Bid and we agree that if any 'deviation / exception' is mentioned or noticed, our Bid may be rejected.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



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House No- 129, New Haridwar Colony
Behind Matrichhaya Medical Centre
Ranipur Mode, Haridwar, Uttarakhand
PIN- 249401

**SUBJECT: HIRING AN AGENCY FOR CONDUCTING INTERNAL AUDIT OF THE
COMPANY FOR THE PERIOD OF TWO YEAR”**

Dear Sir,

This is to certify that the undersigned bidder has not been blacklisted by any Central/State Govt. Organization, Public Sector Units or its contracts have not been terminated on account of poor performance.

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:



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Format of the offer

Sl. No.	Particulars	
1.	Name of the Cost Audit Firm:	
2.	Office Address : I. Permanent Address II. Correspondence Address III. Telephone No. IV. Fax No. V. Email Address VI. Website	
3.	Year of establishment of firms with ICAI: I. Year of Establishment II. Firm Registration No. III. GST Registration No. IV. Permanent Account No. (PAN) of Firm	
4.	Number of Partners/Employee (Fellow/ Associate): I. Number of Partners/Employee (Fellow/Associate) II. Date of Joining Firm (Mention Name, Address, Practicing Membership number of each Partner/Employee clearly specifying - Associate/Fellow)	
5.	Experience of Statutory Cost Audit in Central /State PSU Organizations: I. Name of the Company II. Turnover of the Company III. Year of Audit IV. Applicable CARR	
6.	Experience of Statutory Cost Audit in Oil and Gas/ Power/ Chemical Sector Company I. Name of the Company II. Turnover of the Company III. Year of Audit	
7.	National level award/ recognition received by firm/partner in the field of cost and Management accounting.	
8.	Turnover of the Cost Audit Firm: {Mention Turnover of the firm for FY 2023-24 (Audited/certified accounts)}	
9.	Number of Statutory cost audit done where cost records are maintained in SAP based environment: I. Name of the company: II. Year of Audit:	

Note:

Documentary evidence in support of all the information provided above by the applicant must be furnished along with the application.

All the pages of the offer documents submitted are to be signed with the seal of the firm.

Details in extra sheet(s) in respect of any of the above mentioned particulars, if required, can be furnished with signature & seal of the applicant / firm.

(Signature and seal of the firm)



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Annexure- II

SELF DECLARATION

I/ We, M/s..... (Name of Cost Audit Firm) hereby certify that I /we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department.

I/We, M/s.....(Name of Cost Audit Firm) further declare and confirm that our firm and its affiliates are not related to any Cost Audit firm that was appointed by HNGPL during the financial years FY 2024-25 – FY 2025-26, as per Section 2(77) of the Companies Act, 2013, which defines "relative" (iv)

Additionally, I understand and acknowledge that any firm associated with a relative of a Cost Audit firm appointed during this period is excluded from participation in the tender process. I further confirm that if any of the above statements are found to be false or misleading, HNGPL reserves the right to disqualify our firm from the current process or cancel any ongoing engagements.

(Signature and seal of the firm)



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DO NOT OPEN – THIS ENVELOPE CONTAINING UN-PRICE BID

Tender : “HIRING A COST AUDITOR FOR THE PERIOD OF TWO YEARS
FY(26-27, 27-28)”
Tender no. : HNGPL/COST-AUDITOR/409
Due Date & Time : 22.07.2026 at 14:00 IST.

From :

M/s
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To:

C&P Dept.

Haridwar Natural Gas Private Limited,
Transit Camp, House No.-129, New Haridwar
Colony, Behind Matrichaya Medical Centre,
Ranipur Mode,
Haridwar (U.K) - 249401.
Email: tenders@hngpl.co.in

DO NOT OPEN – THIS ENVELOPE CONTAINING PRICE BID/SOR

Tender : “HIRING A COST AUDITOR FOR THE PERIOD OF TWO YEARS
FY(26-27, 27-28)”
Tender no. : HNGPL/COST-AUDITOR/409
Due Date & Time : 22.07.2026 at 14:00 IST.

From :

M/s
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To:

C&P Dept.

Haridwar Natural Gas Private Limited,
Transit Camp, House No.-129, New Haridwar
Colony, Behind Matrichaya Medical Centre,
Ranipur Mode,
Haridwar (U.K) - 249401.
Email: tenders@hngpl.co.in

1. **GCC: - [chrome-extension://efaidnbmnnnibpcajpcgclefindmkaj/https://hngpl.in/wp-content/uploads/2026/02/SERVICES.pdf](https://efaidnbmnnnibpcajpcgclefindmkaj/https://hngpl.in/wp-content/uploads/2026/02/SERVICES.pdf)**
2. **SCC: -**
 - 2.1 Mobilization Period: - 3 days from date of LOA/LOI.
 - 2.2 Contract Period: -Two year from date of LOA/LOI/Intimation of award.
 - 2.3 HNGPL Office Address: - 129, new Haridwar colony, near Rani pur mode, Haridwar U.K 249401.

2.0 Compliances/Declarations by firm(s) on Appointment

- 2.1 Assigned Cost audit work of the unit shall be completed within time frame specified by the Company.
- 2.2 No partner of the cost audit firm should be related to either Chairman and Managing Director or any Whole Time Directors or Part Time Directors of the Company within the meaning of the Companies Act, 2013.
- 2.3 Neither the cost audit firm nor its partner(s) or associates should have any interest in the business of the Company.
- 2.4 The cost auditor will be required to submit a certificate that:
 - I. The firm is eligible for appointment and is not disqualified for appointment under the Companies Act 2013, the Cost and Works Accountants Act, 1959 (23 of 1959) and the rules or regulations made there under.
 - II. The auditor / firm is free from any disqualification under sub-section (3) or sub-section (4) of section 141 read with sub-section (5) of section 148 of the Companies Act, 2013. In addition to this, the Auditor/ Firm is not holding any assignment as Statutory Auditor or Internal Auditor of HNGPL. and its subsidiaries as on the date of appointment and during the continuity of the Cost Audit.
 - III. The proposed appointment is within the limits laid down by or under the authority of the Companies Act 2013.
 - IV. The list of proceedings against the cost auditor or audit firm or any partner of the audit firm pending with respect to professional matters of conduct, as disclosed in the certificate, is true and correct.
 - V. The partners of the Firm are not in full time employment as Cost Accountant within the meaning of Cost & Works Accountants Act, 1959 (23 of 1959) and holding a valid certificate of practice.
 - VI. If appointed, Cost audit firm(s) shall have prime responsibility to ensure that appointment is within limits of maximum number of audit as specified under Companies Act, 2013.
 - VII. The cost audit firm(s) shall be free from any disqualification under The Companies Act, 2013. In addition to this, the cost audit firm(s) must not be holding any assignment of physical Verification or Internal Audit of HNGPL.
 - VIII. The Cost auditor shall ensure that data given to the Auditor by company and any information generated from the data provided shall not be used by the Auditor for any other purpose.

3.0 Debarring Provisions: -

- 3.1 The Cost Audit Firm will be debarred from appointment to the Cost audit of HNGPL if:

- 3.2 The Firm obtains the appointment on the basis of false information/mis-statement.
- 3.3 The Firm does not take up audit in terms of appointment letter.
- 3.4 The Firm fails to maintain/honor confidentiality and secrecy of the Company's cost data, cost statement and cost information.
- 3.5 The Firm fails to comply with any of condition laid down tender.

4.0 SCOPE OF WORK: -

- 4.1 Cost audit in accordance to the provisions of Section 148 of the Companies Act, 2013 and rules laid down under the Companies (Cost Records and Audit) Rules, 2014 in respect of designated locations/ work centers of the Company. Cost audit shall also be in adherence to the relevant orders/clarification, 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.
- 4.2 Verification and certification of cost statements, preform as maintained by the Company as per Companies (Cost record & audit) Rules, 2014 as amended from time to time.
- 4.3 Verification and certification of annexures to the cost audit report.
- 4.4 The Cost Auditor shall provide practical suggestions for effective cost control and improvement.
- 4.5 The Cost Auditor shall attend and make presentation to the management including Board, if required, on the Cost Audit under review.
- 4.6 Cost audit firm so appointed shall commence cost audit and submit necessary reports as per the schedule communicated by the company, along with reservation or qualification or observations or suggestion, if any in form CRA-3 and annexures as per notification or any other instructions issued by Central Government from time to time or any other section of the Companies Act 2013.

5.0 PAYMENT TERMS: - M/s HNGPL would release the 100% Audit Fees after submission of invoice on completion of audit and related activities for each FY after deduction of all application Tax and duties (if required).

6.0 SOR: -

S.No	Description	UOM	Qty	Amount ()
1	Cost audit fee including all expenses: 1st April 2026 to 31st March 2027	Yearly	1	
2	Cost audit fee including all expenses: 2nd April 2027 to 31st March 2028	Yearly	1	
Total Basic Amount				
GST @18%				
Total Amount				
Note: - Cost Audit fees should include the Out of pocket/Travelling/Board & lodging charges, etc. No charges other than the cost audit fees as mentioned in SOR will paid /reimbursed.				