



GODAVARI GAS PRIVATE LIMITED
(A JOINT VENTURE OF APGDC & HPCL)

Rs.No.386/2, Beside District Collectorate, Near ITI
College, Dowlaiswaram, Rajahmundry, Andhra Pradesh – 533125

REQUEST FOR QUOTATION

Ref.: GGPL/C&P/SR 1000002/Cost Audit/2025-26/03

Date: 28.05.2025

To

Cost Auditor Company

**SUB.: APPOINTMENT OF COST AUDITOR OF GGPL FOR THE FINANCIAL
YEAR 2024-25.**

Dear Sirs,

Godavari Gas Private Limited, hereinafter called GGPL/Purchaser invites you to submit your Quote by submitting all Annexures duly signed and stamped including filled in price schedule.

1. Scope of Work : As per Annexure - A
2. Period : Cost Audit for the period 01.04.2024 to 31.03.2025

MODE OF SUBMISSION OF QUOTATIONS:

You are requested to submit your **PASSWORD PROTECTED (Strictly)** Quotations in email to kavya.gorle@apgdc.in with CC to cfo@godavarigas.com

Last date for submitting the quotation through Email is 05.06.2025 14:00 Hrs and time of bid opening is 05.06.2025 15:30 Hrs. Password shall be obtained during the bid opening via Video conference or through Email at the time of bid opening.

The management reserves the rights to amend, modify and alter any or all of the terms and conditions of this offer.

Thanking you,

Yours truly,
For Godavari Gas Private Limited

(G. Kavya)
AM (HR, C&P)



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Enclosures:

- Annexure – A : Scope of Work
- Annexure – B : Special Conditions of Contract (SCC)
- Annexure – C : Price Schedule/Schedule of Rates
- Annexure – D : Forms and Formats

Annexure – A**SCOPE OF WORK****1.0 BACKGROUND:**

Godavari Gas Private Limited (GGPL) is a joint venture of APGDC (Andhra Pradesh Gas Distribution Corporation Limited) and HPCL (Hindustan Petroleum Corporation Limited) incorporated in the year 2016. GGPL has been authorized by PNGRB (Central Govt. Body) to lay, build, operate and expand CGD network in East & West Godavari Districts of Andhra Pradesh in Aug'15 with a mandated Minimum Work Programme (MWP). The estimated cost of the above Project is Rs.535 crs and funded by Canara Bank with 62:38 Debt equity ratio.

The Financial Parameters as on 31-03-2025 is as follows:

PARTICULARS	AS ON MARCH-2025
1. Authorized Capital	Rs.225 Cr
2. Paid-up Capital	Rs.140.99 Cr
3. Total CAPEX	Rs.371.99 Cr
4. Term Loan availed	Rs.186.42 Cr
5. Turnover	Rs.90.04 Cr

Details of GGPL Turnover for the FY 2024-25 is given below:

Particulars	Amount in Cr
Pipeline (Purified) Natural Gas:	39.31
Compressed Natural Gas:	41.20
MS-HSD (Petrol/Deiseal)	8.36
Other Income	1.16
Total	90.03

Ref No: GGPL/C&P/SR 1000002/Cost Audit/2025-26/03

As per Cost audit applicability provisions contained under rule 4 of the Companies (Cost Records and Audit) Rules, 2014. According to the said rule 4, the cost audit is applicable in the following situation –

- Overall annual total turnover of the company from all the products/services is INR 50 Crore or more; and
- Aggregate turnover from the individual product/service for which cost records are required to be maintained is INR 25 Crore or more.

As of Mar'25 the Total Turnover of GGPL was Rs.90.03 Cr, which consists of CNG sale of Rs.41.20 Cr, which crosses stipulated limits. Hence the above provision of companies Act is applicable for GGPL to appoint Cost auditor for the FY 2024-25.

2.0 AUDIT REPORT QUALITY AND ETHICAL STANDARDS:

The Cost Auditor should ensure that the Audit Report is technically accurate and reliable, is conducted in a transparent and impartial manner, and contributes to organizational learning and accountability.

3.0 The Scope of Work of Cost Auditor shall include:

1. Examining Cost Records

- Checking raw material, labor, and overhead costs
- Ensuring accurate cost allocation and reporting
- Identifying any misstatements or inefficiencies

2. Conducting Cost Audits

- Evaluating cost structures to detect fraud, inefficiencies, or non-compliance
- Analyzing cost trends for better financial planning
- Comparing actual costs with budgeted and standard costs

3. Reporting Findings to Management

- Preparing an independent cost audit report
- Highlighting areas where cost reductions are possible
- Providing recommendations to improve cost efficiency

4. Ensuring Legal Compliance

- Verifying adherence to the Companies (Cost Records and Audit) Rules, 2014
- Ensuring businesses comply with Cost Accounting Standards (CAS)
- Submitting cost audit reports to the Ministry of Corporate Affairs (MCA)

5. Advising on Cost Control Measures

- Recommending strategies to optimize costs and improve profitability
- Assisting in pricing decisions based on accurate cost data

ANNEXURE-B

SPECIAL CONDITIONS OF CONTRACT (SCC)

1.0 Evaluation methodology shall be on L-1 basis.

In case multiple firms fall under L1, preference shall be given to

1. Oldest Audit firm based on Date of registration of firm.
2. No. of Partners in firm as on date.

2.0 TERMS & CONDITIONS:

1. **Period:** Cost Audit for the period 01-04.2024 to 31-03-2025.
2. **Cost Audit Report:** Two copies of Cost Audit Report shall be submitted.
3. **Scope of work:** As per Annexure – A.
4. **Mode of Payment:** All payments shall be made either through RTGS/NEFT.
Fee: The Audit Fee for the quarter will be paid on completion of the assignment in timely manner & on submission of the bill. In case, if you decide to discontinue the above assignment for any reason, you will be allowed subject to prior intimation, accordingly the fee will be paid only for the completed work.
5. **Cost Audit Team:** Audit team should have eligibility to conduct cost audit of a company (i.e. should consist of one practicing Cost Accountant) & having post qualification experience of 1 year in conducting cost audits of companies. If necessary, you may engage more than one team to complete the assigned job in time.
6. **Place of Audit:** Godavari Gas Private Limited, Rs.No.386/2, Beside District Collectorate, Near ITI College, Dowlaiswaram, Rajahmundry, Andhra Pradesh – 533125.
7. **Quotation:** Quotation should be inclusive of all other expenses and applicable taxes as per SOR.

On Letter Head of the Audit Firm

1. Name of the practicing Firm :

2. Constitution :

3. Year of establishment :

4. Addresses :

5. Contact Details

Office :

E-Mail :

Residence :

6. Statutory Registration

1) Firm Registration No :

2) MEF No. :

3) UCN Code :

4) CAG Empanelment No :

5) Membership No :

7. Audit firm Partners & Team

8. Details of Work Experience

9. Any other information

ANNEXURE-C

SCHEDULE OF RATE

Sl. No.	Description	Total Amount Excl. GST in (Rs.)
1.	Cost Audit fees for FY 2024-25	
Total Amount Excl. GST in (Rs.)		
GST @18% in (Rs.)		
Total Amount Incl. GST @18% in (Rs.)		

Signature of Authorized Signatory:.....

Name:.....

Designation:.....

ANNEXURE-D

FORMS AND FORMATS

BIDDER'S GENERAL INFORMATION

To,
M/s Godavari Gas Private Limited
Rajahmundry

TENDER NO:

1	Bidder Name	
2	Status of Firm	Proprietorship Firm/Partnership firm/ Limited/Others If Others Specify:_____
		[Enclose certificate of Registration]
3	Name of Proprietor /Partners/ Directors of the firm/company	
4	Number of Years in Operation	
5	Address of Registered Office: *In case of Partnership firm, enclose letter mentioning current address of the firm and the full names and current addresses of all the partners of the firm.	<div>City:</div> <div>District:</div> <div>State:</div> <div>PIN/ZIP:</div>
6	Operation Address (if different from above)	<div>City:</div> <div>District:</div> <div>State:</div> <div>PIN/ZIP:</div>
8	Telephone Number	_____ (Country Code) (Area Code) (Telephone No.)
9	E-mail address	
10	Website	
11	Fax Number:	_____ (Country Code) (Area Code) (Telephone No.)
12	ISO Certification, if any	{ If yes, please furnish details }
13	Bid Currency	
14	Banker's Name	

15	Branch	
17	Bank account number	
18	PAN No.	[Enclose copy of PAN Card]
19	GST no.	[Enclose copy of GST Registration Certificate]
20	EPF Registration No.	[Enclose copy of EPF Registration Certificate]
21	ESI code No.	[Enclose copy of relevant document]
22	We (Bidder) are cover under the definition of section 2 (n) of the MSMED Act	Yes / No <i>(If the response to the above is 'Yes", Bidder to provide Purchaser a copy of the Entrepreneurs Memorandum (EM) filled with the authority specified by the respective State Government.)</i>
23	Whether Micro/Small/Medium Enterprise	(Bidder to submit documents as specified in ITB)
24	Type of Entity	Corporate/ Non-Corporate (As per Service tax Act). (In case of Non-Corporate Entity, bidder will submit documentary evidence for same).

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

AGREED TERMS & CONDITIONS

To
M/s Godavari Gas Private Limited
Rajahmundry

Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
1	Bidder's name and address	
2.	Please confirm the currency of quoted prices is in Indian Rupees.	
3.	Confirm quoted prices will remain firm and fixed till complete execution of the order.	
4	Rate of applicable GST	CGST:.....% SGST:.....% IGST:.....% Total :%
4.1	Whether in the instant tender GST is covered in reverse charge rule of Goods and service tax	Yes/ No In case of Yes, please specify GST) payable by: GGPL:.....% Bidder:.....%
5.	Confirm acceptance of relevant Terms of Payment specified in the Bid Document.	
6.	Confirm compliance to Completion Schedule as specified in Bid document. Confirm contract period shall be reckoned from the date of Fax of Acceptance.	
7.	Confirm that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail.	
8.	All correspondence must be in ENGLISH language only.	
9.	Owner reserves the right to make any change in the terms & conditions of the TENDER/BIDDING DOCUMENT and to reject any or all bids.	

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

E-Banking Mandate Form

(To be issued on vendors letter head)

1. Vendor/customer Name :
2. Vendor/customer Code:
3. Vendor /customer Address:
4. Vendor/customer e-mail id:
5. Particulars of bank account
 - a) Name of Bank
 - b) Name of branch
 - c) Branch code:
 - d) Address:
 - e) Telephone number:
 - f) Type of account (current/saving etc.)
 - g) Account Number:
 - h) RTGS IFSC code of the bank branch
 - i) NEFT IFSC code of the bank branch
 - j) 9-digit MICR code

I/We hereby authorize M/s Godavari Gas Private Limited to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the M/s Godavari Gas Private Limited responsible.

(Signature of vendor/customer)

BANK CERTIFICATE

We certify that ----- has an Account no. ----- With us and we confirm that the details given above are correct as per our records.

Bank stamp

Date

(Signature of authorized officer of bank)