NOTICE INVITING EXPRESSION OF INTEREST

FOR

EMPANELMENT / APPOINTMENT

OF COST AUDITOR(S)

HLL/EOI/Cost Auditor(s)/2026-27

BY

HLL Lifecare Limited

(A Government of India Enterprise)

HLL Bhavan - Corporate Head Office,

Poojappura - PO | Thiruvananthapuram - 695012, Kerala, India

URL: www.lifecarehll.com | Email: cshll@lifecarehll.com | Phone: 0471-2354949

CIN: U25193KL1966GOI002621

HLL Lifecare Limited
(A Government of India enterprise)
HLL Bhavan - Corporate Head Office, Poojappura - PO,
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EOI Ref: HLL/EOI/Cost Auditor(s)/2026-27 **Dated: 24.08.2026**

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT / APPOINTMENT OF COST AUDITOR(S)

HLL Lifecare Ltd, a Mini-Ratna Government of India Undertaking having its registered office at HLL Bhavan, Mahilamandiram Road, Poojappura, Thiruvananthapuram – 695 012, Kerala, with CIN: U25193KL1966GOI002621, invites Expression of Interest (EOI) for empanelment of Cost Auditor(s) for the financial year 2026-27, with provision to appoint for two more years, subject to approval by the Board of Directors of HLL, from reputed firms of Cost Accountants for its Manufacturing Units in Kerala, Karnataka, Haryana and Trading business & Services business.

For details, refer to the Company website www.lifecarehll.com/tenders. The empanelment / selection of the Cost Auditor(s) shall be based on the qualifying criteria given in this EOI document.

Interested firms having requisite experience in Cost Audit may submit their application in the prescribed format, duly signed by the authorised signatory, along with all supporting documents, by email to cshll@lifecarehll.com latest by 02nd September 2026.

No hard copy / physical submission of the EOI or supporting documents is required. The complete offer shall be submitted electronically by email within the stipulated time.

Company Secretary

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INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT / APPOINTMENT OF COST AUDITOR(S) FOR THE FINANCIAL YEAR 2026-27 WITH PROVISION TO APPOINT FOR TWO MORE FINANCIAL YEAR(S), SUBJECT TO APPROVAL BY THE BOARD OF DIRECTORS OF HLL LIFECARE LIMITED

1. Introduction

HLL Lifecare Limited is a Mini-Ratna Public Sector Undertaking under the Ministry of Health and Family Welfare, incorporated in March 1966 under the Indian Companies Act, 1956. The Company is involved in the manufacture of contraceptives, healthcare products and services, with a purpose to provide high-quality products and services at affordable prices and works for "innovating for healthy generations".

2. Manufacturing Units and Service Division for which Cost Auditors are to be Appointed

The Company intends to empanel / appoint Cost Auditors for FY 2026-27 for its own Manufacturing Units in Kerala and Karnataka and for its leased Manufacturing Facility in Gurugram, and for its Trading business & Services business.

The following products / services of HLL fall within the ambit of maintenance of cost records and cost audit thereon by virtue of the provisions of the Companies (Cost Records and Audit) Rules, 2014:

Sl. No.	***Unit***	***Products***	***CETA Heading***
Regulated Sector:			
1	Kanagala Factory, Belgaum	Formulations [Drugs & pharmaceuticals]	30066020;30045090; 30042033
2	Gurugram Factory	In-Vitro Diagnostic Kits[Drugs & pharmaceuticals]	30041090
3	Akkulam Factory, Trivandrum	Copper T, Tubal ring, sutures, Emily, etc... [Drugs &Pharma]	30066020;30061010; 3902
Non-Regulated Sector:			
4	Peroorkada Factory, Trivandrum	Male & Female condoms [Rubber & allied products]	40141010
5	Kochi Factory,	-Do-	40141010

	Cochin		
6	Kanagala Factory, Belgaum	Male condoms [Rubber & allied products],	40141010
7	Irapuram Factory, Cochin	Male condoms [Rubber & allied products]	40141010
8	Akkulam Factory, Trivandrum	Blood Bag	90189032
9	Healthcare Services Division	Diagnostic labs, Medical imaging services like MRI, Tele-radiology etc. .	
10	Retail Pharmacy	Select medical devices like Ortho implants, Pace maker Stent etc sold through RBD outlets	90183990, 90219090

3. Scope of Work

3.1 To conduct Cost Audit of the Company in accordance with the provisions of the Companies (Cost Audit Report) Rules, 2014, as amended from time to time. Cost Audit shall be in adherence to the relevant orders / clarifications issued by the Cost Audit Branch, Ministry of Corporate Affairs, Government of India and the Cost Accounting Standards issued by the Institute of Cost Accountants of India, from time to time.

3.2 The Cost Audit team should consist of an adequate number of qualified / semi-qualified assistants (Cost Accountants) led by a senior partner of the Firm so as to be commensurate with the Cost Audit work requirements.

3.3 Verification and certification of cost proforma maintained by the Company as per the Companies (Cost Records and Audit) Rules, 2014.

3.4 Verification and certification of annexures to the Cost Audit Report.

3.5 The Cost Audit firm so appointed shall commence Cost Audit and submit necessary reports as per the schedule communicated by HLL, along with reservation or qualification or observations or suggestions, if any, in Form CRA-3 and annexures, as per notification or any other instructions issued by the Central Government from time to time and in accordance with the applicable provisions of the Companies Act, 2013.

4. Selection Criteria

4.1 The selection of the Cost Auditor shall be as per qualitative criteria, based on the overall suitability of the firm and its experience in the Cost Audit of Central / State PSUs. The following will be the basis of marks assigned to the firms and selection will be made on the basis of attainment of the highest points.

Sl. No.	Selection Criteria	Basis for Awarding Points	Maximum Points
1	Firm's experience in practice (from date of registration with the Institute of Cost Accountants of India as on 31.03.2026)	2 points per completed year as on 31.03.2026	25
2	Number & experience of partners in the Firm as on 31.03.2026	5 marks per Member / Partner in full-time practice for more than 10 years; 4 marks per Member / Partner in full-time practice for 5–10 years; 3 marks per Member / Partner in full-time practice for less than 5 years	20
3	Experience of Cost Audit in Manufacturing Companies (Public Sector or Private Sector) having more than Rs.100 Crore turnover	3 points each for successful completion of Cost Audit of a Manufacturing Sector Company	30
4	Experience in Cost Audit of Trading and Service Sector Companies	2 points for a completed Cost Audit of a Service Sector Company	10
5	Firms having office in the State of Kerala or Karnataka or Delhi	10 points	10
6	Experience in the Cost Audit of SAP implemented Companies	1 point for exposure in SAP / ERP environment for Cost Audit	5
	Total		100

4.2 From the EOI received by the Company, a panel of firms of Cost Accountants who secure at least 50 marks as per the qualifying criteria given above shall be prepared and maintained in descending order on the basis of attainment of highest marks.

4.3 In case of a tie, the following sequence shall be adopted for selection: (i) Firms having more number of years' experience in the Cost Audit of Medical Devices or Pharmaceutical Companies shall be given preference. (ii) Cost Accountants / Firm of Cost Accountants with longer years of experience shall be given preference based on the year of registration. (iii) Firm with a higher number of Fellow and/or Associate Members of the Institute of Cost Accountants of India as partners will be given preference.

4.4 Requisite documentary evidence(s) in support of Criteria at 4.1 (1 to 6) mentioned in the table above are required to be submitted. Proposals without the required documentary evidence(s) shall not be considered for evaluation.

5. Terms & Conditions

I. The tenure of appointment shall be at the sole discretion of the Company. The tenure shall be for the Financial Year 2026-27, which is extendable for another two years at the sole discretion of the Company. However, it is expressly stated that the said tenure is not to be construed as assured and the Company reserves the right not to reappoint at its sole discretion without assigning any reason therefor.

II. The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefor.

III. Information related to Cost Audit Firms and selection criteria shall be submitted in Annexure-I.

IV. Declaration that the Cost Audit Firm has not been banned / de-listed / de-barred from business by any PSU / Government Department during the last 03 (three) years shall be submitted in Annexure-II.

V. Payments shall only be made through Electronic Mode. Bank details as per Annexure-III shall be submitted at the time of acceptance of the appointment.

VI. The Company shall deduct TDS / any other tax / levy as per prevailing rules / rates.

VII. The complete proposal and all supporting documents shall be duly signed / digitally signed by the applicant firm's authorised signatory. Scanned copies of signed documents shall be submitted by email. Physical / hard copy submission is not required.

VIII. The offer should be submitted strictly as per the terms and conditions laid down in this document. The prescribed Annexures-I, II and III, along with all supporting documents, shall be submitted electronically by email to cshll@lifecarehll.com latest by 02nd September 2026. The email subject shall clearly mention "Expression of Interest (EOI) for Empanelment / Appointment of Cost Auditors – FY 2026-27".

6. Cost Audit Fees

I. Audit Fees shall be as decided by the Company from time to time. The Cost Audit fee proposed for the year 2026-27 is ₹5,00,000/- (Rupees Five Lakhs only).

II. Travelling & Daily Allowance shall be paid extra and the same shall be regulated based on actual claims with supporting documents.

III. Statutory Taxes / levies & duties shall be paid extra, as applicable.

7. Compliance / Declarations / Certificates by Firm(s) on Appointment

I. The Cost Audit Firm shall not sub-contract the assigned Cost Audit work.

II. The Cost Audit team shall work in strict confidence and shall ensure that the cost data, cost statements, cost information and any other information in respect of the operation of the Company are dealt with in strict confidentiality and secrecy.

III. Assigned Cost Audit work shall be completed within the time frame specified by the Company.

IV. No partner of the Cost Audit Firm should be related to Chairman & Managing Director or any Whole Time Directors or Part-time Directors of the Company within the meaning of the Companies Act, 2013.

V. Neither the Cost Audit Firm nor its partner(s) or associates should have any interest in the business of the Company.

VI. The Cost Auditor will be required to submit a certificate that:

a) the individual or the firm, as the case may be, is eligible for appointment and is not disqualified for appointment under the Companies Act, 2013, the Cost and Works Accountants Act, 1959 and the rules or regulations made thereunder;

(b) the individual or the firm, as the case may be, satisfies the criteria provided in Section 141 of the Companies Act, 2013, so far as may be applicable;

(c) the proposed appointment is within the limits laid down by or under the authority of the Companies Act, 2013; and

(d) 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.

VII. If appointed, Cost Audit Firm(s) shall have prime responsibility to ensure that the maximum number of audit limits specified under the Companies Act, 2013 are not violated.

VIII. 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 the Company.

IX. The partners holding Certificate of Practice issued by the Institute of Cost Accountants of India are in whole-time practice.

X. The Cost Auditor shall ensure that data given to the Auditor by the Company and any information generated from the data provided shall not be used by the Auditor for any other purpose.

8. Debarring Provisions

The Audit Firm will be debarred from getting, in future, the Cost Audit of HLL:

I. If the Firm obtains the appointment on the basis of false information / misstatement.

II. If the Firm does not take up the audit in terms of the appointment letter.

III. If the Firm fails to maintain / honour confidentiality and secrecy of the Company's cost data, cost statements and cost information.

IV. If the Firm fails to comply with any of the conditions laid down in Clause 6 & 7 above.

Annexure-I – Format of the Offer

Selection Criteria:

Sl. No.	**Selection Criteria**
1	Firm's experience in practice (from date of registration with the Institute of Cost Accountants of India as on 31.03.2026)
2	Number & experience of partners in the Firm as on 31.03.2026
3	Experience of Cost Audit in Manufacturing Companies (Public Sector or Private Sector) having more than Rs.100 Crore turnover
4	Experience in Cost Audit of Trading and Service Sector Companies
5	Firms having office in the State of Kerala or Karnataka or Delhi
6	Experience in the Cost Audit of SAP implemented Companies

1. Name of the Cost Auditor / Firm of Cost Auditor (indicate whether Proprietary Concern or Partnership Firm): ________________________________

2. i) Office Address: ____

ii) Telephone No.: ____

iii) Email Address: ____

iv) Website: ____

3. a) Year of Establishment: ___________________

b) Firm Registration No.: ___________________

c) Proprietor's Membership No. (in case of members not having Firm Name): ___________________

d) PAN No. of Firm: ___________________

Note:

1. *Documentary evidences of all the information as stated above are to be furnished along with the offer.*

2. *All pages of the offer and supporting documents shall be signed / digitally signed by the partner / owner / authorised signatory of the firm. The scanned signed copies shall be submitted by email.*

Declaration:

I, ________________________ Partner / Owner / Authorised Signatory of the Firm __________________________ hereby declare that the above information furnished is true and correct to the best of my knowledge and I will abide by the Terms & Conditions set by the Company for the appointment of Cost Auditors.

Signature: __________________________

Name & Designation: __________________

Firm Seal: ___________________________

Date: ____________________

Place: ____________________

Annexure-II – Declaration of Ineligibility

(By the Cost Audit Firm)

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 / Government Department during the last 03 (three) years.

Signature: ____________________________

Name & Designation: ___________________

Firm Seal: _____________________________

Date: _____________________

Place: ____________________

Annexure-III – ECS FORM

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)

(Payment to Bidder through Credit Clearing Mechanism)

1. COST AUDIT FIRM'S NAME: ____

Address: ____

____

Phone / Mobile No.: ____

2. PARTICULARS OF BANK ACCOUNT OF THE COST AUDIT FIRM:

A. BANK NAME: ____

B. BRANCH NAME: ____

C. ACCOUNT NO.: ____

D. ADDRESS: ____

E. TELEPHONE NO.: ____

F. IFSC CODE OF THE BANK: ____

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user Company responsible.

Date: _____________________

Signature and Seal of the Firm: ___________________________