



EMPLOYEES' PROVIDENT FUND ORGANISATION

कर्मचारी भविष्य निधि संगठन

Ministry of Labour & Employment, Govt. Of India)

भारत सरकार, श्रम एवं रोजगार मंत्रालय

Bhavishya Nidhi Bhawan, Sector 15A,

भविष्य निधि भवन, सेक्टर-15ए

Regional Office, Faridabad-121007 (HARYANA)

क्षेत्रीय कार्यालय, फरीदाबाद।

Phone: 0129-2291547, 2288068 Fax:0129: date:2299369


दिनांक: 28/10/2021

Ref.No. HR/ /

### इच्छा की अभिव्यक्ति हेतु आमंत्रण सूचना

कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय, भारत सरकार) क्षेत्रीय कार्यालय, सेक्टर-15ए, फरीदाबाद (हरियाणा) छूटप्राप्त स्थापनाओं व ट्रस्टों के पुनः अंकेक्षण (ऑडिट) हेतु चार्टर्ड आकाउंटेंट फर्मों से इच्छा की अभिव्यक्ति आमंत्रित करता है।

क.भ.नि.सं., क्षेत्रीय कार्यालय, फरीदाबाद से एवं वेबसाइट पर निविदा फॉर्म की उपलब्धता की तिथि	01.11.2021
निविदा जमा करने की अंतिम तिथि एवं समय	15.11.2021 समय सुबह 11.00 बजे
निविदा प्रस्ताव खोलने की तिथि एवं समय	15.11.2021 समय दोपहर 3.00 बजे
पत्राचार हेतु पता	क्षेत्रीय भविष्य निधि आयुक्त-1 (छूट प्राप्त) कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, सेक्टर-15ए, फरीदाबाद पिन 121007 (हरियाणा)

  
क्षेत्रीय भविष्य निधि आयुक्त-1  
क्षेत्रीय कार्यालय, फरीदाबाद



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कर्मचारी भविष्य निधि संगठन

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Bhavishya Nidhi Bhawan, Sector 15A,

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क्षेत्रीय कार्यालय, फ़रीदाबाद।

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### NOTICE INVITING EXPRESSION OF INTEREST

Employees' Provident Fund Organisation (Ministry of Labour & Govt. of India), Regional Office, Sector-15A, Faridabad (Haryana) -121007 invites Expression of Interest for Empanelment of Chartered Accountant Firms for re-audit of Exempted establishments and Trusts exempted Under the provision EPF & MP Act-1952.

Date of availability of Tender Form on website and from the EPFO, Regional Office, Sector-15A, Faridabad.	01.11.2021
Last date and time for submission of tender	15.11.2021 (11.00 AM)
Time and date of opening of tender offers	15.11.2021 (3.00 PM )
Address for Cmmunication	Regional P.F. Commissioner-I Employees' Provident Fund Organisation, Regional Office, Sector-15A, Faridabad, Haryana Pin -121007

  
Regional P.F. Commissioner-I  
Regional office, Faridabad.

## **1. Duties & Responsibilities of the Empaneled Auditor.**

1.1 The Auditor while conducting audit of the Provident Fund Accounts of the Exempted Provident Fund Trusts, must:

- 1.1.1 Ensure that the audit is to be conducted by a team consisting of one leader and at least one staff personnel (who is qualified chartered accountant with at least one year of work experience). The leader of the team should be qualified chartered accountant with at least five years of experience in the field of statutory Audit preferably with experience in the field of audit of recognized pension funds/provident funds/superannuation funds.
- 1.1.2 Ensure that their firm shall not engage for audit of the any of the Exempted Provident Fund Trusts in respect of his office for any purpose other than the terms of reference contained in this EOI. This restriction would be for the period during which the CA firm is empaneled as Auditor for audit of Exempted Fund trusts.
- 1.1.3 Ensure to the best possible extent, that the team appointed to conduct the audit should continue in its role till the completion of the assignment. For any reason, if there is a change in the team appointed to conduct the audit, the same should be intimated to EPFO immediately.

## 2. scope of Work:

- 2.1 To handle various tax matters and allied activities, finalization of books of accounts special audit, reconciliation of specific entries appearing in books of accounts or any other matter relating to tax matter or accounts or book keeping etc., as and when required.

To carry out third party audit/re-audit of Provident Fund Accounts of the Exempted Provident Fund Trusts (Total 22 Exempted Establishments and 07 Exempted trusts under EPFO, RO, Faridabad.

The auditor shall submit the audited balance Sheet with the Auditor's report in the preform specifically prescribed for the purpose by EPFO both in hard copy and soft copy directly to Regional P.F. Commissioner, R.O, Faridabad. and one copy shall be submitted to the CMD of the establishment, with 15 days of assignment of the audit or next working day of 15<sup>th</sup> day be gazette holiday or Saturday/Sunday, failing which the audit assignment given to the auditor shall be withdrawn and the Establishment shall be allotted for audit to different empaneled auditor and fresh 15 days shall be given and previous audit report shall be considered as null and void.

- 2.2 To examine and verify whether the Exempted Provident Fund Trusts have followed the investment pattern and investment guidelines as prescribed by the Govt. of India and to point out wherever deviations have been made.
- 2.3 To verify whether the interest and maturity proceeds are collected promptly and re-invested as per the provisions made in the pattern of Investment Also to point out delays, if any, and the causes for such delay.
- 2.4 To verify whether the funds were invested promptly by Exempted Provident Fund Trusts. If the funds remained un-invested for a significant period, then to assess Opportunity cost/benefit due to delayed investments for un-invested period.
- 2.5 To verify whether proper records have been maintained in respect of all transactions and contracts and to ascertain whether the records are updated correctly and on timely basis.
- 2.6 To verify whether all shares, securities, debentures and other investments have been held in the name of Board of Trustees of the Exempted Provident Fund Trusts.
- 2.7 To verify whether there is any violation of the conditions of grant of exemption by the employer of the exempted establishments and the Exempted Provident Fund Trusts and if so the details thereof. To bring out any other point/shortcomings which comes to notice of auditor during the course of audit.

- 2.8 To examine whether the Employer/Exempted Provident Fund Trust has taken steps to rectify the shortcoming, if any, pointed out during the previous Annual compliance Audit conducted by the EPF Authority or the Third-Party Auditor.
- 2.9 to access and report the Provident Funds Liability which will be passed on the EPFO in the event of cancellation of exemption of a particular defaulting Establishment having Exempted Provident Fund and the scope & feasibility for recovery to such liability from the defaulting Establishment and the employers.
- 2.10 The empanelment does not confer any right, whatsoever, to the empaneled Chartered Accountant Firms to claim any monetary fees for empanelment or to claim for any audit assignment mandatorily.
- 2.11 The empanelment shall be for a period of 3 (three) years from the date to issue of intimation letter of such empanelment which is extendable further on mutually agreed terms subject to approval from competent authority.
- 2.12 Regional Provident Fund Commissioner/OIC, EPFO, RO, Faridabad may cancel the empanelment of any chartered Accountant Firm(s) if any terms and conditions of empanelment is found violated.

### **3. Bid Evaluation Criteria:**

1. Applicant firms should be in existence for at least 07 years.
2. The name of the Partnership Firm should be registered with the ICAI.
3. Firm should have valid full time certificate of practice issued by ICAI.
4. Should have valid Income Tax Permanent Account Number (PAN) as on date of application.
5. There must be at least 05 Qualified Chartered Accountants working as fulltime as on the date of submission of proposal with at least 1 full time FCA.
6. Application firm must have experience of auditing accounts/handling tax matters with Govt. Organizations/PSEs.
7. Average Annual Turnover of the firm of the last three years should be at least Rs. 01 crore.
8. The Firm/ any partner should not have been convicted by a court of law or indictment/ adverse order should not have been passed against the firm/any partner till the date of application. The Firm/any partner should not have been held guilty of any professional misconduct under CA Act, 1949 (as amended) during last 5 years or penalized under any taxation laws by the ICAI or any other statutory body. The firm/ any partner should not have been banned/dewared by any Government Orgnaisation /Authority.

9. The Firm/ any partner should not be facing any investigation/inquiry by any tax authority for violation of any provisions of taxation laws.
10. The firm should comply with all the applicable Tax and Labour laws as on the date of submission of proposal.
11. The Firm should agree to accept the Auditing Fees as per the rates prescribed and guidelines given by the ICAI for auditing the accounts of the Exempted Provident Fund Trusts and such fees are payable directly by the employers of such Exempted establishments as per condition no. 24(a) of Appendix A to para 27AA of EPF Scheme 1952. The RPFC/OIC, EPFO, RO Faridabad shall not in any manner, whatsoever, be involved in determining the auditing fees payable to the firm.
12. The Firm should have functional office in Delhi NCR responsible officials.
13. The Firm must be empaneled with comptroller and Auditor General of India (CAG) as on the date of EOI.

**4. SELECTION PROCEDURE:**

- a) All applications (Appendix-A) received up to last date shall be scrutinized by a committee appointed by the RPFC-I/Competent Authority to decide eligible firms.
- b) Once the firm is decided as eligible then maximum of top 15 firms will be selected on the basis of points scored on different criteria. The point system will be as follows:-

S.No.	ELIGIBILITY	POINTS
1.	Experience of Firm	0.5 point for every calendar year (Max. 15 points)
2.	Full Time FCA Partners	05 points for first partner and 2.5 point form 2 <sup>nd</sup> partner onwards
3.	Full Time ACA Partner	03 points each for first 05 partners and 1.5 points each for 6 <sup>th</sup> onwards
4.	Full Time CA Employees	01 point for every CA (Max 20 points)
5.	Turnover	01 point for each lakh above 75 lakh

**5. ALLOTMENT OF WORK:-**

Allotment shall be as per GFR rules of Central Government.

## UNDERTAKING

I,..... the Managing Partner/s of  
M/s..... Chartered Accounts do  
hereby verify, declare and undertake:

- a) That the particulars given above are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the Firm would stand disqualified from empanelment/ allotment of work and might be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.
- b) Applicant firm or its partners have not been held guilty of any professional misconduct under Chartered Accounts Act, 1949 (as amended) during past five years or penalized under any of the tax laws by ICAI or any other statutory body.
- c) Applicant firm or its partners are not facing any investigation or enquiry by any tax authority for violation of any of the tax laws.
- d) That I and other partners are in full time practice of Chartered Accountants:

**Name and Signature of the Managing Partners  
of the firm with seal**