



कर्मचारी भविष्य निधि संगठन/ EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)/ (Ministry of Labour and Employment: Govt. of India)

अपर केन्द्रीय भविष्य निधि आयुक्त का कार्यालय,

OFFICE OF THE ADDITIONAL CENTRAL PROVIDENT FUND COMMISSIONER

पश्चिम बंगाल, सिक्किम तथा अंदमान एवं निकोबार द्वीप समूह WEST BENGAL, SIKKIM AND ANDAMAN & NICOBAR ISLANDS

डीकब्लॉ.के., सेक्टर II-साल्ट लेक सिटी, कोलकाता 700091-DK Block, Sector-II, Salt Lake City, Kolkata-700 091

No. EPFO/ ACC/KZ/ 73(1)(1) / 1234

Date :- 28.02.2023

To
The Regional P.F. Commissioner-I
National Data Centre,
NDC, EPFO Complex,, Dwarka
New Delhi-110075

By name to:
Sh Rajesh Pandey
RPFC-I (IS)

Sub: Empanelment of Chartered Accountant Firm for audit as envisaged at condition
No. 24 of Appendix-A under Para 27AA - reg.

Sir,

Enclosed please find a notice inviting Expression of Interest issued by Zonal
Office, Kolkata alongwith enclosure for circulation of the advertisement towards
empanelment of Chartered Accountant Firm for audit as envisaged at condition No.
24 of Appendix-A under Para 27AA for a period of initially three years, which may
please be uploaded in the EPFO, website urgently.

[This issues with the approval of ACC (KZ)]

Encl: As above.

Yours faithfully,

[P. K. Mishra]

Regional P. F. Commissioner-I



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डीकब्लॉक. सेक्टर II-साल्ट लेक सिटी, कोलकाता 700091-DK Block, Sector-II, Salt Lake City, Kolkata-700 091

इच्छा की अभिव्यक्ति हेतु आमंत्रण सूचना

कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय, भारत सरकार), आंचलिक कार्यालय, कोलकाता, डी.के. ब्लॉक, सेक्टर-II, साल्ट लेक सिटी, कोलकाता -700091 छूट प्राप्त संस्थानों और ट्रस्टों के पुनर्लेखापरीक्षा के लिए चार्टर्ड एकाउंटेंट फर्मों के पैनल हेतु इच्छा की अभिव्यक्ति आमंत्रित करता है।

विषय	चार्टर्ड एकाउंटेंट फर्मों के पैनल के लिए इच्छा की अभिव्यक्ति
आवेदन भरने की प्रारंभ तिथि	ईपीएफओ के वेबसाइट पर फार्म की उपलब्धता की तिथि
आवेदन जमा करने की अंतिम तिथि	15.03.2023 (upto 05:00 PM)
पत्राचार का पता	अपर केन्द्रीय भविष्य निधि आयुक्त, कर्मचारी भविष्य निधि संगठन, आंचलिक कार्यालय, कोलकाता, डी.के. ब्लॉक, सेक्टर-II, साल्ट लेक सिटी, कोलकाता - 700091

अपर केन्द्रीय भविष्य निधि आयुक्त
आंचलिक कार्यालय, कोलकाता



कर्मचारी भविष्य निधि संगठन/ EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)/ (Ministry of Labour and Employment: Govt. of India)

अपर केन्द्रीय भविष्य निधि आयुक्त का कार्यालय,

OFFICE OF THE ADDITIONAL CENTRAL PROVIDENT FUND COMMISSIONER

पश्चिम बंगाल, सिक्किम तथा अंदमान एवं निकोबार द्वीप समूह WEST BENGAL, SIKKIM AND ANDAMAN & NICOBAR ISLANDS
डीकब्लॉ.के., सेक्टर II-साल्ट लेक सिटी, कोलकाता 700091-DK Block, Sector-II, Salt Lake City, Kolkata-700 091

NOTICE INVITING EXPRESSION OF INTEREST

Employees Provident Fund Organisation (Ministry of Labour & Employment, Govt. of India), Zonal Office, Kolkata, DK-Block, Sector-II, Salt Lake City, Kolkata-700091 invites **Expression of Interest for Empanelment of Chartered Accountant Firms for re-audit of Exempted establishment and Trusts.**

Subject:	Expression of Interest (EOI) for empanelment of Chartered Accountant Firms
Date of commencement of filing Application:	Date on which Forms available on EPFO website.
Last date of filing application:	15.03.2023 (upto 05:00 PM)
Address for Communication:	The Addl. Central PF Commissioner, Employees' Provident Fund Organization, Zonal Office – Kolkata DK-Block, Sector-II, Salt Lake City, Kolkata-700091

Addl. Central P. F. Commissioner
Zonal Office, Kolkata



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EXPRESSION OF INTEREST (EOI)

Empanelment of Chartered Accountant Firms for
Employees' Provident Fund Organization (EPFO)
Zonal Office, Kolkata.

The Employees' Provident Fund Organization (EPFO) is an autonomous body under the aegis of the Ministry of Labour and Employment, Government of India. The main objective of the organization is to provide old-age social security to the subscribers as per the provisions at EPF & MP Act, 1952 and the three schemes framed there under.

For further information about EPFO, one may visit the website www.epfindia.gov.in

2. EPFO, Zonal Office, Kolkata proposes to form a panel of eligible top Ten Chartered Accountant Firms (10 CA firms), for Regional Offices under Kolkata Zone (i.e. West Bengal, Sikkim and Andaman & Nicobar Islands) on the basis of points system mentioned at Sl. No.4. The panel will be formed for an initial period of three years which may be extended for another two years on mutual consent.

The proposed chartered accountant firm if empanelled is to (A) - assist the EPFO, Regional Offices under Kolkata Zone to comply with various Tax Laws to Finalize the Books of Accounts; to conduct Special Audit; System Audit; Performance Audit & Reconciliation of Dues & Receipts and (B) - for carrying out the Third Party Audits/ Re-audit of

books of Accounts of the Exempted establishments as well as the Provident Fund Trusts of the Exempted establishment as per the conditions specified in Appendix-'A' to Para 27-AA of EPF Scheme 1952 as and when required by the EPFO, Regional Offices under Kolkata Zone and to submit a report in the Proforma prescribed for the same within the time specified as per the terms of reference.

3. Eligibility:

- (i) Applicant firm should be in existence for at least 10 (ten) years.
- (ii) Applicant firm should have at least 5 (five) fulltime partners with at least 1(one) full time FCA.
- (iii) Applicant firm should be on the panel of C&AG.
- (iv) The partners must be member of ICAI and should have valid full-time certificate of practice issued by ICAI.
- (v) Applicant firm must have experience of auditing accounts/ handling tax matters of Govt. Organizations / PSEs.
- (vi) Average annual turnover of the applicant firm for the last 3 years should be at least Rs. 75 lakhs
- (vii) Applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during past 5 (five) years or penalized under any of the tax laws by ICAI or any other statutory body.
- (viii) Applicant firm or its partners should not be facing any investigations or enquiry by any tax authority for violation of any of the tax laws.

(ix) The Firm should comply with all the applicable Labour Laws as on the date of submission of the proposal.

(x) The CA Firm should be ready to undertake Third Party Audit / Re- Audit of the accounts of the Exempted Establishment within a short notice.

4. Selection Procedure:

(a) All the applications received up to the last date shall be scrutinized by a Committee appointed by the competent authority to decide the eligible firms.

(b) Once a firm is declared as eligible then top 10 firms will be selected on the basis of points scored on different criteria. Point system will be as follows:

Sl.No.	Eligibility	Points - Entitlement
1	Experience of the CA firm	0.5 point for every calendar year from 10 years onwards - Maximum 15 points
2	Full Time FCA partner	5 points for first partner and 2.5 points from 2nd partner onwards
3	Full Time ACA partner	3 Points each for first 5 partners and 1.5 points each from 6 th onwards
4	Full time CA employees	1 point for every CA- Maximum 20 point
5	Turnover	1 point for each 1 lakh above 75 lakhs

Those firms, who do not meet the eligibility criteria, shall not be evaluated.

(c) In case of necessity, EPFO can add new firms in the panel.

5. Scope of Work:

(i) To assist the EPFO in complying with the various provisions of Income Tax Act, 1961 to finalize Books of Accounts of the Regional Offices under Zonal Office, Kolkata, Special Audit, System Audit, Performance Audit & Reconciliation of Dues & Receipts as may be assigned by the Competent Authority.

(ii) To carry out the Third-Party Audit/ Re-audit of the books of accounts of the Exempted Establishments as well as the Provident Fund Trusts of such Establishments exempted under Section 17 of the EPF & MP Act, 1952 as per the conditions specified in Appendix "A " to Para 27-AA of EPF Scheme, 1952 as and when required by the EPFO, Regional Offices under Kolkata Zone and to submit report in the Proforma prescribed for the same, within the time specified as per the terms of reference.

The CA Firm to be empanelled should agree to accept the Auditing Fees as per the rates prescribed by the ICAI for Third Party Audit/ Re-audit of accounts of the Exempted Provident Fund Trusts and such fees are payable directly by the employers of the respective Exempted establishments as per condition No. 24(a) of Appendix-A to para 27-AA of EPF Scheme 1552. The CA Firm may negotiate the auditing fees directly with the concerned employer of the Exempted establishments. The Regional Provident Fund Commissioners of the Zone shall not in any manner, whatsoever, be involved in determining the auditing fees payable to the CA Firm.

6. Duties & Responsibilities of the Empanelled Auditor:

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

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. The audit should be carried out under direct supervision of a Partner of the chartered accountant firm if the leader of the Team is not a Partner of the Charter Accountant Firm.

2. Ensure that their firm is not engaged for audit of the same Exempted Provident Fund Trusts for any purpose other than the terms of reference contained in this EOI. This restriction would be only for the period during which th CA firm is empanelled as Auditor for audit of Exempted Provident Fund Trusts.
3. Ensure, to the possible extent, that the team leader appointed to conduct the audit should continue in his role till the completion of the assignment. For any reason, if there is a change in the team leader appointed to conduct the audit, the same should be intimated to EPFO immediately.

7. Application Form

Interested parties may apply in the application format enclosed as Annexure'A' along with the undertaking.

8. EOI should be superscripted as "Confidential - EOI for Empanelment of Chartered Accountant Firms" To be submitted in a sealed envelope and addressed to:

The Addl. Central PF Commissioner,
Employees' Provident Fund Organization,
Zonal Office – Kolkata
DK-Block, Sector-II, Salt Lake City, Kolkata-700091

The last date for submission of EOI is on or before 15.03.2023 at 05:00 P.M.



Addl. Central P. F. Commissioner
Zonal Office, Kolkata

Annexure-A

Application for empanelment of Chartered Accountant Firms for Employees
Provident Fund Organisation

S. No.	PARTICULARS	Remarks									
1	Name of the Chartered Account Firms										
2	Registration No. (ICAI) of the Firms										
3.	Date of Constitution of the firm and Constitution certificate of the firm issued by the ICAI	(copy to be enclosed)									
4.	Proof of empanelment of C&G	(copy to be enclosed)									
5.	Name of the Partners with status (FCA & ACA)										
6.	Membership No. of the partners and certificate of practice	(copy to be enclosed)									
7	Complete full address of the Head Office and branch with Telephone/ Mobile/ Fax with email address										
8	Income tax PAN of the Firm	(copy to be enclosed)									
9	No. of full time professional with the firm <table border="1" data-bbox="284 1373 863 1653"><tr><td>a</td><td>Full time FCA partners</td><td></td></tr><tr><td>b.</td><td>Full time ACA partners</td><td></td></tr><tr><td>c</td><td>Full time CA partners</td><td></td></tr></table>	a	Full time FCA partners		b.	Full time ACA partners		c	Full time CA partners		
a	Full time FCA partners										
b.	Full time ACA partners										
c	Full time CA partners										
10	Whether there are any court/ arbitration of any other legal case/ proceedings pending against the firm/ partners										
11.	Average annual turnover of the firm for last 3 years.										
12.	Proof of payment of membership fee and certificate of practice from ICAI for the year	(copy to be enclosed)									

13	Indicate the tax/ audit work experience in the following sectors.		
	a	PSU	
	b	Government (Central/ State)	
	c.	Private	

UNDERTAKING

I..... the Managing partner of M/s
Chartered Accountants do hereby verify, declare and undertake that

- 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 Accountants Act, 1949 (AS amended) during past five years or penalized under any of the tax law by ICAI or any other statutory body,
- c) Applicant firm or its partners have not been facing any investigation or enquiry by any tax authority for violation of any of the tax law s.
- d) That I and other partners are in full time practice as Chartered Accountants.

Name & Signature
of the Managing Partner
of the Firm with Seal.