



## कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' PROVIDENT FUND ORGANIZATION

(Ministry of Labour & Employment, Govt. of India)

क्षेत्रीय कार्यालय, दिल्ली (मध्य)/ Regional Office, Delhi (Central)

भविष्यनिधि भवन, 28, सामुदायिक केन्द्र, वज़ीरपुर औद्योगिक क्षेत्र, दिल्ली - 110052

Bhavishya Nidhi Bhawan, 28, Community Centre, Wazirpur Indl. Area, Delhi-110052

फ़ोन/Telephone: 011-27376776, E-mail: ro.delhicalcentral@epfindia.gov.in, Website: www.epfindia.gov.in



### **Expression of interest (EOI) for Empanelment of Chartered Accountant Firms Employees' Provident Fund Organization (EPFO) for Regional Office Delhi (Central)**

1. The Employees' Provident Fund Organization, India (EPFO) is an autonomous body under the aegis of the Ministry of Labor 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 of 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](http://www.epfindia.gov.in).
2. EPFO, Regional Office Delhi (Central), proposes to form a panel of Chartered Accountant Firms (10 CA firms) for initial period of three years for carrying out the third Party Audit/ Re-audit of books of Accounts of the Exempted establishments and Accounts of 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 Office, Delhi Central and to submit report in the Performa 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 years
  - ii. Applicant firm should have at least 5 full time partners with at least 1 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 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.

#### 4. Selection Process:

- 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.

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

#### Point System

##### Eligibility

##### Point

- |       |                        |   |
|-------|------------------------|---|
| (i)   | Experience of Firm     | - 0.5 point for every calendar year from 10 Years onwards- max. 15 points             |
| (ii)  | Full time FCA partner  | - 5 points for first partner and 2.5 points From 2 <sup>nd</sup> partner onwards      |
| (iii) | Full time ACA partner  | - 3-point search for first 5 partners and 1.5 Points each for 6 <sup>th</sup> onwards |
| (iv)  | Full time CA employees | - 1 point for every CA- Maximum 20 points   |
| (v)   | Turnover               | - 1 point for each lakh above 75 lakhs  |
- (b) EPFO, in case of any exigency/necessity can add new firms in the panel.

#### 5. Scope of Work

To carry out the third Party Audit/ Re-audit of books of Accounts of the Exempted establishments and Accounts of 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 Office, Delhi Central and to submit report in the Performa prescribed for the same, within the time specified as per the terms of reference

## 6. Application form;

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

I, \_\_\_\_\_, the Managing Partner/s of M/s \_\_\_\_\_ Chartered Accountants 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 partner of the firm with seal

## 7. EOI should be superscripted as **“Confidential” - EOI for Empanelment of Chartered Accountant Firms**”

To be submitted in a sealed envelope and addressed to:

MOHD. SARFRAZ

REGIONAL PROVIDENTFUND COMMISSIONER- II  
EMPLOYEES PROVIDENT FUND ORGANISATION  
REGIONAL OFFICE, DELHI CENTRAL  
BHAVISHYA NIDHI BHAWAN  
28, COMMUNITY CENTRE,  
WAZIRPUR INDUSTRIAL AREA,  
DELHI –110 052

## 8. Last date for submission of EOI is **30 July, 2021**

**Annexure 'A'**

Application for empanelment of Chartered Accountants Firms for Employees' Provident Fund Organization.

S.NO	PARTICULARS	REMARKS									
1.	Name of the chartered Accountants Firm										
2.	Registration no. (ICAI) of the Firm										
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 & AG										
5.	Name of the Partners and certificate of practice										
6.	Membership no. of the partners and certificate of practice	Copy to be enclosed									
7.	Complete full address of the Head Office and the Branch with telephone/mobile/ fax with Email address										
8.	Income Tax Pan of the Firm	Copy to be enclosed									
9.	No of full-time professionals with the Firm  <table border="1" data-bbox="289 856 980 1024"> <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 employees</td> <td></td> </tr> </table>	a.	Full time FCA partners		b.	Full time ACA partners		c.	Full time CA employees		
a.	Full time FCA partners										
b.	Full time ACA partners										
c.	Full time CA employees										
10	Whether there are any Court/ Arbitration or any other Legal case/ proceedings pending against the Firm/Partner										
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 2021-22	Copy to be enclosed									
13.	Indicate the Audit work experience in the following Sectors:  <table border="1" data-bbox="289 1394 821 1562"> <tr> <td>a.</td> <td>PSU</td> </tr> <tr> <td>b.</td> <td>Government (Central/State)</td> </tr> <tr> <td>c.</td> <td>Private</td> </tr> </table>	a.	PSU	b.	Government (Central/State)	c.	Private				
a.	PSU										
b.	Government (Central/State)										
c.	Private										