



सत्यमेव जयते



आज़ादी का  
अमृत महोत्सव

कर्मचारी भविष्यनिधि संगठन  
कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार) / (श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA)

क्षेत्रीय कार्यालय / क्षेत्रीय कार्यालय / REGIONAL OFFICE

पंचायत नगर चौक, युनिवर्सिटी रोड, राजकोट / पंचायत नगर चौक, यूनिवर्सिटी रोड, राजकोट

Panchayat Nagar Chowk, University Road, Rajkot-360 005

दूरभाष/ Telephone: 0281-2578044 \* फेक्स/ Fax: 0281-2578634 \* Email : [ro.rajkot@epfindia.gov.in](mailto:ro.rajkot@epfindia.gov.in)



NO.GJ/RO/RJT/Admn-II/46

Date: 21/11/2022

**इच्छा की अभिव्यक्ति हेतु आमंत्रण सूचना**

**NOTICE INVITING EXPRESSION OF INTEREST**

कर्मचारी भविष्य निधि संगठन (श्रम एवं रोजगार मंत्रालय, भारत सरकार) क्षेत्रीय कार्यालय, राजकोट (गुज), इसके क्षेत्राधिकार में अविस्थित छूट प्राप्त स्थापनाओं व उनके ट्रस्ट के पुनः अकेनक्षण (ऑडिट) हेतु चार्टर्ड अकाउन्टन्ट फर्मों से इच्छा की अभिव्यक्ति आमंत्रित करता है।

क भ नि सं क्षेत्रीय कार्यालय, राजकोट से एवं वेबसाइट ( <a href="http://www.epfindia.gov.in">www.epfindia.gov.in</a> ) पर निविदा फॉर्म की उपलब्धता की तिथि	23/11/2022 से 05/12/2022 (5:00 PM)
निविदा जमा करने की अंतिम तिथि एवं समय	05/12/2022 अपराह्न 5:00 बजे तक
निविदा प्रस्ताव खोलने की तिथि एवं समय	06/12/2022 प्रातः 11:00 बजे
पत्राचार हेतु पता	क्षेत्रीय भविष्य निधि आयुक्त - II (विमुक्ति) कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, राजकोट, पंचायत नगर चौक, यूनिवर्सिटी रोड, राजकोट (गुज) - 360005

Employees' Provident Fund Organisation (Ministry of Labour & Govt. of India), Regional Office, Rajkot (Guj.) invites Expression of Interest for Empanelment of Chartered Accounts Firms for re-audit of books of Accounts of the Exempted establishment and their Provident Fund Trusts following under its jurisdiction.

Date of availability of Tender form on website ( <a href="http://www.epfindia.gov.in">www.epfindia.gov.in</a> ) and from the EPFO, Regional Office, Rajkot	23/11/2022 to 05/12/2022 (5:00 PM)
Last date and time for submission of tender	05/12/2022 till 5:00 PM
Time and date of opening of tender offers	06/12/2022 at 11:00 AM
Address for Communication	Regional P. F. Commissioner -II (Exemption) Employees Provident Fund Organisation Regional Office, Rajkot Panchayat Nagar Chowk, University Road, Rajkot (Guj.) - 360005

सुप्रतीक दाश  
(सुप्रतीक दाश) 21/11/22

क्षेत्रीय भविष्य निधि आयुक्त - II  
क्षेत्रीय कार्यालय, राजकोट



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EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार) / (श्रम एवं रोजगार मंत्रालय, भारत सरकार)

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क्षेत्रीय कार्यालय / क्षेत्रीय कार्यालय / REGIONAL OFFICE

पंचायत नगर चौक, युनिवर्सिटी रोड, राजकोट / पंचायत नगर चौक, यूनिवर्सिटी रोड, राजकोट

Panchayat Nagar Chowk, University Road, Rajkot-360 005.

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Expression of Interest (EOI) for  
Empanelment of Chartered Accountant Firms  
For Regional Office Rajkot  
Employees' Provident Fund Organization (EPFO)  
For Regional Office Rajkot

1. The Employees' Provident Fund Organization, India (EPFO) is an autonomous body under the aegis of the Ministry of Labour and Employment, Government of India (MoLE). 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, Rajkot proposes to form a panel of Chartered Accountant Firms (5 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 establishments 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, Rajkot and to submit report in the Performa prescribed for the same within the time specified as per the terms of reference.

3. Eligibility:

Eligibility criteria:

- (i) Applicant firms should be in existence for at least 10 years.
- (ii) Applicant firms should have at least 3 full time partners with at least full time FCA.
- (iii) The 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 with Govt. Organisations/ PSEs.
- (vi) Average Annual Turnover of the firm of 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 investigation or enquiry by any tax authority for violation of any of the tax laws.

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.

Once a firm is declared as eligible then top 5 firms will be selected on the basis of point scored on different criteria.

Point system will be as follows:

## Point System

Eligibility	Point
(i) Experience of Firm onwards- <b>Maximum 15 points</b>	- 0.5 point for every calendar year from 5 years
(ii) Full time FCA partner onwards	- 5 point for first partner and 2.5 from 2nd partner
(iii) Full time ACA partner	- 3 points each for first 3 partners and 1.5 points for 4th partner onwards
(iv) Full time CA employees	- 1 point for every CA - <b>Maximum 20 points</b>
(v) Turnover	- 1 point for each lakh above 25 lakh

b) EPFO, in case of 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, Rajkot 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 partners of M/s ..... Chartered Accountants do hereby verify, declare and undertake:

- 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.
- 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.
- Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws.
- That I and other Partners are in full time practice of chartered accountants.

Name & 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:

**Shri Supratik Dash**  
**Regional PF Commissioner -II**  
**Employees Provident Fund Organisation**  
**Regional Office, Rajkot**  
**BhavishyaNidhiBhavan**  
**Panchayat Nagar Chowk,**  
**University Raod, Rajkot - 360005.**

8. Last date for submission of EOI is 05.12.2022.

Application for empanelment of Chartered Accountants Firms for Employees' Provident Fund Organisation

Sr. 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 with status (FCA or ACA)										
6	Membership No. Of the Partners & 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="311 824 970 936"> <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		
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b.	Full time ACA Partners										
c.	Full time CA Partners										
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 Tax/Audit work experience in the following sectors: <table border="1" data-bbox="311 1191 847 1303"> <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				
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