



कर्मचारी भविष्य निधि संगठन
EMPLOYEES PROVIDENT FUND ORGANISATION

श्रम एवं रोजगार मंत्रालय - भारत सरकार

Ministry of Labour & Employment / Government of India

क्षेत्रीय कार्यालय, चेन्नई-उत्तर / REGIONAL OFFICE, CHENNAI-NORTH

37, रोयापेटाह हाई रोड, चेन्नई - 600014 / 37, Royapettah High Road, Chennai 600014

दूरभाष / Tele.: 044-28139200 फैक्स / Fax: 044-28139220



No.RO/CHN-NORTH/EXEMPTION/EMPANELMENT OF CA FIRMS/EOI/2023

Date: 14.06.2023

EXPRESSION OF INTEREST (EOI)

Empanelment of Chartered Accountant Firms
Employees' Provident Fund Organisation (EPFO)
Regional Office, Chennai - North

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 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.

2. EPFO, Regional Office, Chennai - North proposes to form a panel of eligible top Ten Chartered Accountant Firms (10 CA firms), on the basis of points system mentioned at Sl.No.4, for an initial period of three years which may be extended for another two years on mutual consent to (A) - assist the EPFO, Regional Office, Chennai-North 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 Audit/ 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 Office, Chennai-North and to submit a report in the Pro forma prescribed for the same, within the time specified as per the terms of reference.

3. Eligibility

- Applicant firm should be in existence for at least 10 years
- 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 a 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.
- 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 6th 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, Regional Office, Chennai (North) can add new CA firms in the panel.

5. Scope of Work:

Employees Provident Fund is a recognized Provident Fund under the provisions of Income Tax Act, 1961 therefore its income are non-taxable. However, under certain circumstances various provisions of Income Tax Act and other tax laws become applicable to EPFO. Apart from this, professional services are required also for finalization of books of accounts, special audit, system audit, performance audit, reconciliation of specific entries appearing in books of accounts or any other matter relating to tax matter or accounts or book keeping etc. The nominated Firm would be required to handle the case assigned as per the terms of reference:

- I. To assist the EPFO in complying with the various provisions of Income Tax Act, 1961; to Finalize the Books of Accounts of the Regional Office, Chennai-North; 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 Office, Chennai-North and to submit report in the Pro forma prescribed for the same, within the time specified as per the terms of reference.

The CA Firm to be empaneled 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 1952.

6. Allotment of work:

To allot any work a limited tender will be invited from the empaneled firms and following the General Financial Rules of the Central Government, the work will be allotted to a particular firm.

7. 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 of
M/s..... Chartered Accountants do hereby verify, declare
and undertake:

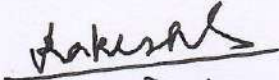
- a) That the particulars given above are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the Firm would stand disqualified from empanelment/allotment 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 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 laws.
- 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.

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 Regional PF Commissioner–I,
Employees' Provident Fund Organisation,
Regional Office – Chennai–North,
No.37, Royapettah High Road
CHENNAI – 600 014.

9. The last date for submission of EOI is on or before 06.07.2023 at 5.00 P.M.


REGIONAL P F COMMISSIONER–II (Exemption)
RO, CHENNAI–NORTH

Annexure 'A'

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

| Sl. No | PARTICULARS | REMARKS | | | | | | | | | | | | |
|---------------|---|---------------------|------------------------|--|---|----------------------------|--|---|------------------------|--|---|-------------------------|--|--|
| 1 | Name of the Chartered Accountant 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 | Copy to be enclosed | | | | | | | | | | | | |
| 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="347 1089 874 1208"> <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 | | | | | |
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| 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 2013-14 | Copy to be enclosed | | | | | | | | | | | | |
| 13 | Indicate the Tax/Audit work experience in the following Sectors: <table border="1" data-bbox="347 1616 938 1770"> <tr> <td>a</td> <td>PSU</td> <td></td> </tr> <tr> <td>b</td> <td>Government (Central/State)</td> <td></td> </tr> <tr> <td>c</td> <td>Trust</td> <td></td> </tr> <tr> <td>d</td> <td>Private Companies/firms</td> <td></td> </tr> </table> | a | PSU | | b | Government (Central/State) | | c | Trust | | d | Private Companies/firms | | |
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| c | Trust | | | | | | | | | | | | | |
| d | Private Companies/firms | | | | | | | | | | | | | |

Undertaking

I..... the Managing partners 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 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 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 as Chartered Accountants.

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