



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

)श्रम एवं रोजगार मंत्रालय, भारत सरकार(

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

क्षेत्रीय कार्यालय)उप भवन(/Regional Office (Main Bldg)

132 ए -रिज रोड, तुकडोजी चौक, रघुजी नगर, नागपुर -440009.

132-A, Ridge Road, Tukdoji Square, Raghujji Nagar, NAGPUR-440009.

दूरभाष/Ph: 0712-2742012-13ई-मेल/E-Mail: ro.nagpur@epfindia.gov.inफैक्स/Fax: 0712-2744228



No.NG/NAG/Enf-Exem/Misc. Report File/Cir-III/ 18

Date: 31/05/2022

चार्टर्ड अकाउंटेंट फर्मों से अभिरुचि की अभिव्यक्ति हेतु आमंत्रण सूचना

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF
CHARTERED ACCOUNTANT FIRMS**

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, नागपूर (महाराष्ट्र) विभिन्न मामलों के संचालन हेतु चार्टर्ड एकाउंटेंट फर्मों से अभिरुचि की अभिव्यक्ति आमंत्रित करता है। निविदा दस्तावेज़ तथा दस्तावेज़ की अन्य शर्तों के लिए आप कर्मचारी भविष्य निधि संगठन, रघुजी नगर, नागपुर कार्यालय में कार्यालयीन समय में (प्रातः 9:30 से शाम 6:00) संपर्क कर सकते हैं। अभिरुचि की अभिव्यक्ति जमा करने की अंतिम तिथि 15/06/2022 अपरान्ह 4:00 बजे है।

Employees' Provident Fund Organisation, Regional Office, Nagpur (MH) invites Expression of Interest for Empanelment of Chartered Accountant Firms for handling various matters. For more details regarding tender documents and other conditions, you may visit/contact to Employees Provident Fund Organization, Raghujji Nagar, Nagpur on any working days between 9:00 AM to 6:00 PM. Last date for submission of EOI is 15/06/2022 at 4:00 PM.

(देवेन्द्र सोनटके) (Devendra Sontake)

क्षेत्रीय भ. नि. आयुक्त -II/Regional P.F. Commissioner-II



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कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION

)श्रम एवं रोजगार मंत्रालय ,भारत सरकार(

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Date : 31/05/2022

**Expression of Interest (EOI) for
Empanelment of Chartered Accountant Firms
For Regional Office, Nagpur (MH)
Employees' Provident Fund Organisation (EPFO)**

1. The Employees' Provident Fund Organisation, 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 organisation 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 – Nagpur (MH) proposes to form a panel of Chartered Accountant Firms (03 CA firms) for initial period of three years for handling various tax matters and allied activities, finalisation 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.

3. Eligibility:

Eligibility criteria:

- i) Applicant firms should be in existence for at least 10 years
- ii) Applicant firms should have at least 5 full time partners with at least 1 full time FCA
- iii) The applicant firm should be in the panel of C&AG/Income Tax/Other Govt. Agencies including PSUs & Nationalised Banks
- 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) Should have valid Income Tax Permanent Account Number (PAN) as on date of application
- vii) Average Annual Turnover of the firm of the last three years should be at least Rs 75 lakhs
- viii) 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 penalised under any taxation laws by the ICAI or any other statutory body
- ix) The 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.
- x) The Firm should comply with all the applicable Tax and Labour Laws as on the date of submission of proposal
- xi) 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, Nagpur shall not in any manner, whatsoever, be involved in determining the auditing fees payable to the firm
- xii) The Firm should have functional office in Nagpur having responsible officials.

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 03 firms will be selected on the basis of points scored on different criteria. Point system will be as follows:

Point System

	Eligibility	Point
i)	Experience of Firm	0.5 point for every calendar year from 10 years onwards-Maximum 15 points
ii)	Full time FCA partner	5 points for first partner and 2.5 points from 2nd partner onwards

- | | | |
|------|------------------------|--|
| iii) | Full time ACA partner | 3 points each for first 5 partners and 1.5 points each for 6th onwards |
| iv) | Full time CA employees | 1 point for every CA-Maximum 20 points |
| v) | Turnover | 1 point for each lakh above 75 lakh |

b) EPFO, in case of necessity can add new firms in the panel.

5. Allotment of Work :

Allotment shall be followed GFR rules of Central Government

6. Duties & Responsibilities of the Empanelled Auditor:

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

- a) 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 account with at least one year of work experience) The leader of the team should be a 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 Chartered Accountant firm.
- b) 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 the CA firm is empanelled as Auditor for audit of Exempted Provident Fund Trusts.
- c) Ensure, to the best 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. Scope of work:

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 8 Exempted Trusts under EPFO, RO, Nagpur)

The auditor shall submit the audited Balance Sheet with the Auditor's report in the proforma specifically prescribed for the purpose by EPFO both in hard copy and soft copy directly to Regional P F Commissioner, RO, Nagpur and one copy shall be submitted to the CMD of the establishment, within 15 days of assignment of the audit or next working day of 15 day be Gazetted holiday or Saturday/Sunday, failing with the audit assignment given to the auditor shall be withdrawn and the Establishment shall be allotted for audit to different empanelled auditor and fresh 15 days shall be given and previous audit report shall be considered as null and void

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

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 of delays, if any, and the causes for such delay

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

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.

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.

7. To verify whether there is any violation of the 29 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

8. To examine whether the Employer/Exempted Provident Fund Trust has taken steps to rectify the shortcomings, if any, pointed out during the previous Annual Compliance Audit conducted by the EPF Authority or the Third-Party Auditor

9. To assess and report the Provident Fund liability which will be passed on to the EPFO in the event of cancellation of exemption of a particular defaulting Establishment having Exempted Provident Fund, and the scope & feasibility for recovery of such liability from the defaulting Establishment and the employers.

10. The empanelment does not confer any right, whatsoever, to the empanelled Chartered Accountant Firms to claim any monetary fees for empanelment or to claim for any audit assignment mandatorily

11. The empanelment shall be for a period of 3(three) years from the date of issue of intimation letter of such empanellment which is extendable further on mutually agreed terms subject to approval from competent authority

12. Regional Provident Fund Commissioner/OIC, EPFO, RO, Nagpur, may cancel the empanellment of any Chartered Accountant Firm(s) if any terms and conditions of empanelment is found violated.

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:

- 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 should not have 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 laws by ICAI or any other statutory body.
- c) 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.
- d) That I and other Partners are in full time practice of chartered accountants.

Name & Signature of the Managing partner of the Firm with Seal

EOI should be superscripted as "Confidential EOI for Empanelment Accountant Firms"

To be submitted in the drop box, in a sealed envelope and addressed to:

The Regional PF Commissioner-I
Employees' Provident Fund Organisation
Regional Office – Nagpur, 132-A, Ridge Road, Tukdoji Square, Raghuji Nagar,
Nagpur- 440009 (Maharashtra)

Last date for submission of EOI is 15/06/2022 at 4:00 PM. Letters to CA Firms confirming their empanellment will be issued by EPFO separately.



(देवेन्द्र सोनटके)/(Devendra Sontake)

क्षेत्रीय भ. नि. आयुक्त -II/Regional P.F. Commissioner-II

Annexure 'A'

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

SI. 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 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 e-mail Address	
8	Income Tax PAN of the Firm	Copy to be enclosed
9	No. of full time professionals with the Firm	
	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 Tax/Audit work experience in the following Sectors :	
	a. PSU	
	b. Government (Central/State)	
	c. Private	