



कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' Provident Fund Organisation

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

क्षेत्रीय कार्यालय, भागलपुर, Regional Office, Bhagalpur

आदमपुरचौक, भागलपुर-812001 / Adampur Chowk, Bhagalpur- 812001

दूरभाष / Phone : 0641-2421190, 2409875, Fax - 0641 -2409775; e-mail : ro.bhagalpur@epfindia.gov.in



Letter no: RO/BHA/Ex-Compl./EMPANELMENT OF CA/

Dated:

Express of interest (EOI) for
Empanelment of Chartered Accounts Firms
For Regional Office, Bhagalpur (Bihar)
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. Regional Office, Bhagalpur, EPFO proposes to form a panel of Chartered Accountant firms (05 CA firms) for initial period of three years fromto for carrying out Third Party audit of books of Accounts of the Exempted establishments and Accounts of Provident Fund Trusts of the Exempted establishment.

3. **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 condition specified in Appendix 'A' to para 27 A of EPF Scheme 1952, as when required by the EPFO, Regional Office, Bhagalpur and to submit report in the proforma and within the time specified as per the terms of reference.

4. **EOI Process:**

4.1 Steps in EOI Process:

4.1.1 Submission of Pre - Qualification and Technical bids by Applicants.

4.1.2 The Applicants may respond to the EOI by submitting the required pre-Qualification and Technical bids to the EPFO as detailed in section 4 of this documents.

4.1.3 The authorized representative of the Applicants may be present at the time of opening of the Pre-Qualification and Technical bids.

4.1.4 The bids must be submitted in a sealed envelop consisting of two bids i.e. Pre- Qualification Bid and Technical Bid.

4.1.5 Pre- Qualification and Technical bids should be submitted in separate sealed envelopes with each envelope super -scribed in **bold** as " **Pre-Qualification bid**" and "**Technical bid**" respectively.

4.1.6 The Applicants name and address shall be mentioned on the right hand side of all envelopes.

- 4.1.7 Both the envelopes should be placed in an envelope, duly sealed and super- scribed as“ **Confidential-Proposal for Empanelment of Auditors**” along with the Applicants name and address and the name of the primary and secondary contact person must be provided on the right hand side of the sealed envelope.
- 4.1.8 There must be an index at the beginning of the proposal detailing the summary of all information contained in the proposal.
- 4.1.9 All pages of the proposal must be serially numbered.
- 4.1.10 The Proposal may either be hand delivered or sent through registered post or courier.
- 4.1.11 EPFO, RO, Bhagalpur will not accept delivery of proposals by fax or e-mail. Proposals received in such manner will be treated as invalid and rejected.
- 4.1.12 The applicant must ensure that the bids reach EPFO,RO,Bhagalpur in time and no delay in post or otherwise is acceptable. Receipt of any proposal after the deadline shall be straightway rejected without opening the same.

4.2 Completeness of bid documents:

- 4.2.1 A Committee constituted by EPFO, RO, Bhagalpur for purpose will open and evaluate the contents of the documents received to ascertain that all documents/ information requirements are provided in the format and the manner specified.
- 4.2.2 EPFO, RO ,Bhagalpur may wherever felt necessary,seek further clarifications from any/ all applicants in respect of any information provided in the EOI.
- 4.2.3 The Applicant must furnish clarifications within the stipulated time frame failing which the EOI submitted by the Applicant concerned will be treated as incomplete.

4.3 Evaluation of Technical bids:

- 4.3.1 All Applicants who qualify on the Pre- Qualifications bid criteria as laid down in Section 5.1 would only be further evaluated on technical bid.
- 4.3.2 The Technical bids of eligible Applicants will be evaluated as per the criteria specified in 6 of the EOI.
- 4.3.3 Applicants, who score at least weighted score of 6 in the Technical bid would only be short-listed for finalization of Empanelment.
- 4.3.4 The Proposal shall be valid for a period of three (3) months from the date of opening of the Financial bid.

4.4 Finalisation of the Auditors:

- 4.4.1 The successful Auditors will be finalized for empanelment based on the evaluation criteria as prescribed above subject to the acceptance of the terms and conditions of empanelment and will be informed as soon as approved by the competent authority.
- 4.4.2 RPFC/OIC,EPFO,RO, Bhagalpur reserves the right to cancel the empanelment process,call for a re-bid without assigning any reason thereof.

4.5 Key Activities and Dates:

The expected schedule of key activities for the purpose of this EOI is outlined below:

1. Issue of EOI proposal2018
2. Last date for receipt of bid2018 by 12:00 noon.
3. Opening of Pre –Qualification bids2018 at 15:00.
4. Opening of Technical bids for eligible Applicants2018at 17:00.
5. Finalisation and intimation of empanelment of Auditors to successful firms by.....2018 tentatively.

5. Bid Evaluation Criteria:

5.1 The Pre –Qualification criteria for selection of Auditor is as follows:

- 5.1.1 The name of the Partnership firm should be registered with the ICAI. The Firm must have registered with the ICAI on or before 01 April 2008.
- 5.1.2 Should have valid Income Tax Permanent Account Number (PAN) as on date of application.
- 5.1.3 There must be at least three (3) Qualified Chartered Accountants working as fulltime Partners as on the date of submission of proposal.
- 5.1.4 The partners must be member of ICAI and should have valid full time certificate of practice issued by ICAI.
- 5.1.5 Applicant firm must have experience of auditing accounts/ handlinf tax matters with Govt. Organizations/ PSE's.
- 5.1.6 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 penalized under any taxation laws by the ICIA or any other statutory body.
- 5.1.7 The Firm/any partner should not be facing any investigation/ inquiry by any tax authority for violation of any provisions of taxation laws.
- 5.1.8 The Firm should comply with all the applicable labour laws as on the date of submission of proposal.
- 5.1.9 The Firm should agree to accept the **Auditing Fees as per the rates prescribed 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 27AA of EPF Scheme 1952.The firm can negotiate the auditing fees directly eith the concerned **employer of the Exempted establishments and the RPF/OIC, RO, Bhagalpur shall not in any manner, whatsoever, be involved in determining the auditing fees payable to the firm.**
- 5.1.10 The firm must be empanelled with Comptroller and auditor General of India (CAG) as on the date of EOI.

6. Selection procedure:

(a) All the applications received upto the last date shall be scrutinized by a Committee appointed by the Competant Authority to decide the eligible firms.

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

7. Technical

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 2 nd partner onwards
(iii) Full Time ACA partner	3 points each for first 5 partners and 1.5 points each for 6 th 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.

8. Allotment of work:

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

9. Application form:

Interested parties may apply in the application format enclosed as Annexure 'A' alongwith 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 Accounts , 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.

10. EOI should be superscripted as "Confidential- EOI for Empanelment of Chartered Accountant firms"

To be submitted in a sealed envelope and addressed to:

SRI HEMANT KUMAR,
ASSISTANT PROVIDENT FUND COMMISSIONER(EXEMPTION)
EMPLOYEES PROVIDENT FUND ORGANISATION
REGIONAL OFFICE , BHAGALPUR
ADAMPUR CHOWK, BHAGALPUR-812001.


9/12/18
(Hemant Kumar)

Assistant Provident Fund Commissioner,
R.O. Bhagalpur

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

S NO	PARTICULARS	REMARKS									
01	Name of the Chartered Accountants Firm										
02	Registration No. (ICAI) of the Firm										
03	Date of Constitution of the Firm and Constitution Certificate of the Firm issued by the ICAI	Copy to be enclosed									
04	Proof of empanelment of C&AG										
05	Name of the Partners with status(FCA or ACA)										
06	Membership No of the Partners & Certificate of Practice	Copy to be enclosed									
07	Complete Address of the Head Office and the Branch with Telephone/Mobile/Fax with Email address										
08	Income Tax PAN of the Firm	Copy to be enclosed									
09	No of full time professionals with the firm: <table border="1" data-bbox="295 880 800 1055"> <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 2016-17	Copy to be enclosed									
13	Indicate the Tax/Audit work experience in the following Sectors <table border="1" data-bbox="295 1397 703 1485"> <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										

Formates for Covering Letter and Undertaking

Formate for Pre-qualification Covering letter:

(To be submitted on the official letterhead of the interested party submitting the EOI orposal)

Ref:-----

Date/ Place-----

To,
Sri Hemant Kumar
Assistant PF Commissioner,
Employees Provident Fund Organization (EPFO),
Regional Office, Adampur Chowk,
Bhagalpur.

Ref: EOI Pre-qualification bid for empanelment as Auditor for re-audit of PF Accounts of Exempted PF Trusts- reg.

Sir,

We refer to the communication inviting Expression Of Interest (EOI) for Empanelment as Auditor for re-audit of PF Accounts of Exempted PF Trusts under the jurisdiction of EPFO,RO, Bhagalpur. We have read and understood the contents of the document and wish to participate in the empanelment process. We are pleased to submit our Pre-qualification bid along with all the necessary documents, as mentioned in the EOI Proposal for empanelment as Auditor. We confirm that we satisfy the Pre-qualification criteria set out in the relevant sections of the EOI Proposal. We agree to unconditional acceptance of all the terms and conditions set out in the EOI documents. We confirm that the information contained in this proposal or any part thereof including its exhibits schedules and other documents delivered to the EPFO is true, accurate and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the EPFO as to any material fact.

We have agreed that (insert individual authorized representative's name here) will act as our representative on our behalf and has been duly authorized to submit the proposal. Further the authorized signatory is vested with requisite power to furnish such letter and authenticate the same.

Yours faithfully,
For and on behalf of---(Insert company name)
Authorised Signatory

Technical Proposal Covering Letter

(To be submitted on the official letterhead of the interested party submitting the EOI proposal)

Ref:-----

Date/ Place-----

To,
Sri Hemant Kumar
Assistant PF Commissioner,
Employees Provident Fund Organization (EPFO),
Regional Office, Adampur Chowk,
Bhagalpur.

Ref: EOI Technical bid Proposal for empanelment as Auditor for re-audit of PF Accounts of Exempted PF Trusts- reg.

Sir,

We refer to the communication inviting Expression Of Interest (EOI) for Empanelment as Auditor for re-audit of PF Accounts of Exempted PF Trusts under the jurisdiction of EPFO, RO, Bhagalpur. We have read and understood the contents of the document and wish to participate in the empanelment process. We hereby confirm that we are legally empowered to act as Auditor and satisfy the requirements laid out in the EOI document. Having examined the EOI documents, the receipt of which is hereby duly acknowledged we the undersigned, offer to provide the services as required and outlined in the EOI document for empanelment as Auditor for re-audit of PF Accounts of Exempted PF Trusts.

To meet such requirements and provide such services as set out in the EOI documents, we attach here to our response to the EOI documents, which constitutes our proposal for being considered for empanelment as Auditor. We undertake, if our proposal is accepted to adhere to the stipulations put forward in the EOI or such adjusted plan as may subsequently be mutually agreed us and the EPFO or its appointed representatives. We agree to unconditional acceptance of all the terms and conditions set out in the EOI documents. We confirm that the information contained in this proposal or any part thereof, including its exhibits schedules and other documents delivered to the EPFO is true, accurate and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the EPFO as to any material fact.

We have agreed that (insert individual authorized representative's name here) will act as our representative on our behalf and has been duly authorized to submit the proposal. Further the authorized signatory is vested with requisite power to furnish such letter and authenticate the same.

Yours faithfully,

For and on behalf of----- (Insert company name)

Authorised Signatory