

PHONE NO-  
0657-2230212



## कर्मचारी भविष्य निधि संगठन

EMPLOYEES' PROVIDENT FUND ORGANISATION

(भारत सरकार/Govt. of India, श्रम व रोजगार मंत्रालय/Ministry of Labour & Employment)

क्षेत्रीय कार्यालय / REGIONAL OFFICE,

भविष्य निधि भवन /BHAVISHYA NIDHI BHAWAN,

आम बगान, साकची, जमशेदपुर-831001/AAM BAGAN, SAKCHI, JAMSHEDPUR (झारखंड/JHARKHAND)

[ro.jamshedpur@epfindia.gov.in]

No. RO/JSR/Ex-Compl./Exem-CA Panel/

Date: /03/2021

### NOTICE

Expression of Interest (EOI) for empanelment of chartered accountant firms for Regional Office Jamshedpur, Jharkhand. Employee's Provident Fund Organisation (EPFO)

- 1) The Employee's Provident Fund Organisation India (EPFO) is an autonomous body under the Ministry of Labour and Employment, Government of India (MOLE).
- 2) Regional office, Jamshedpur, Jharkhand, EPFO proposes to form a panel of Chartered Accountant Firms (05 CA Firms) for the initial period of three years, for Regional office Jamshedpur Jharkhand for handling various tax matters and allied activities, finalization of books of accounts special audit of Exempted Establishments, 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) Interested Firms may collect the details of eligibility as well as application forms from EMPLOYEES' PROVIDENT FUND ORGANISATION (EPFO), Regional Office, Jamshedpur from 18.03.2021 to 24.03.2021. The application form and other details can also be downloaded from the website [https://www.epfindia.gov.in/site\\_en/Tender\\_Auction.php/](https://www.epfindia.gov.in/site_en/Tender_Auction.php/)

(T. K. Mukherjee)

Regional PF Commissioner-I  
Regional Office, Jamshedpur

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[ro.jamshedpur@epfindia.gov.in]

No. RO/JSR/Ex-Compl./EMPANELMENT OF CA/

Date: /03/2021

### Expression of interest (EOI) for Empanelment of Chartered Accounts Firms for Regional Office Jamshedpur(Jharkhand)

1. The Employees' Provident Fund Organization, India (EPFO) is an autonomous body under 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. Regional Office, Jamshedpur, EPFO proposes to form a panel of Chartered Accountant Firms for initial period of three years from 01.04.2021 to 31.03.2024 for handling various 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 Re-audit of Exempted establishments etc. as and when required.
3. Eligibility:  
Eligibility criteria for Head Office:
  - (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 & AF.
  - (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.
  - (vi) Average Annual Turnover of the firm of the last three years should be at least of Rs. 50 Lakhs.
  - (vii) Applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accounts, Act, 1949(as amended) during past five years of penalized under any of the tax laws by ICAI or any other statutory body.
  - (viii) Applicant firms 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 appended by the competent authority to decide the eligible firms. Once a firm is declared as eligible then top 05 firms will be selected on the basis of points scored on different criteria. Point system will be as follows:

## POINT SYSTEM

	Eligibility	Point
1.	Experience of Firm	0.5 point for every calendar year from 10 years onwards maximum 15
2.	Full time FCA Partner	5 points for first partner and 2.5 points from 2 <sup>nd</sup> partner onwards
3.	Full time ACA partners	3 points each for first 5 partners and 1.5 points each for 6 <sup>th</sup> onwards
4.	Full time CA employees	1 point for every CA-Maximum 20 point
5.	Turnover	1 point for each lakh 1 above 50 lakh

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

5. Nature of work:

Employee's 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 law become applicable to EPFO. Apart from this, professional services are required also for finalization of books of accounts, special audit of Exempted establishments, system audit, performance audit reconciliation of specific entries appearing in book 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.

6. Allotment of Works:

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.

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 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.

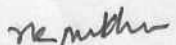
b) Applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accounts Act, 1949 (As amended) during past five years or penalized under any of the tax law by ICAI or any other statutory body.

c) Applicant firm or its partners 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.

8. EOI should be superscripted as "Confidential-EOI for Empanelment of Chartered Accountant Firms"  
To be submitted in a sealed envelop and addressed to:  
The Regional PF Commissioner – I  
Employees' Provident Fund Organisation, Bhavishya Nidhi Bhawan, Aam Bagan, Sakchi,  
Jamshedpur, Jharkhand – 831001.
9. Last date for submission of EOI is 25.03.2021 by 5 P M
10. EPFO, RO JAMSHEDPUR reserves the right to refuse/reject any or all offers without assigning any reasons thereof.

  
(T. K. Mukherjee)  
Regional P. F. Commissioner-I  
RO, Jamshedpur



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

S. No	Particulars	Remarks
1.	Name of the Chartered Accounts 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/ Income tax	
5.	Name of the Partners with status (FCA or ACA)	
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 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.	
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	
13.	Indicate the Tax/Audit work experience in the following sectors.	
	A. PSU	
	B. Government (Central/State)	
	C. Private	