



कर्मचारी भविष्य निधि संगठन / EMPLOYEES' PROVIDENT FUND ORGANISATION

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

क्षेत्रीय कार्यालय, मेरठ / REGIONAL OFFICE: MEERUT

निधि भवन, सैक्टर-5, जागृति विहार, मेरठ

"Nidhi Bhawan" Sector-5, Jagriti Vihar, Meerut

Ph No.0121-2603034,2604637,2602510,2603504,2603008,2773641,

Fax: 0121-2604506,Email: ro.meerut@epfindia.gov.in



No:55029 /RO/MRT/Exemption/Empanel of CA

Date: 13/03/23

Reminder-I

To,

The Regional PF Commissioner (NIC)
National Data Centre (NDC)
1st floor, EPFO Complex
Plot No. 23, Sector 23, Dwaraka,
New Delhi

Sub:- Re-Audit of PF Accounts of Exempted P.F. Trusts in Regional Office, Meerut-regarding.

Sir,

Please refer to this office letter no. 55023/RO/MRT/Exemption/Empanel of CA dated 21/02/2023 e-mailed to you dated 22/02/2023 in which it was requested to upload the EOI on the EPFO website. The last date for the submission of tender mentioned in the EOI was 14/03/2023, but the EOI was not uploaded on the EPFO website so far.

Hence a new Notice for Inviting the Expression of Interest is being mailed to you in which the last date for submission of tender is 23/03/2023. It is once again requested to you to upload the same on the EPFO website at the earliest.

Encl:- As above

Yours faithfully

(Nitin Uttam)

Regional PF Commissioner-II



कर्मचारी भविष्य निधि संगठन / **EMPLOYEES' PROVIDENT FUND ORGANISATION**
(श्रम एवं रोजगार मंत्रालय, भारत सरकार) / (Ministry of Labour and Employment, Govt. of India)

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सत्यमेव जयते

Letter NO: 55028...../RO/MRT/Exemp/Empanelment of CA

Date: 13/03/2023

NOTICE

INVITING EXPRESSION OF INTEREST

Employees' Provident Fund Organisation (Ministry of Labour & Govt. of India), Regional Office, Meerut, Nidhi Bhawan, Sector-5, Jagriti Vihar, Meerut invites **Expression of Interest for Empanelment of Chartered Accountant Firms for re-audit of Exempted establishment and Trusts.**

Date of availability of Tender Form on website.	23/03/2023
Last date and time for submission of tender.	23/03/2023
Time and date of opening of tender offers	27/03/2023
Proposal of opening of Bid	"Confidential-Proposal Empanelment of Chartered Accountants"
Address for Communication	Regional P.F. Commissioner-II (Exemption) Employees' Provident Fund Organisation, Regional Office, Meerut Nidhi Bhawan, Sector-5, Jagriti Vihar, Meerut

(Nitin Uttam)

**Regional P.F. Commissioner-II
Regional Office, Meerut.**

1. Duties and Responsibilities of the Empanelled Auditor.

The Auditor while conducting audit of the Provident fund Accounts of the Exempted Provident fund Trust, must:

1. 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 accountant 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 the experience in the field of Statutory Audit preferably with experience in the field of audit of recognised 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.
2. 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 the EOI. This restriction would be only for the period during which the CA firm is empaneled as auditor for audit of Exempted provident fund Trusts.
3. 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 change in the team leader appointed to conduct the audit., The same should be intimated to EPFO immediately.

2. Bid Evaluation Criteria:

1. Applicant Firms should be in existence for at least 10 years.
2. The name of the Partnership Firm should be registered with the ICAI.
3. Firm should have valid full time certificate of practice issued by ICAI.
4. Should have valid Income Tax Permanent Account Number (PAN) as on date of application.
5. There must be at least 05 Qualified Chartered Accountants working as fulltime partners as on the date of submission of proposal with at least 1 full time FCA.
6. Application Firm must have experience of auditing accounts/ handling tax matters with govt. Organisations/ PSEs.
7. Average Annual Turnover of the firm of the last three years should be at least Rs. 75 lakhs.
8. 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.
9. The Firm/ any partner should not be facing any investigation/ inquiry by any tax authority for violation of any provisions of taxation laws.
10. The Firm should comply with all the applicable Tax and Labour laws as on the date of submission of proposal.
11. 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, Meerut shall not in any manner, whatsoever, be involved in determining the auditing fees payable to the firm.
12. **The firm should have functional office in NCR having responsible officials.**
13. The Firm must be empanelled with Comptroller and Auditor General of India (CAG) as on the date of EOI.
14. Firm should have experience of audit of exempted PF Trusts.

3. SELECTION PROCEDURE:

- a) All applications (Appendix-A) received up to last date shall be scrutinized under the chairmanship of the RPFC-II Authority to decide eligible firms.
- b) Once the firm is decided as eligible then top 10 firms will be selected on the basis of points scored on different criteria. The point system will be as follows:-

POINT SYSTEM

S.NO.	ELIGIBILITY	POINTS
1.	EXPERIENCE OF FIRM	0.5 point for every calendar year (Max. 15 points)
2.	Full time FCA Partners	05 points for first partner and 2.5 point from 2 nd partner onwards
3.	Full time ACA Partner	03 points each for first 05 partners and 1.5 points each for 6 th onwards
4.	Full time CA Employees	01 point for every CA (Max 20 points)
5.	Turnover	01 point for each lakh above 75 lakh

4. 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.
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, Meerut 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 15th day be gazetted holiday or Saturday/Sunday, failing which 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. In emergent situations it can be extended upto 15 days
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 out 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 access and report the Provident Funds 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.

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11. The empanelment shall be for a period of 3 (three) years from the date of issue of intimation letter of such empanelment which is extendable further on mutually agreed terms subject to approval from competent authority, but extension will not for a period of more than one year.
 12. Regional Provident Fund Commissioner/OIC, EPFO, RO, Meerut may cancel the empanelment of any Chartered Accountant Firm(s) if any terms and conditions of empanelment is found violated.

5. ALLOTMENT OF WORK:

It will be discretion of RO Meerut to allot work to any empanelled firm.

6. Application form:-

Interested parties may apply in the application format enclosed as Annexure 'A' along with the undertaking in the format as below:-

UNDERTAKING

I,.....the Managing Partner/s 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 Accounts 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 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 of Chartered Accountants.

Name and Signature of the Managing partners
of the firm with seal

Annexure-A

Application for empanelment of Chartered Accountant Firms for Employees Provident Fund organization:-

S.No	Particular	Remark									
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 Practice.	Copy to be enclosed									
7	Complete 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 <table border="1" style="margin-left: 20px;"> <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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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 2016-2017	Copy to be enclosed									
13	Indicate the Tax/Audit work experience in the following Sectors <table border="1" style="margin-left: 20px;"> <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>Private</td> <td></td> </tr> </table>	A	PSU		B	Government (Central/State)		C	Private		
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