



सत्यमेव जयते

ಕಾರ್ಮಿಕರ ಭವಿಷ್ಯನಿಧಿ ಸಂಘಟನೆ  
ಕರ್ಮಚಾರಿಭವಿಷ್ಯನಿಧಿಸಂಗಠನ

EMPLOYEES' PROVIDENT FUND ORGANISATION  
(ಕಾರ್ಮಿಕ ಮತ್ತು ಉದ್ಯೋಗ ಸಚಿವಾಲಯ,ಭಾರತ ಸರ್ಕಾರ)  
(ಶ್ರಮಎವಂಜಾಗರಮಂತ್ರಾಲಯ, ಭಾರತಸರ್ಕಾರ)

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

ಪ್ರಾದೇಶಿಕ ಕಛೇರಿ ಕ್ಷೇತ್ರೀಯಕಾರ್ಯಾಲಯ / Regional Office

ಎರಡು ಮತ್ತು ಮೂರನೇ ಮಹಡಿ ದ್ವಸರೀವತಿಸರೀಮಂಜಿಲ , 2 & 3<sup>rd</sup>Floor,

ತುಳುನಾಡು ಟವರ್ಸ್‌ ತುಲನಾಡುಟಾವರ್ಸ್ "TULUNADU TOWERS",

ಕೋರ್ಟ್ ರಸ್ತೆ ಉಡುಪಿ ಕೋರ್ಟ್‌ರೋಡುಡುಪಿCOURT ROAD, UDUPI - 576 101



ಸಂ.ನಂ.ಕರ್ನಾಟಕ/ಭನಿಪಿಎಫ್/ ಕ್ಷೆ. ಕಾರಿ/ಉಡುಪಿಉಪಿ/Exemption/CA Panel/2023-24/

Date: 22.05.2023

## **NOTICE INVITING EXPRESSION OF INTEREST**

Employees Provident Fund Organisation(Ministry of Labour & Employment, Government of India), Regional Office, Udupi invites Expression of Interest for Empanelment of Chartered Accountant Firms for re-audit of PF trusts of the Exempted establishments.

Subject:	Expression of Interest(EOI) for Empanelment of Chartered Accountant Firms
Date of commencement of filing Applications:	Date on which Forms are available on EPFO website.
Last date of filing application:	02.06.2023 (UPTO 05:00 P.M)
Mode of filing application	By Post or by hand
Date of opening of EOI:	06.06.2023
Address for Communication:	The Regional P.F. Commissioner-II Employees Provident Fund Organisation, Regional Office, 2 <sup>nd</sup> & 3 <sup>rd</sup> Floor, Tulunadu Towers, Court Road, Udupi - 576 101

(ಅಭಿಷೇಕ ರಂಜನ, Abhishek Ranjan,  
ಕ್ಷೇತ್ರೀಯ ಭವಿಷ್ಯ ನಿಧಿ ಆಯುಕ್ತ-II ,  
Regional P.F Commissioner-II,  
ಆರ್.ಒ, ಉಡುಪಿ, R.O, Udupi



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ಕಾರ್ಮಿಕರ ಭವಿಷ್ಯನಿಧಿ ಸಂಘಟನೆ  
ಕರ್ಮಚಾರಿಭವಿಷಯನಿಧಿಸಂಗಠನ

EMPLOYEES' PROVIDENT FUND ORGANISATION  
(ಕಾರ್ಮಿಕ ಮತ್ತು ಉದ್ಯೋಗ ಸಚಿವಾಲಯ,ಭಾರತ ಸರ್ಕಾರ)  
(ಶ್ರಮಎವಂರೋಜಗಾರಮಂತ್ರಾಲಯ, ಭಾರತಸರ್ಕಾರ)

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ಪ್ರಾದೇಶಿಕ ಕಛೇರಿ ಕ್ಷೇತ್ರೀಯಕಾರ್ಯಾಲಯ / Regional Office  
ಎರಡು ಮತ್ತು ಮೂರನೇ ಮಹಡಿ ದ್ವಸರೀವತಿಸರೀಮಂಜಿಲ , 2 & 3<sup>rd</sup>Floor,  
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ಕೋರ್ಟ್ ರಸ್ತೆಉಡುಪಿಕೋರ್ಟ್‌ರೋಡುಡುಪಿCOURT ROAD, UDUPI - 576 101



ಸಂ.No.ಕರ್ನಾ/KN/ಭನಿPF/ ಕ್ಷ.ಕಾರೋ/ಉಡುಪಿUDP/Exemp/Re-audit/2023-24/

ದಿನಾಂಕ Date: 22.05.2023

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

1. The Employees' Provident Fund Organization, India (EPFO) is an autonomous body under the aegis of Ministry of Labour & Employment (MoLE), 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](http://www.epfindia.gov.in).
2. EPFO, Regional Office, Udupi, proposes to form a panel of Chartered Accountant Firms for initial period of three years for carrying out the third Party Audit/ Re-audit of books of Accounts of the Provident Fund Trusts of the Exempted establishments as and when required by the EPFO, Regional Office, Udupi and to submit report in the Performa prescribed for the same, within the time specified as per the terms of reference.

**3. Eligibility Criteria:**

1. Applicant firms should be in existence for at least 5 years.
2. Applicant firms should have at least 5 full time partners with at least 1 full time FCA.
3. The applicant firm should be in the panel of C&AG.
4. The partners must be the member of ICAI and should have valid full time certificate of practice issued by ICAI.
5. Applicant firm must have experience in auditing accounts/handling tax matters with Govt. Organization/PSEs/trusts.
6. Average Annual Turnover of the applicant firm of the last three years should be at least Rs. 25 Lakhs
7. Applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any other statutory body.
8. 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.

#### 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) All eligible firms will be evaluated on the basis of points scored on different criteria. Point system will be as follows:

Sl. No	Evaluation criteria	Point
(i)	Experience of Firm	0.5 point for every year exceeding 5 years - 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 25 lakhs

After evaluation top 5 firms will be selected for the panel.

- (c) Regional Office, Udupi, in case of necessity and exigency can add new firms in the panel. RPF/OIC, R.O, Udupi reserves the right to cancel the empanelment process. In case of suppression of material information or submission of false statements, if found after empanelment, the firm will be removed from the panel. RPF/OIC, R.O, Udupi may remove any firm from the panel for any other reason after going 15 days notice.

#### 5. Scope of Work:

Under the EPF & MP Act, 1952 and the Schemes thereunder, provisions are made for establishments to take exemption under section 17 of the Act and Para 27/27A of the EPF Scheme 1952. Such employers can form a PF trust and will be governed by the terms & condition of the exemption. The scope of work will include:-

1. To carry out the Third-Party Audit/Re-audit of books of accounts of such Exempted establishments and Accounts of 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, Udupi and to submit report in the Performa prescribed for the same, within the time specified as per the terms of reference.
2. To perform any other such audit/tax related work as may be assigned by R.O, Udupi

The fee for third party audit of PF trusts will be paid directly to the CA Firm by the Exempted Establishments and R.O, Udupi shall have no role in it.

#### 6. Application form:

Interested parties may apply in the application format enclosed as **Annexure ‘A’** along with the undertaking.

7. 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-II,  
Employees’ Provident Fund Organisation,  
Regional Office, Udupi,  
2<sup>nd</sup> & 3<sup>rd</sup> Floor, Tulunadu Towers,  
Court Road,  
Udupi - 576 101.**

8. Last date for submission of EOI is **02.06.2023 at 05.00 P.M.**

(अभिषेक रंजन, Abhishek Ranjan,  
क्षेत्रीय भविष्य निधि आयुक्त-II ,  
Regional P.F Commissioner-II,  
आर.ओ, उडुपी, R.O, Udupi

**Annexure ‘A’**

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

<b>Sl. No</b>	<b>PARTICULARS</b>	<b>REMARKS</b>												
<b>1</b>	Name of the Chartered Accountant Firm													
<b>2</b>	Registration No. (ICAI) of the Firm													
<b>3</b>	Date of constitution of the Firm and Constitution Certificate of the firm issued by the ICAI	Copy to be enclosed												
<b>4</b>	Proof of empanelment of C & AG	Copy to be enclosed												
<b>5</b>	Name of the Partners with status (FCA or ACA)													
<b>6</b>	Membership No. of the Partners & Certificate of Practice	Copy to be enclosed												
<b>7</b>	Complete full Address of the Head Office and the Branch with Telephone/Mobile/Fax with email Address													
<b>8</b>	Income Tax PAN of the Firm	Copy to be enclosed												
<b>9</b>	No. of full-time professionals with the Firm <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">a</td> <td style="width: 85%;">Full time FCA partners</td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;">b</td> <td>Full time ACA partners</td> <td></td> </tr> <tr> <td style="text-align: center;">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													
<b>10</b>	Whether there are any Court/Arbitration or any other Legal case/Proceedings pending against the firm/Partner													
<b>11</b>	Average Annual turnover of the Firm for last 3 years													
<b>12</b>	Proof of payment of Membership fee and certificate of practice from ICAI for the year 2013-14	Copy to be enclosed												
<b>13</b>	Indicate the Tax/Audit work experience in the following Sectors: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">a</td> <td style="width: 85%;">PSU</td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;">b</td> <td>Government (Central/State)</td> <td></td> </tr> <tr> <td style="text-align: center;">c</td> <td>Trust</td> <td></td> </tr> <tr> <td style="text-align: center;">d</td> <td>Private Companies/firms</td> <td></td> </tr> </table>	a	PSU		b	Government (Central/State)		c	Trust		d	Private Companies/firms		
a	PSU													
b	Government (Central/State)													
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.