



दूरभाषा क्रमांक : 2358-6943

फैक्स क्रमांक : 2358-5825

कर्मचारी भविष्य निधि संगठन,

Employees Provident Fund Organisation,

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Govt of India)

क्षेत्रीय कार्यालय, कोलकाता / Regional Office, Kolkata

डी.के.ब्लॉक, सेक्टर - II, सॉल्ट लेक सिटी (करुणामयी), कोलकाता 700 091

D. K. Block, Sector-II, Salt lake City, (Karunamoyee) Kolkata -700091

No. R-EX/WB/CA/3rd Party CAR/CC-VI/Index-420/Vol-II/240

Date : 07.04.2017

EXPRESSION OF INTEREST(EOI) FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR KOLKATA REGION, EMPLOYEES' PROVIDENT FUND ORGANISATION, SALT LAKE, DF BLOCK, SECTOR-II, KARUNAMPYEE, KOLKATA – 700091.

FUNDAMENTALS

The Employees Provident Fund Organisation (EPFO) is an autonomous body under the aegis of the Ministry of Labour and Employment, Government of India.

Regional Provident Fund Commissioner-I, Kolkata Region proposes to form a panel of Chartered Accountant Firms for initial period of three years for undertaking following works in respect of Provident Fund maintained by the BOARD OF TRUSTEES of already granted exemption or relaxation or to be granted hereafter under section 17 of the Employees' Provident Fund and Miscellaneous provisions Act; 1952 read with Paragraph 27A of the Employees' Provident Fund Scheme, 1952 :-

- a) RE-auditing of the Accounts of the Trust Funds maintained by the establishments already granted exemption or to be granted exemption under relevant Sections and para of the EPF Scheme, 1952;
- b) Re-auditing guidelines and broad parameters have been devised by the EPFO, HQ, New Delhi vide its Circular NO. E-III/Misc./14/Exem/Third Party Compliance Audit/2682 dated 30.04.2014;
- c) Compliance under the EPF & Mp Act' 1952 and the three Schemes framed there under in relation to mandatory provisions contained in APPENDIX-A below Para – 27AA of the EPF Scheme and detection of DEVIATION/VIOLATION;
- d) Impact of such DEVIATION/VIOLATION from the set parameter and responsibility of the members of the Trustees individually and jointly;
- e) Mandatory observance of Investment Pattern as notified by the Government of India from time to time and DEVIATION/VIOLATION thereon;
- f) Impact of such DEVIATION/VIOLATION on the fund and % of violation thereon attracting LEVY OF SURCHARGE from 2000-2001 and QUATIFICATION OF LEVY as per defined guidelines issued vide EPFO Circular No. E.III/18(1)04/Sub committee/2961 dated 06.05.2014 and further amendments issued vide no. EPFO/ACC/KZ/73/HO/ dated 01.07.2014;
- g) Further guideline as would be issued by the Regional Provident Fund Commissioner Kolkata is this regard;

- h) Interested Chartered Accountant Firms may obtain APPLICATION FORM, ELIGIBILITY CRITERIA, SELECTION PROCEDURE, DETAILS OF WORK ALLOTMENT etc. from the Regional Office, Salt Lake, DK Block, Sector – II, Kolkata – 700091. The application form and other details can also be downloaded from the EPFO website www.epfindia.com and www.epfindia.gov ;
- i) Sealed envelop superscribed as “APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS FOR KOLKATA REGION” containing application with all supporting details/documents addressed to the Regional Provident Fund Commissioner-I, Regional Office, Salt Lake, DK Block, Sector –II, Kolkata – 700091 shall be submitted within 21 days from the date of publication of this notice **upto 12 noon IN THE FORM OF ANNEXURE- A**
- J) Sealed Envelops so received up to time and date specified as under (i) above shall be opened after ten (10) days from the date of closure as under (i) above,
- k) All interested parties having applied for may attend to at the opening hours of the Sealed Envelop at the premises noted above either in person or representative through a proper letter of authority. The exact date and time shall be intimated through mail only.
- l) Regional Provident Fund Commissioner-I, Kolkata Region reserves the right to refuse/reject any or all the tenders or cancel the tendering process without assigning any reason.



A) ELIGIBILITY :

- i) Applicant Firms should be in existence for last 10 years,
- ii) Applicant Firms should have at least 5 full time partners which at least 11 full time FCA,
- iii) The Applicant firms should be in the Panel of CAG,
- iv) The partners of the Applicant Firms shall invariably be member of ICAI and should have valid full time certificate of practice issues by ICAI,
- v) Applicant Firms must possess experience of auditing accounts/handling tax matters with Govt. Organisations/PSEs,
- vi) Average annual turnover of the Applicant firms during the last three years should be at least Rs.75 Lakh;
- vii) Applicant firms or its partners should not have been held guilty of any professional misconduct under Chartered Accountant Act' 1949 (as amended) during past five years or have penalised 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 of enquiry of any Tax Authority for violation of the Tax Laws;
- ix) Applicant Firms shall submit a expressive Certificate covering all the points above.

B) ELIGIBILITY POINT SCORING

SL	PARTICULARS	POINT ASSIGNED
1	Experience of firm	0.5 point for every calendar year for 10 years onwards – Maximum 15 points
2	Full time FCA partner	5 points for first partner and 2.5 points from 2 nd partner onwards
3	Full time ACA partner	3 points each for first 5 partners and 1.5 points each for 6 th onwards
4	Full time CA employees	1 point for every CA – Maximum 20 points
5	Turnover	1 point for each Lakh above 75 Lakh

C) SELECTION PROCEDURE :

- i) All the applications received up to the closing hours of the assigned date shall be scrutinized by a committee appointed by the Regional Provident Commissioner-I of Kolkata Region to decide valid proposals/applications.
- ii) Out of the sort listed valid proposals/applications, eligibility grading will be prepared of the ON THE BASIS OF Eligibility Point Scoring criteria as defined under B) above.

- iii) Out of the eligibility grade list, top 10 firms will be selected scoring highest number in a descendent order and final list shall be displayed by the Committee so appointed by the Regional Provident Fund commissioner-I, Kolkata Region after obtaining certificate and signatures of all the members duly authenticated by the RPFC-I also. 19

D) ALLOTMENT OF WORK :

- i) Work allotment shall be done among the selected CA Firms,
- ii) The allottee CA Firm(s) shall obviously submit its report inter alia findings with the time as would be fixed in the work allotment order;

E) EXPENSES/REMUNERATION/FEES:

Expenses in relation to the work allotted to the CA Firms shall be borne by the Employer of the Exempted/Relaxed Establishment .

F) NATURE OF WORK

- i) Save and except mentioned in the fundamentals POSTION, ELLIGIBLE CA Firms shall have to follow basic guidelines issued by the EPFO, HQ, New Delhi in the matter of Re-auditing of Trust Funds of the Exempted/Relaxed Establishments already notified or such Exèmpted Establishments as will be notified after publication of this EOI.
- ii) Any amendment/modifications etc as would be notified subsequent to the date of publication of this EOI shall be expressly applicable to the work area of CA Firms.

G) MANDATORY UNDRTAKING

THE Eligible and allottee of Re-Auditing work shall have to be submitted a mandatory undertaking in the following form as in **ANNEXURE – B**



ANNEXURE - A

APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANTS FIRMS FOR EMPLOUEES
PROVIDENT FUND ORGANISATION

SL	PARTICULARS	INFORMATION			
1	Name of the Chartered Accountant Firm				
2	Registration No. (ICAI) of the Firm	(self attested copy)			
3	Date of constitution of the Firm and constitution certificate of the Firm issued by ICAI	(self attested copy)			
4	Proof of empanelment of CAG	(self attested copy)			
5	Name of the Partners with status (FCA or ACA)				
	NAME OF PARTNERS(s)	FATHER/ HUSBAND NAME	DATE OF BIRTH	PAN	CONTACT NO.
6	Membership No. of the Partners & Certificate of Practice				
	Name of the Partner(s)	MEMBERSHIP NO		CERTIFICATE OF PRACTICE	
7	Complete Address of the Head Office and Branch with Telephone/ Mobile/FAX with Email address				
8	Income Tax PAN of the Firm				
9	Details of Full time FCA Partner(s)		(in separate sheet – duly attested)		
	Details of Full time ACA Partner(s)		(in separate sheet – duly attested)		
	Details of Full time CA Partner(s)		(in separate sheet – duly attested)		
10	Whether there are any Court Case/ Arbitration or any other Legal Case/ Proceedings pending against the firm/partner				
11	If yes against Sl. No. 10, details of the cases				
12	Average Annual Turnover of the Firm three (03) years				
13	Details of Wok Experience				
	PSU				
	Government(Central)				
	Government(State)				
	Private				

SIGNATURE, DATE & SEAL



ANNEXURE – B

I, Mr./Mrs/Miss....., the Managing Partner of M/s....., Chartered Accountant, hereby verify, declare and undertake as follows :

- a) That the particulars furnished in the Application are complete and correct and that if any of the statements made or the information so furnished in the application form is found incorrect or false or there has been suppression of material information, later on at any point of time after selection or allotment of work, the CA Firm shall be de-panelled and work already allotted to shall be withdrawn and shall become liable for such action under the Chartered Accountants Act' 1949 and due intimation shall be routed through the RPFC-I to the respective controlling authorities.
- b) That the work allotted shall be accomplished within the time schedule framed in the work allotment order by the RPFC-I.
- c) That the Applicant Firm or its partners are not held guilty of any professional misconduct under Chartered Accountant Act 1949 (as amended) during the past five years or penalised under any of the Tax Laws by ICAI or any other statutory body.
- d) That the Applicant Firm or its partners are not facing any investigation or enquiry by any Tax Authority for violation of any of the laws.
- e) That myself and other partners are full time practice of Chartered Accountancy.

