



## कर्मचारी भविष्य निधि संगठन

श्रम एवं रोजगार मंत्रालय, भारत सरकार

### Employees' Provident Fund Organisation

Ministry of Labour & Employment, Govt. Of India

उप क्षेत्रीय कार्यालय / Sub-Regional Office

प्रथम एवं द्वितीय तल, स्नेहदीप कॉमर्शियल कॉम्प्लेक्स, सी.एम. 8/5, रा.रा. 8, गुंजन, जी.आई.डी.सी.,

वापी, वलसाड, गुजरात - 396195

1st and 2nd Floor, Snehdeep Commercial Complex, CM 8/5, NH 8, Gunjan, GIDC,

Vapi, Valsad, Gujarat - 396195



NO.GJ/SRO/VAP/CA Panel/344

DATE: 28/08/2017

### Empanelment of CA firms for Regional Office, VAPI

Employees' Provident Fund Organisation has decided to form a panel of CA firm for Regional Office, Vapi initially for a period of three years for handling various Tax Matters and allied activities such as finalization of books of accounts, special audit, reconciliation of specific entries appearing in books of accounts and such other matters relating to tax, accounts, or book keeping etc.. as and when required.

For more information please download details from [www.epfindia.com](http://www.epfindia.com) and tender the nomination in the prescribed format along with all details on or before **15/09/2017** to the undersigned.

  
(Hemant M. Raut)  
Assistant P.F. Commissioner (Adm.)  
Regional Office, Vapi

## 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) Application firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during past five year or penalized under any of the tax laws by ICAI or any other statutory body.

c) Application 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. BOI should be superscripted as "Confidential – EOI for Empanelment of Chartered Accountant Firms."

To be submitted in a sealed envelope and addressed to:

**The Regional P F Commissioner  
Employees' Provident Fund Organization  
Regional Office  
Snehdeep Complex, Plot No.- CM-8/5  
Gunjan GIDC, Vapi  
Gujarat-396195**

9. Last date for submission of EOI is **15/09/2017**

## Annexure-'A'

### Application for empanelment of Chartered Accounts Firms for Employees' Provident Fund Organisation.

Sl. No.	Particulars	Remarks									
1.	Name of the Chartered Accounts Firm										
2.	Registration No. (ICA) 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 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 time professionals with the Firm <table border="1" style="width: 100%;"><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 2013-14	Copy to be enclosed.									
13.	Indicate the Tax/ Audit work experience in the following Sectors. <table border="1" style="width: 100%;"><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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#### Eligibility criteria

- 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 5 full time partners with at least 1 full time FCA
- III. The application firm should be in the panel of C&AG.
- 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. Organisations / PSEs.
- VI. Average Annual Turnover of the firm of the last three years should be at least Rs. 75 lakhs.
- VII. 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.
- VIII. 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.