



सत्यमेव जयते

# कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार )

**Employees' Provident Fund Organisation**

Ministry of Labour & Employment, Govt. of India

क्षेत्रीय कार्यालय, कोल्हापुर, Regional Office, Kolhapur

238/6 'ई' वार्ड ताराबाई पार्क, कोल्हापुर 416 003

238/6 'E' Ward Tarabai Park, Kolhapur 416 003

फैक्स/Fax : 0231-2663309, कार्यालय/Office : 0231-2682100, 2682101

E-mail-ro.kolhapur@epfindia.gov.in / WhatsApp : 93098 66697



आज़ादी का  
अमृत महोत्सव

No: PU/KOL/RO/ADM/CA PANEL/2021-22/789

Date: 16/12/2021

## NOTICE INITING EXPRESSION OF INTEREST (EOI)

Employees Provident Fund Organisation, Ministry Of Labour, Government of India, Regional Office, Kolhapur invites Expression of interest for Empanelment of Chartered Accountant Firms for Audit Exempted Provident Fund Trusts under the jurisdiction of Regional Office, Kolhapur. Last date of submission of EOI is 31/12/2021 for further details visit website : [www.epfindia.gov.in](http://www.epfindia.gov.in).

(V.V. Donglikar)

Assistant P.F. Commissioner

Regional Office, Kolhapur



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## **EXPRESSION OF INTEREST (EOI)**

### **Empanelment of Chartered Accountant Firms**

### **Employees' Provident Fund Organisation (EPFO)**

### **For Regional Office, Kolhapur**

1. The Employees' Provident Fund Organisation, India (EPFO) is an autonomous body under the aegis of the Ministry of Labour and Employment, Government of India. The main objective of the organization is to provide old-age social security to the subscribers as per the Provision 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, Kolhapur, proposes to form a panel of Chartered Accountant Firms (10 CA firms) for initial period of three years for handling various tax matters and allied activities, finalization of books of accounts, special audit, carrying out the third Party Audit/ Re-audit of books of Accounts of the 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, 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 by the EPFO, Regional Office, Kolhapur and to submit report in the Performa prescribed for the same, within the time specified as per the terms of reference.
3. **Eligibility**
  - I. Applicant firm should be in existence for at least 10 years.
  - II. Applicant firm should have at least 5 full time partners with at time FCA
  - III. Applicant firm should be on the panel of C&AC.
  - 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 of Govt. Organizations/ PSES.

- VI. Average annual turnover of the applicant firm for the last 3 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 5 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 investigations of 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. Once a firm is declared as eligible then top 10 firms will be selected on the basis of points scored on different criteria. Point system will be as follows:

Sl. NO.	Eligibility	Points
1	Experience of firm	0.5 points for every calendar year from 10 years onwards – Maximum 15 points.
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 partner	3 points each 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 above 75 lakhs.

Those firms, who do not meet the eligibility criteria, shall not be evaluated.

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

**5. Scope of Work:**

Employees Provident Fund is a recognized provident fund under the provisions of Income Tax Act 1961 therefore its income is non-taxable. However under certain circumstances various provisions of Income Tax Act and other tax laws become applicable to EPFO. Apart from this, Professional services are required also for finalization of books of accounts, special audit, audit of the Exempted PF Trust/establishments, system audit, performance audit, reconciliation of specific entries appearing in books 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 work:**

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 Accountants Act 1949 (As amended) during past five years ICAI or any other statutory body 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 1 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 envelope and addressed to:

The Regional PF Commissioner-I.  
Employees' Provident Fund Organisation,  
Regional Office, Kolhapur  
238/6 'E' Ward Tarabai Park, Kolhapur 416 003

9. The last date for submission of EOI is on or before - 31/12/2021



(V.V. Donglikar)  
Assistant P.F. Commissioner  
Regional Office, Kolhapur.

**Application for empanelment of Chartered Accountants Firms for Employees'  
Provident Fund Organisation.**

SI. No.	Particulars	Remarks									
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 and certificate of practice.										
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" data-bbox="343 974 1069 1097"><tr><td>1</td><td>Full time FCA partners</td><td></td></tr><tr><td>2</td><td>Full time ACA partners</td><td></td></tr><tr><td>3</td><td>Full time CA employees</td><td></td></tr></table>	1	Full time FCA partners		2	Full time ACA partners		3	Full time CA employees		
1	Full time FCA partners										
2	Full time ACA partners										
3	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 Copy to be enclosed practice from ICAI for the year 2021-22.	Copy to be enclosed									
13	Indicate the Audit work experience in the following Sectors: <table border="1" data-bbox="335 1500 1069 1624"><tr><td>a.</td><td>PSU</td></tr><tr><td>b.</td><td>Government (Central/State)</td></tr><tr><td>c.</td><td>Private</td></tr></table>	a.	PSU	b.	Government (Central/State)	c.	Private				
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