



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन / EMPLOYEES PROVIDENT FUND ORGANISATION
श्रम एवं रोजगार मंत्रालय, भारत सरकार / MINISTRY OF LABOUR & EMPLOYMENT, GOVT. OF INDIA
क्षेत्रीय कार्यालय, वाराणसी / REGIONAL OFFICE, VARANASI



भविष्य निधि भवन अशोक विहार -I पहाड़िया, वाराणसी - 221007

BHAVISHYA NIDHI BHAWAN, ASHOK VIHAR-I, PAHARIYA, VARANASI-221007 दूरभाष: 0542-2585738
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Letter no: UP/VNS/RO/EXEM/CA.FIRM/2021

DATE 5/12/2021

NOTICE INVITING EXPRESSION OF INTEREST (EOI)

Employees Provident Fund Organisation, Ministry of Labour, Government of India, Regional office, Varanasi invites Expression of Interest for Empanelment of Chartered Accountant Firms for Audit of Exempted Provident Fund Trusts under the jurisdiction of Regional office, Varanasi. Last date for submission of EOI is 31/12/21 For further details visit website: www.epfindia.gov.in.

(SHALABH DUBEY)

REGIONAL PROVIDENT FUND COMMISSIONER -II
REGIONAL OFFICE VARANASI



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EXPRESSION OF INTEREST (EOI)
Empanelment of Chartered Accountant Firms
Employees' Provident Fund Organisation (EPFO)
For Regional Office, Varanasi

1. The Employees' Provident Fund Organization, India (EPFO) is an autonomous body under the aegis of the Ministry of Labor and Employment, 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 famed there under. For further information about EPFO, one may visit the website www.epfindia.gov.in.

2. EPFO, Regional Office, Varanasi, 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, Varanasi 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. verage 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 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.

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 point 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 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 point
5	Turnover	1 point for each lakh 1 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:

- d) 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.
- e) 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
- f) 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.
- g) 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. 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, Ashok Vihar Phase-1, Pahariya, varanasi-221001

9. The last date for submission of EOI is on or before

31/12/2021

(SHALABH DUBEY)
REGIONAL PROVIDENT FUND COMMISSIONER-II
REGIONAL OFFICE VARANASI

Annexure-A

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

Sl.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 and certificate of practice										
6.	Membership no. of the partners and 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" data-bbox="327 985 1037 1097"><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 2021-22.	Copy to be enclosed									
13.	Indicate the Audit work experience in the following Sectors: <table border="1" data-bbox="327 1444 933 1556"><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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