



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' PROVIDENT FUND ORGANISATION

(Ministry of Labour and Employment, Government Of India)

क्षेत्रीय कार्यालय/REGIONAL OFFICE

भविष्य निधि भवन, रामचौक, घोड़ दोड़ रोड, सूरत-395001

BHAVISHYANIDHI BHAWAN, RAM CHOWK, GHOD DOD ROAD, SURAT-395 001.
PHONE : 0261-2652730, 2652728 Fax : 0261-2652752 Email: ro.surat@epfindia.gov.in



No.GJ/EPFO/RO/SRT/ADM/CA Panel/1366

Date: 17/11/2021

Empanelment of CA firms for Regional Office, Surat

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

For more information please download details from <http://www.epfindia.gov.in> and tender the nomination in the prescribed format along with all details on or before 31/03/2022 to the undersigned.

(Priyanshu Singh)
Assistant P.F. Commissioner (ADM)
Regional Office, Surat



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सं.गुज/क्षे.का./प्रशा./सी.ए.पैनल/1366

दिनांक:- 17/11/2021

निविदा

कर्मचारी भविष्य निधि संगठन के क्षेत्रीय कार्यालय, सूरत हेतु चार्टर्ड अकाउंटेंट फ़र्मों की अभिरुचि की अभिव्यक्ति (पैनल)

कर्मचारी भविष्य निधि संगठन के क्षेत्रीय कार्यालय, सूरत ने प्रारम्भिक तौर पर विभिन्न कर संबंधित मामलों को संभालने के लिए तीन साल की अवधि के लिए और सहयोगी गतिविधियाँ जैसे की खातों की किताबों को अंतिम रूप देने, विशेष ऑडिट, विशिष्ट प्रविष्टियों के सामंजस्य के लिए चार्टर्ड अकाउंटेंट फर्म का पैनल बनाने का प्रस्ताव करता है, कर, खातों या बुक कीपिंग आदि से संबंधित खातों और ऐसे अन्य मामलों की पुस्तकों में.. जैसे और जब आवश्यक हो, चार्टर्ड अकाउंटेंट का पैनल बनाया जायगा।

अधिक जानकारी के लिए विवरण डाऊनलोड संगठन की वेबसाइट <https://www.epfindia.gov.in> से किया जा सकता है तथा निविदा के लिए प्रोफ़ार्मा विवरण के साथ नामांकन 31/03/2022 को या उससे पहले अधोहस्ताक्षरी के पास प्रस्तुत करें।

(प्रियांशु सिंह)

सहायक भविष्य निधि आयुक्त (प्रशासन)
क्षेत्रीय कार्यालय, सूरत

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

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 (MoLE). The main objective of the organisation is to provide old-age social security to the subscribers as per the provisions of EPF & MP Act, 1952 and the three scheme framed there under.

For further information about EPFO, one may visit the website www.epfindia.gov.in

2. Regional Office Surat, EPFO 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, finalisation of books of accounts, special audit, 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.

3. 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 1 full time FCA.
- iii) The applicant 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 practise issued by ICAI.
- v) Applicant firm must have experience of auditing accounts/handling tax matters with Govt. Organisation/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.

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:

POINT SYSTEM

	Eligibility	Point
i)	Experience of Firm	0.5 point for every calendar year from 10 years onwards- Maximum 15 Points
ii)	Full time FCA partner	5 points for first partner and 2.5 points from 2 nd partner onwards
iii)	Full time ACA Partner	3 Points each for first 5 partners and 1.5 points each for 6 th onwards.
iv)	Full time CA employees	1 point for every CA- Maximum 20 points.
v)	Turnover	1 Point for each Lakh above 75 lakhs.

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

5. Nature of work:

Employees' provident fund is a recognized provident fund under the provisions of Income Tax Act, 1961 therefore its income are not taxable. However under certain circumstances various provisions of Income tax act and other tax have become applicable to EPFO. Apart from this, professional services are required also for finalization of books of accounts, special audit, system audit, performance also for 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 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. 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 P F Commissioner
Employees' Provident Fund Organisation
Bhavishya Nidhi Bhawan
Ram Chowk , Ghod Dod Road
Surat -395001

9. Last Date for submission of EOI is 31/03/2022

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

Sl. No.	PARTICULAR	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 & 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.	<table border="1"> <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> No. of full time professionals with the Firm	a.	Full time FCA Partners		b.	Full time ACA Partners		c.	Full time CA employees		
a.	Full time FCA Partners										
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 2019-20	Copy to be enclosed.									
13.	Indicate the Tax/ Audit work experience in the following Sectors. <table border="1"> <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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