



कर्मचारी भविष्य निधि संगठन
EMPLOYEES' PROVIDENT FUND ORGANISATION
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(MINISTRY OF LABOUR AND EMPLOYMENT, GOVERNMENT OF INDIA)



क्षेत्रीय कार्यालय / REGIONAL OFFICE,
भविष्य निधि भवन, कलूर, कोच्ची- 682 017.
Bhavishya Nidhi Bhawan, Kaloor, Kochi - 682 017.
दूरभाष सं2341516 -0484.; 2341569, 2338410-0484 :फैक्स 2566500
E- mail : ro.kochi@epfindia.gov.in

सं. के आर/के सी/प्रशा.॥/168 /2018

दिनांक: 28/08/2018

अधिसूचना / NOTIFICATION

कर्मचारी भविष्य निधि संगठन, क्षेत्रीय कार्यालय, कोच्ची चार्टर्ड एकाउंटेंट फर्मों के पैनल के लिए रूचि की अभिव्यक्ति आमंत्रित करता है। इच्छुक पार्टियां आवेदन पत्र निर्धारित प्रपत्र में 28/09/2018 को या उससे पहले अधोहस्ताक्षरी को प्रस्तुत करें। आवेदन पत्र और अन्य जानकारी कोच्ची के कर्मचारी भविष्य निधि संगठन के क्षेत्रीय कार्यालय से या वेबसाइट www.epfindia.gov.in और www.eprocure.gov.in/cppp से प्राप्त कर सकते हैं।

The Employees' Provident Fund Organization, Regional office, Kochi invites Expression of Interest for empanelment of Chartered Accountant Firms. Interested parties may submit the application in the prescribed format to the undersigned on or before **28/09/2018**. Application form and other details are available at the Regional Office of EPFO at Kochi and the websites - www.epfindia.gov.in and www.eprocure.gov.in/cppp

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(एबिन विश्वनाथ वी)

सहायक भविष्य निधि आयुक्त (प्रशा.)
क भ नि सं, क्षेत्रीय कार्यालय, कोच्ची



EMPLOYEES' PROVIDENT FUND ORGANIZATION
(Ministry of Labour & Employment, Government of India)
Regional Office, Bhavishyanidhi Bhavan, Kaloor, Kochi, Kerala - 682 017
Telephone No. 0484-2341569, 2535489, 2566500, 2338410 (Fax)
E-mail: ro.kochi@epfindia.gov.in Website: www.epfindia.gov.in

No. KR/KCH/Adm-II/168/2018

Dated: 28/08/2018

Expression of Interest (EOI) for empanelment of Chartered Accountant Firms for Regional Office,
Kochi, Employees' Provident Fund Organization (EPFO)

1. The Employees' Provident Fund Organization, India (EPFO) is a statutory organization under the administrative control of the Ministry of Labour and Employment, Government of India (MoLE). 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 framed thereunder.

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

2. Regional Office Kochi proposes to form a panel of Chartered Accountant Firms (5 CA firms) for initial period of three years for handling various tax matters and allied activities, finalization of books of accounts, special audit under the Schemes relating to Accounts of Exempted Trusts, 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 5 years
- (ii) Applicant firms should have at least 3 full time partners
- (iii) The applicant firm should be in the panel of C & AG, Government of India
- (iv) The partners must be fellow 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/PSUs.
- (vi) Average Annual Turnover of the firm of the last three years should be at least Rs. 10 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.
- b) Once a firm is declared as eligible then top 5 firms will be selected on the basis of point scored on different criteria. Point system will be as follows:

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Point System

Eligibility		Point
(i) Experience of Firm	-	0.5 point for every calendar year from 5 years onwards - Maximum 15 points
(ii) Full time FCA partner	-	5 point for first partner and 2.5 from 2 nd partner onwards
(iii) Full time ACA partner	-	3 points each for first 3 partners and 1.5 points for 4 th partner onwards
(iv) Full time CA employees	-	1 point for every CA - Maximum 20 points
(v) Turnover	-	1 point for each lakh above 10 lakh

c) 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 and hence its income are non-taxable. However, under some 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 of Exempted Trusts under the regulatory control of the organization, 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:

- That the 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 thereunder.
- 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.

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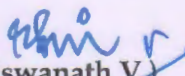
- c) Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws.
- d) That I and other Partners are in full time practice of chartered accountants.

Name & Signature of the Managing partner of the Firm with Seal

8. EOI should be superscripted as "EOI for Empanelment of Chartered Accountant Firms"
To be submitted in a sealed envelope and addressed to:

The Assistant Provident Fund Commissioner (Administration -II)
Employees Provident Fund Organization, Regional Office, Kochi
Bhavishya Nidhi Bhavan, Kaloor
Ernakulam, Kochi 682017

Last date for submission of EOI is 28.09.2018


(Ebin Viswanath V)
Assistant Provident Fund Commissioner (Adm),
EPFO, Regional Office, Kochi

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 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" data-bbox="311 987 1198 1160"><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" data-bbox="311 1462 957 1574"><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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