



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. of India)
341, भविष्य निधि भवन, बांद्रा (पूर्व), मुंबई-400051
341, Bhavishya Nidhi Bhavan, Bandra (E), Mumbai-400051
Phone: 022-26470027 Fax: 022-26470028, Email: ro.bandra3@epfindia.gov.in

75
Azadi Ka
Amrit Mahotsav



No. MH/PF/EXM/ZO/MUMBAI-I/ 192

DATE: 03.02.2022

Empanelment of CA firms for Zonal Office, Mumbai-I

Employees Provident Fund Organisation has decided to form a panel of CA firm for Zonal Office, Mumbai-I initially for a period three years for handling various Tax Matters and allied activities such as audit of exempted PF Trusts, 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.gov.in and tender the nomination in the prescribed format along with all details on or before 23.02.2022 to the undersigned.

(R. K. Sahoo)
Regional P.F. Commissioner-I
Regional Office, Nariman Point
For Zonal Office, Mumbai-I



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सं. महा/भ/छूट/आं. का./मुंबई-1/192

दिनांक: 03.02.2022

आंचलिक कार्यालय, मुंबई-1 के लिए सी ए फ़र्म का पैनल बनाना

कर्मचारी भविष्य निधि संगठन ने विभिन्न कर मामलों तथा संबद्ध गतिविधियों जैसे, छूट प्राप्त भविष्य निधि ट्रस्ट की पूर्व लेखा परीक्षा, खाता पुस्तकों को अंतिम रूप देना, विशेष पूर्व लेखा परीक्षा, खाता पुस्तकों में दिखनेवाली विशेष प्रविष्टियों के समायोजन तथा अन्य कर संबंधी मामलों, खाता अथवा बहीखाता इत्यादि को अवश्यकतानुसार संभालने हेतु आंचलिक कार्यालय, मुंबई-1 के लिए आरंभिक तीन वर्षों के लिए सी ए फ़र्म का एक पैनल बनाने का निर्णय लिया है।

विशेष जानकारी के लिए www.epfindia.gov.in से विवरण डाउनलोड करें और 23.02.2022 तक अथवा उससे पहले सभी आवश्यक विवरण सहित निर्धारित प्रोफॉर्मा में अपना नामांकन अधोहस्ताक्षरी को प्रस्तुत करें।

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(आर के साहू)

क्षेत्रीय भविष्य निधि आयुक्त -1

क्षेत्रीय कार्यालय, नरीमन पॉइंट

कृते आंचलिक कार्यालय, मुंबई-1



सत्यमेव जयते

कर्मचारी भविष्य निधि संगठन

Employees' Provident Fund Organisation

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

(Ministry of Labour & Employment, Govt. of India)

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Phone: 022-26470027 Fax: 022-26470028, Email: ro.bandra3@cpfindia.gov.in

RO/NARIMAN POINT/EXEMPTION/EMPANELMENT OF CA FIRMS/ 192

Azadi Ka
Amrit Mahotsav



Date: 03.02.2022

EXPRESSION OF INTEREST (EOI)

Empanelment of Chartered Accountant Firms for
Employees' Provident Fund Organization (EPFO)
Zonal Office, Mumbai-I.

The Employees' Provident Fund Organization (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 Provisions 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.

2. EPFO, Zonal Office, Mumbai-I proposes to form a panel of eligible top Ten Chartered Accountant Firms (10 CA firms), for Regional Offices Bandra, Dadar, Nariman Point and Powai offices on the basis of points system mentioned at SI.No.4, for an **Initial period of three years which may be extended** for another two years on mutual consent to (A) - assist the EPFO, Regional Offices Bandra, Dadar, Nariman Point and Powai to comply with various Tax Laws; to Finalize the Books of Accounts; to conduct Special Audit; System Audit; Performance Audit & Reconciliation of Dues & Receipts and (B) - for carrying out the Third Party Audit/ Re-audit of books of Accounts of the Exempted establishments as well as the Provident Fund Trusts of the Exempted establishment as per the conditions specified in Appendix 'A' to Para 27 AA of EPF Scheme 1952, as and when required by the EPFO, Regional Offices under Mumbai-I Zone and to submit a report in the Pro forma 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 least 1 full time FCA.

- iii. Applicant firm should be on 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 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 or enquiry by any tax authority for violation of any of the tax laws.
- ix. The Firm should comply with all the applicable Labour Laws as on the date of submission of the proposal.
- x. The CA Firm should be ready to undertake Third Party Audit / Re- Audit of the accounts of the Exempted Establishment within a short notice.

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 10 firms will be selected on the basis of points scored on different criteria. Point system will be as follows:

Sl.No.	Eligibility	Points - Entitlement
1	Experience of the CA 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 2nd partner onwards
3	Full Time ACA partner	3 points each for first 5 partners and 1.5 points each from 6th onwards
4	Full time CA employees	1 point for every CA- Maximum 20 point
5	Turnover	1 point for each 1 lakh above 75 lakhs

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

(c) In case of necessity EPFO can add new firms in the panel.

5. Scope of Work:

- I. To assist the EPFO in complying with the various provisions of Income Tax Act, 1961; to Finalize the Books of Accounts of the Regional Offices under Mumbai-I. Special Audit, System Audit, Performance Audit & Reconciliation of Dues & Receipts as may be assigned by the Competent Authority;
- II. To carry out the Third-Party Audit/ Re- audit of the books of accounts of the Exempted Establishments as well as the Provident Fund Trusts of such Establishment s exempted under Section 17 of the EPF & MP Act, 1952 as per the conditions specified in Appendix "A" to Para 27 AA of EPF Scheme, 1952 as and when required by the EPFO, Regional Offices under Mumbai-I Zone and to submit report in the Pro forma prescribed for the same, within the time specified as per the terms of reference.

The CA Firm to be empaneled should agree to accept the Auditing Fees as per the rates prescribed by the ICAI for Third Party Audit / Re- audit of accounts of the Exempted Provident Fund Trusts and such fees are payable directly by the employers of the respective Exempted establishments as per condition No.24(a) of Appendix A to para 27 AA of EPF Scheme 1952. The CA Firm may negotiate the auditing fees directly with the concerned employer of the Exempted establishments. The Regional Provident Fund Commissioners, Bandra, Dadar, Nariman Point and Powai Mumbai-I Zone shall not in any manner, whatsoever, be involved in determining the auditing fees payable to the CA Firm.

6. 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 partner 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 have not 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 law by ICAI or any other statutory body.
- c) Applicant firm or its partners have not been 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 as Chartered Accountants.

Name & Signature of the Managing Partner of the Firm with Seal.

7. 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 - Mumbai Nariman Point,
341, Bhavishya Nidhi Bhavan, Bandra (E),
Mumbai - 400 051.

The last date for submission of EOIs on or before **23rd February, 2022** at
5.00 P.M.


REGIONAL P F COMMISSIONER-I
RO, MUMBAI NARIMAN POINT
For Zonal Office, Mumbai-I

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.	Coy 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"> <tr> <td>a.</td> <td>Fulltime FCA partners</td> <td></td> </tr> <tr> <td>b.</td> <td>Fulltime ACA partners</td> <td></td> </tr> <tr> <td>c.</td> <td>Fulltime CA employees</td> <td></td> </tr> </table>	a.	Fulltime FCA partners		b.	Fulltime ACA partners		c.	Fulltime CA employees		
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b.	Fulltime ACA partners										
c.	Fulltime 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"> <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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