



Speed Post

ಕಾರ್ಮಿಕರ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಘಟನೆ ಕರ್ಮಚಾರಿ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಗಠನ  
EMPLOYEES' PROVIDENT FUND ORGANISATION

(ಶ್ರಮ ಂವ ರೂಜಗಾರ ಢಂತ್ರಾಲಯ, ಭಾರತ ಸರಕರ Ministry of Labour & Employment, Govt. of India)  
ಕ್ಷತ್ರೀಯ ಕಾರ್ಯಾಲಯ, ಭವಿಷ್ಯ ನಿಧಿ ಭವನ, ವಾಜಪೇಯಿ ಲೇಒಒಡ, ಢಲ್ಲಿಗೇನಹಳ್ಳಿ, ಸಾಗರ ಢಾರ್ಗ, ಶಿವಢೂಗಾ - 577  
205.

Regional Office, Bhavishya Nidhi Bhavan, Vajapeyee Layout, Malligenahalli, Sagar Road, Shivamogga – 577205.

TELE: (08182) 275105, 275103 FAX:08182-275102

E-Mail: [ro.shivamogga@epfindia.gov.in](mailto:ro.shivamogga@epfindia.gov.in)

No. KN/SHG/Exemption/Re-audit/2022-23/2782

ದಿನಾಂಕ Date: 23.02.2023

**NOTIFICATION**

The Employees' Provident Fund Organisation, Regional Office, Shivamogga invites Expression of Interest for empanelment of Chartered Account Firms. Interested parties may submit the application in the prescribed format to the undersigned on or before 15/03/2023. Application form and other details are available at the Regional Office, Shivamogga and the websites – [www.epfindia.gov.in](http://www.epfindia.gov.in) and [www.eprocure.gov.in/cppp](http://www.eprocure.gov.in/cppp)

Sd/

(ರಾಢ ಂನಂದ, Ram Anand),  
ಕ್ಷತ್ರೀಯ ಭವಿಷ್ಯ ನಿಧಿ ಂಯುಕ್ತ-II ,  
Regional PF Commissioner-II,  
RO, Shivamogga



Speed Post

## ಕಾರ್ಮಿಕರ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಘಟನೆ ಕರ್ಮಚಾರಿ ಭವಿಷ್ಯ ನಿಧಿ ಸಂಗಠನ

EMPLOYEES' PROVIDENT FUND ORGANISATION

(ಶ್ರಮ एवं ರೋಜಗಾರ ಮंत्रಾಲಯ, भारत सरकार Ministry of Labour & Employment, Govt. of India)  
ಕ್ಷೇತ್ರೀಯ ಕಾರ್ಯಾಲಯ, ಭವಿಷ್ಯ ನಿಧಿ ಭವನ, ವಾಜಪೇಯಿ ಲೇಔಡುಟ, ಮಲ್ಲೀಗೇನಹಳ್ಳಿ, ಸಾಗರ ಮಾರ್ಗ, ಶಿವಮೋಗ್ಗಾ - 577  
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No. KN/SHG/Exemption/Re-audit/2022-23/2782

ದಿನಾಂಕ Date: 23.02.2023

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

1. The Employees' Provident Fund Organization, India (EPFO) is an autonomous body under the aegis of Ministry of Labour & Employment (MoLE), 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](http://www.epfindia.gov.in).
2. EPFO, Regional Office, Shivamogga, proposes to form a panel of Chartered Accountant Firms (2 CA firms) for initial period of three years for 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, as and when required by the EPFO, Regional Office, Shivamogga and to submit report in the Performa prescribed for the same, within the time specified as per the terms of reference.

### **3. Eligibility Criteria:**

1. Applicant firms should be in existence for at least 10 years.
2. Applicant firms should have at least 5 full time partners with at least 1 full time FCA.
3. The applicant firm should be in the panel of C&AG.
4. The partners must be the member of ICAI and should have valid full time certificate of practice issued by ICAI.
5. Applicant firm must have experience in auditing accounts/handling tax matters with Govt. Organization/PSEs.
6. Average Annual Turnover of the applicant firm of the last three years should be at least Rs. 25 Lakhs
7. Applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any other statutory body.
8. 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 2 firms will be selected on the basis of points scored on different criteria. Point system will be as follows:

Sl. No	Eligibility	Point
(i)	Experience of Firm	0.5 point 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 2nd partner onwards
(iii)	Full time ACA partner	3 points each for first 5 partners and 1.5 points each for 6th onwards
(iv)	Full time CA employees	1 point for every CA – Maximum 20 points
(v)	Turnover	1 point for each lakh above 25 lakhs

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

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

#### 5. Scope of Work:

Under the EPF & MP Act and Scheme, provisions are made for establishments to take exemption under section 17 and Para 27/27A of the Scheme to give more favourable benefits to the employees than the benefits provided under this EPF & MP Act, 1952. To carry out the Third-Party Audit/Re-audit of books of accounts of such 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 as and when required by the EPFO, Regional Office, Shivamogga and to submit report in the Performa prescribed for the same, within the time specified as per the terms of reference.

The recommendation for carrying out this work should be mentioned by the CA and will be paid directly to the CA Firm by the Exempted Establishments and EPFO Shivamogga shall have no role in it.

#### 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 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 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 I and other partners are in full time practice of 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-II,  
Employees’ Provident Fund Organisation,  
Regional Office, Shivamogga  
Bhavishya Nidhi Bhavan,  
Vajapeyee Layout, Malligenahalli,  
Sagar Road, Shivamogga – 577205.**

**8. Last date for submission of EOI is on or before 15/03/2023 at 5.00 PM.**

Sd/  
(राम आनंद, Ram Anand),  
क्षेत्रीय भविष्य निधि आयुक्त-II,  
Regional PF Commissioner-II,  
RO, Shivamogga

**Annexure 'A'**

Application for empanelment of Chartered Accountants Firms for Employees' Provident Fund Organization

<b>Sl. No</b>	<b>PARTICULARS</b>	<b>REMARKS</b>									
<b>1</b>	Name of the Chartered Accountant Firm										
<b>2</b>	Registration No. (ICAI) of the Firm										
<b>3</b>	Date of constitution of the Firm and Constitution Certificate of the firm issued by the ICAI	Copy to be enclosed									
<b>4</b>	Proof of empanelment of C & AG										
<b>5</b>	Name of the Partners with status (FCA or ACA)										
<b>6</b>	Membership No. of the Partners & Certificate of Practice	Copy to be enclosed									
<b>7</b>	Complete full Address of the Head Office and the Branch with Telephone/Mobile/Fax with email Address										
<b>8</b>	Income Tax PAN of the Firm	Copy to be enclosed									
<b>9</b>	No. of full-time professionals with the Firm <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">a</td> <td style="width: 85%;">Full time FCA partners</td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;">b</td> <td>Full time ACA partners</td> <td></td> </tr> <tr> <td style="text-align: center;">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										
<b>10</b>	Whether there are any Court/Arbitration or any other Legal case/Proceedings pending against the firm/Partner										
<b>11</b>	Average Annual turnover of the Firm for last 3 years										
<b>12</b>	Proof of payment of Membership fee and certificate of practice from ICAI for the year 2013-14	Copy to be enclosed									
<b>13</b>	Indicate the Tax/Audit work experience in the following Sectors: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">a</td> <td style="width: 85%;">PSU</td> <td style="width: 10%;"></td> </tr> <tr> <td style="text-align: center;">b</td> <td>Government (Central/State)</td> <td></td> </tr> <tr> <td style="text-align: center;">c</td> <td>Private</td> <td></td> </tr> </table>	a	PSU		b	Government (Central/State)		c	Private		
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