

**Expression of Interest (EOI) for**  
**Empanelment of Chartered Accountant Firms**  
**For Head Office,**  
**Employees' Provident Fund Organization (EPFO)**

1. The Employees' Provident Fund Organization, 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 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. Head Office, 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, finalization 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:**

**Eligibility criteria for Head Office:**

- (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 practice issued by ICAI
- (v) Applicant firm must have experience of auditing accounts/ handling tax matters with Govt. Organisations/ 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 - <b>Maximum 15 points</b>
(ii) Full time FCA partner	-	5 points for first partner and 2.5 points from 2 <sup>nd</sup> partner onwards
(iii) Full time ACA partner	-	3 points each for first 5 partners and 1.5 points each for 6 <sup>th</sup> onwards
(iv) Full time CA employees	-	1 point for every CA - <b>Maximum 20 points</b>
(v) Turnover	-	1 point for each lakh above 75 lakh

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 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, 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 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.
- 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) 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 "Confidential- EOI for Empanelment of Chartered Accountant Firms"

To be submitted in a sealed envelope and addressed to:

**The Financial Advisor and Chief Accounts Officer (FA & CAO)**  
**Employees' Provident Fund Organization,**  
**Bhavishya Nidhi Bhavan,**  
**14, Bhikaiji Cama Place,**  
**New Delhi - 110066**

- 9. Last date for submission of EOI is 1400 hrs, 4.02.2014.

**Annexure 'A'**

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

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>Remarks</b>									
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="300 972 1214 1150"><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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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="300 1465 964 1581"><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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