

श्रम एवं रोजगार मंत्रालय, भारत सरकार
कर्मचारी भविष्य निधि संगठन
क्षेत्रीय कार्यालय, भविष्य निधि भवन
वी एम सी वार्ड - 6 के पास, अकोटा,
वडोदरा - 390020



Ministry of Labour & Employment, Govt of India
Employees' Provident Fund Organisation
Regional Office, Bhavishya Nidhi Bhavan
Nr. V.M.C - Ward - 6, Akota,
Vadodara -390020

Phone No:- 0265 - 2606220/234 Email: ro.vadodara@epfindia.gov.in

Expression of Interest (EOI) for
Empanelment of Chartered Accountant Firms
For Regional Office Vadodara

Employees' Provident Fund Organization (EPFO)
For Regional Office Vadodara

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
2. EPFO, Regional office Vadodara proposes to form a panel of Chartered Accountant Firms (5 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 establishments 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, Vadodara and to submit report in the Performa prescribed for the same within the time specified as per the terms of reference.
3. Eligibility:
 - (i) Applicant firms should be in existence for at least 10 years.
 - (ii) Applicant firms should have at least 3 full time partners with at least 1 full time FCA.
 - (iii) The 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 with Government Organizations/PSEs.
 - (vi) Average Annual Turnover of the firm of 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 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 5 firms will be selected on the basis of points

Point system will be as follows:

Sl No.	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 2nd partner onwards
(iii)	Full time ACA partner	3 points each for first 3 partners and 1.5 points for 40 partner onwards
(iv)	Full time CA employees	1 point for every CA-Maximum 20 points
(v)	Turnover	1 point for each lakh above 25 lakh

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

5. Scope of Work:

To carry 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, Vadodara and to submit report in the Performa prescribed for the same within the time specified as per the terms of reference.

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 5 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

7. EOI should be superscripted as "Confidential- EOI for Empanelment of Chartered Accountant Firms"

To be submitted in a sealed envelope and addressed to:

Shri Mitesh E Rajmane
Regional PF Commissioner-II
Employees Provident Fund Organisation
Regional Office, Vadodara
Bhavishya Nidhi Bhavan
Akota Stadium Road
Akota, Vadodara-390020.

8. Last date for submission of EOI is **22/05/2025**

Annexure A

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

SI 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 e mail Address	
8	Income Tax PAN of the Firm	Copy to be enclosed
9	No of full time professionals with the Firms	
a	Full time FCA Partners	
b	Full time ACA pathers	
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 2024-2025	Copy to be enclosed
13	Indicate the Tax/Audit work experience in the following sectors	
a	PSU	
b	Government (Central/State)	
c	Private	