कर्मचारी भविष्य निधि संगठन
Employees Provident Fund Organisation
)श्रम एवं रोजगार मंत्रालय ,भारत सरकार(
Ministry of Labour & Employment, Govt. of India
आंचलिक कार्यालय ,(मप्र एवं छग)भविष्य निधि भवन462011 – (मप्र) भोपाल ,अरेरा हिल्स-59 ,
Zonal Office, Bhavishya Nidhi Bhawan, 59-Arera Hills, Bhopal (M.P.)-462011
Website: www.epfindia.gov.in | Email: acc.mpcg@epfindia.gov.in | Tel: 0755-2557670

No./ACC (MP & CG)/Exemption/CA for TPA/2025 Date: - 20/01/2025

Empanelment of Chartered Accountant Firms for Third Party Audit of Exempted EPF Trusts

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, Madhya Pradesh proposes to form a panel of eligible Chartered Accountant Firms **for a period of three years**(from 01/04/2025) which may be extended by one year at a time and not exceeding three years — to perform such functions as assigned for the purpose of carrying out of **Third Party Audit of 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 EPFO, Zonal Office, Madhya Pradesh and to submit a report in the proforma prescribed for the same, within the time specified as per the terms of reference.

(i) Eligibility conditions: -

a) An audit firm having valid registration with **ICAI** (Institute of Chartered Accountants of India).
b) The applicant firm should be in existence for **at least 10 years**.
c) The applicant firm should have a**t least 5 full time partners with at least 1 full time FCA** (Fellow Chartered Accountants).
d) The applicant firms must have an experience of auditing accounts/handling tax matters with any companies of having **turnover of at least 50 crores per annum**.
e) Average annual turnover of the audit firm **should be at least Rs. 1.5 crores in each of the last three years.**

f) 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.
g) 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.

ii) Process of selection: -

a) Applications shall be called through **GeM by the Zonal Office** from the Audit firms as at 1 above.
b) The applications would be scrutinized by a committee of members constituted by the Head of the Zone.
c) Zonal ACC on the recommendation of the committee as at 'b' above, will form a panel of adequate number of audit firms.
d) The term of the panel so empanelled shall ordinarily be 3 years and may be extended by one year at a time not exceeding maximum of 3 years.
e) Zonal Office shall be empowered for pre-mature termination of any audit firm from the empanelled list of audit firms by way of speaking order after giving a reasonable opportunity to the audit firm following the principles of natural justice.

(iii) Nature of work: -

a) To certify that the legal status of the establishment remains unchanged from the date of grant of exemption to the year of audit.
b) To certify that the establishment is not reporting erosion in their capital base or loss for three consecutive financial years.
c) The report shall be submitted in FORM RM-6 as modified from time to time, to the RPFC-in-charge of the Regional Office within 30 days from issue of work order.
d) To examine whether the conditions governing grant of exemption has been properly complied with by the Provident Trust of the Exempted Establishment.

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

4. In case of necessity, EPFO, Zonal Office, Madhya Pradesh can add new CA firms to the panel.

5. The bid will be in respect of the states of MP & CG comprising the following regional offices: Bhopal, Gwalior, Indore, Jabalpur, Raipur, Sagar, and Ujjain.

6. As per **condition No.24(a) of Appendix A to para 27 AA of EPF Scheme 1952**, EPFO shall have the right to have the accounts re-audited by any other qualified auditor and the expenses so incurred shall be borne by the employer. Accordingly, the employer of the Exempted Establishment to which Third Party Audit is assigned **would bear the cost of expenses connected therewith and EPFO would not have any role in this regard.**

7. The empanelment and functions of Third-Party Auditors will be regulated as per S.O.P (Standard Operating Procedure) for Management and Regulation of EPF Exempted

Establishments dated 06.10.2023 (available on EPFO Website) and other instructions issued in this regard and as amended from time to time.

8. Scale of fees: The fees shall be regulated in accordance with the minimum scale of fees recommended by ICAI as amended from time to time.

9. Application form: Interested parties may apply in the application format enclosed as **Annexure 'A'** along with the undertaking in the format(attached)

10. The last date for submission of application is **on or before 04-02-2025.**

11. The applications should be superscripted as "Confidential- Application for Empanelment of Chartered Accountant Firms" to be submitted in a sealed envelope and addressed to:

The Additional Central P.F. Commissioner,
Employees' Provident Fund Organisation,
Zonal Office, Bhavishya Nidhi Bhawan,
59-Arera Hills, Bhopal (MP)-462011

20/1/25

(V. Ranganath)
Addl. Central P.F. Commissioner
(MP&CG)

Copy to: 1.RO Bhopal for publishing in the GeM portal

2.Guard File

Annexure-A

Application for empanelment of Charted Accountant Firms for Employees Provident Fund Organisation

S.no	PARTICULARS	Remarks
1	Name of the Charted Accountant Firms	
2	Registration No. (ICAI) of the Firms	
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 &G	
5	Name of the Partners with status (FCA & ACA)	
6	Membership No. of the partners and certificate of practice	Copy to be enclosed
7	Complete full address of the Head Office and 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	
	a. Full time FCA partners	
	b. Full time ACA partners	
	c. Full time CA partners	
10	Whether there are any court/arbitration of any other legal case/proceedings pending against the firm/partners	
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	Copy to be enclosed
13	Indicate the tax/audit work experience in the following sectors	
	a. PSU	
	d. Government (Central/State)	
	c. Private	

UNDERTAKING

I ____ the Managing partners of M/s. __________________________ Charted Accountants do hereby verify, declare and undertake:-

a. That the particulars given above the complete and correct and than 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 the empanelment/allotment of work and might be liable for disciplinary action under the Charted Accountant 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 Charted Accountant Act 1949 (As amended) during past five years or penalized under any of the tax laws by ICAI or any other statutory body.

a. 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.

b. That I and other partners are in full time practice of Charted Accountants.

Name & Signature of Managing Partners of the firm with seal