



# कर्मचारी भविष्य निधि संगठन EMPLOYEES' PROVIDENT FUND ORGANISATION

(श्रम एवं रोजगार मंत्रालय, भारत सरकार/Govt. of India, Ministry of Labour & Employment)

क्षेत्रीय कार्यालय, झारखंड/ Regional Office, JHARKHAND  
भविष्य निधि भवन, डोरंडा, हिनू, रांची - 834002  
BHAVISHYA NIDHI BHAWAN, HINOO, DORANDA, RANCHI-834002  
ईमेल-/Email: ro.ranchi@epfindia.gov.in



No.JH/RO/RAN/Adm.-II/CT Cell/CA firm/Vol-I/20-21/ 18416

Date: 13/01/26

To

The Regional Provident Fund Commissioner  
EPFO, NDC-1<sup>st</sup> Floor, EPFO Complex,  
Plot no. 23, Dwarka  
New Delhi - 110075

Sub: - Request for Uploading of "Expression of Interest for empanelment of Chartered Accountant Firms" on the Website of EPFO - reg.

Sir,

We request to kindly upload the "Expression of Interest (EOI) for Empanelment of Chartered Accountant Firms" for the purpose of tender on the official website of EPFO at the earliest.

In this regard, the tender notice is enclosed herewith for your kind reference and necessary action.

Thanking you.

Yours faithfully,

(Rakesh Kumar Sinha)

Regional P. F. Commissioner-I (ADM)

Regional Office, Ranchi



## कर्मचारी भविष्य निधि संगठन

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' PROVIDENT FUND ORGANISATION  
(Ministry of Labour & Employment, Govt. of India)

क्षेत्रीय कार्यालय, राँची / Regional Office, Ranchi

भविष्य निधि भवन / Bhavishya Nidhi Bhawan

हिन्दू, डोरण्डा, राँची, झारखण्ड - 834002

Hinoo, Doranda, Ranchi, Jharkhand - 834002

ई-मेल : ro.ranchi@epfindia.gov.in, दूरभाष / Tele. (0651) 2910932



NO.JH/RO/RNC/Adm-II/CT/CA Firm/Vol-I/2020-21/ 18417

Date: 13/01/26

Expression of interest (EOI) for empanelment of chartered Accountant Firm for Regional Office, Ranchi 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. Regional Office, Ranchi proposes to form a panel of Chartered Accountant Firms (10 CA Firms) For initial period of three years for handling various tax matter 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:

- (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) The Applicant firm must have its full fledged operational branch at Ranchi.
- (iv) The Applicant firm should be in the panel of C & AG.
- (v) The partners must be member of ICAI and should have valid full time certificate of practice issued by ICAI
- (vi) Applicant firm must have experience of auditing accounts/handling tax matters with Govt. Organization/PSUs.
- (vii) Average annual Turnover of the firm of the last three years should be at least Rs.75 lakhs.
- (viii) 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.
- (ix) 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.
- (x) Applicant firm should preferably be willing to at any place in Jharkhand.



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 point scored on different criteria. Point system will be as follows:

Sl. No.	ELIGIBILITY	POINTS
1	Experience of Firm	0.5 point for every calendar years onwards – Maximum 15 points
2	Full time FCA	5 point for first partner and 2.5 from 2 <sup>nd</sup> partner onwards.
3	Full time ACA Partner	3 point each for first 5 partner and 1.5 points for 6 <sup>th</sup> partner onwards.
4	Full time CA Employees	1 point for every CA-Maximum 20 points.
5	Turn over	1 point for each lakh above 75 lakhs.

- (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 nontaxable. However, under certain circumstances various provisions of Income Tax Act and other tax laws become applicable to EPFO.

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 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 partner should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during past five years of penalized under any of the tax laws by ICAI or any other statutory body.
- c) Applicant firm or its partner 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 Partner 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 Firm"

To be submitted in a sealed envelope and addressed to:-

The Regional Provident Fund Commissioner

Employees' Provident Fund Organization, Regional Office, Ranchi

BhavishyaNidhiBhawan, Saket Nagar, Hinoo, Ranchi

Jharkhand – 834002.

9. Last date of submission of EOI is 12/02/2026 The EOI will be opened on 13/02/2026 at 11:00 AM at EPFO, RO, Ranchi and the firm selected will be intimated after empanelment.



(Rakesh Kumar Sinha)  
Regional Provident Fund Commissioner-I  
EPFO, Regional Office, Ranchi.



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

Sl. No.	PARTICULARS	REMARKS									
1	Name of the Chartered 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 CA	Copy to be enclosed									
4	Proof of empanelment of C & AG	Copy to be enclosed									
5	Name of the partners with status (FCA & ACA)										
6	Membership No. of the partners & certificate of practice										
7	Complete full address of the Head Office and the Branch with Telephone/Mobile 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="331 929 981 1041"> <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 Employee</td><td></td></tr> </table>	a.	Full time FCA partners		b.	Full time ACA partners		c.	Full time CA Employee		
a.	Full time FCA partners										
b.	Full time ACA partners										
c.	Full time CA Employee										
10	Whether there are any court/arbitration of any other legal cases/proceedings pending against the firm/partners										
11	Average Annual turnover of the firm last 3 years										
12	Proof of payment of membership fee and certificate of practice from ICA for year – 2013-14	Copy to be enclosed									
13	Indicate the tax/audit work experience in the following sectors. <table border="1" data-bbox="331 1467 981 1579"> <tr> <td>a</td><td>PSU</td><td></td></tr> <tr> <td>b</td><td>Govt. (Central/State)</td><td></td></tr> <tr> <td>c</td><td>Private</td><td></td></tr> </table>	a	PSU		b	Govt. (Central/State)		c	Private		
a	PSU										
b	Govt. (Central/State)										
c	Private										