

**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**APPOINTMENT OF CHARTERED/COST**  
**ACCOUNTANT FIRM/LLP FOR**  
**CONCURRENT AUDITOR AND**  
**ADVISOR FOR SPMCIL EPF TRUST**  
**FORMED UNDER EPF & MP ACT, 1952**  
**(SPMCIL/EPF TRUST/52/01/05/16)**



**भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड**  
**Security Printing and Minting Corporation of India Limited**

मिनिरत्न श्रेणी-I, सीपीएसई

Miniratna Category-I, CPSE

(भारत सरकार के पूर्ण स्वामित्वाधीन)

(Wholly owned by Govt. of India)

16<sup>वां</sup> तल, जवाहर व्यापार भवन, जनपथ, नई दिल्ली-110001

16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001

Website: [www.spmcil.com](http://www.spmcil.com)

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**REQUEST FOR PROPOSAL FOR ENGAGING CHARTERED ACCOUNTANT FIRM/COST ACCOUNTANT FIRM/LLP AS CONCURRENT AUDITER AND ADVISOR FOR SPMCIL EPF TRUST FORMED UNDER EPF & MP ACT, 1952 FOR THE F.Y. 2016-2017.**

**1. INTRODUCTION:**

1.1. Security Printing and Minting Corporation of India Limited (SPMCIL) was formed after corporatization of nine Government Units including four Mints, four Presses and one Paper Mill which were earlier working under the Ministry of Finance. The Company was registered on 13.01.2006 with its headquarters at 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi. SPMCIL, a Miniratna Category-I CPSE, and wholly owned Schedule 'A' Company of Government of India, is engaged in the minting of coins, printing of currency and banknotes, passports and other travel documents, non-judicial stamp papers, postal stationery and allied security documents. The demands for these items are projected by RBI, State Governments, Ministry of External Affairs and Department of Posts etc.

SPMCIL is under administrative control of Department of Economic Affairs, Ministry of Finance Government of India with the asset base of Rs.6750 crores and employee strength of about 11,784 as on 31.03.2015 in all nine Units and the Corporate Office. SPMCIL is headed by Chairman & Managing Director. The Board of Directors of SPMCIL comprise of officials from the Ministry of Finance, Ministry of Home Affairs, Ministry of External Affairs and RBI. All the 9 Units of SPMCIL headed by General Managers are industrial organizations and are regulated in accordance with the Labour laws and directions of Government issued from time to time. Details of the products and Units are available at their websites which are linked to the website of the Company at [www.spmcil.com](http://www.spmcil.com)

Consequent to transfer of assets and liabilities to the newly formed corporation, a tripartite meeting was held between representatives of various unions of employees of all nine units consisting of Security press, Mints and Security paper mill, Government of India and SPMCIL and a tripartite agreement was entered amongst them on 15<sup>th</sup> September 2008. Thereafter "SPMCIL Employee Provident Fund Trust" was created by SPMCIL to maintain Provident fund Account of:

1. Employee who has opted for prorata pension from Government.
2. Direct recruits of SPMCIL

SPMCIL has obtained the permission from Employee Provident Fund Organization, Delhi to maintain the above mentioned Trust. Further as per order no. S-35015/24/2015-SS.II dated 09.11.2015 Ministry of Labour & Employment has granted exemption to SPMCIL under paragraph 27A of the Employees Provident Fund Scheme, 1952 w.e.f 1st December,

2009, and approve the authority of SPMCIL EPF Trust to self-Manage the EPF contributions of employees of SPMCIL. The accounts of SPMCIL Employee Provident Fund Trust are being maintained in-house. Final processing of all applications of EPF Advance/Withdrawal or Settlement is being done at corporate office at New Delhi based on the proposals received from units of the Corporation.

Now, SPMCIL is intended to appoint a Concurrent Auditor and Advisor for SPMCIL EPF Trust to ensure inter alia that book keeping and accounting of the Trust is done properly and in time to do regular scrutiny of EPF withdrawals/Advance, to make Settlements on death, retirement and resignation of the members, to make necessary compliance under Employees Provident Fund Act and to advise on the various matters under EPF & MP Act, 1952 as per the Para no.12 of this RFP document. Chartered Accountant/Cost Accountant Firm/LLP is required to furnish quarterly reports to head of finance of SPMCIL and also to advise and to ensure compliance of all observations made by EPFO/RPFC and/or Trustees under EPF & MP Act, 1952. The appointment of Concurrent Auditor and Advisor will be initially for the one year .i.e. for F.Y.2016-2017 which may be extended further for a period of one year on the same terms and conditions.

**2. AVAILABILITY OF RFP DOCUMENT:**

The RFP document is available at SPMCIL website at [www.spmcil.com](http://www.spmcil.com)

Prospective Chartered Accountant /Cost Accountant Firm/LLP desirous of participating in this RFP may view and download the RFP document free of cost from above mentioned website. However they need to submit the RFP fee of Rs. 500 (Rupees Five Hundred Only) through demand draft from schedule commercial bank drawn in favour of **SPMCIL, payable at New Delhi** along with RFP.

**3. IMPORTANT DATES:**

DATE OF PUBLICATION	24.05.2016 at SPMCIL website <a href="http://www.spmcil.com">www.spmcil.com</a>
START OF SALE OF RFP DOCUMENT	24.05.2016
PRE-BID MEETING	06.06.2016 at 15:30 Hrs.
LAST DATE OF RFP SUBMISSION	24.06.2016 up to 11.00 Hrs.
OPENING OF RFP DOCUMENT (Eligibility and Technical)	24.06.2016 at 11:15 Hrs.

- a. A pre-bid meeting shall be held on the above mentioned date and time at the Corporate Office of SPMCIL, 16<sup>th</sup> Floor Jawahar Vyapar Bhawan, Janpath, New Delhi-110001. The bidders desiring to seek any clarification may depute an authorized representative for the pre-bid meeting. The details of pre-bid meeting shall be uploaded on the website [www.spmcil.com](http://www.spmcil.com) which shall also form part of the RFP document.

#### 4. **ELIGIBILITY CRITERIA**

S. No	Area of Qualification	Qualifying Criteria	Supporting Documents
1	Chartered Accountant /Cost Accountant Firm/LLP Experience	The participating Chartered Accountant /Cost Accountant Firm/LLP should have at least 03 years' experience in statutory/concurrent/internal audit of the Exempted EPF Trust of PSU/Govt./Scheduled Banks formed under the statute of the EPF & MP Act, 1952.	1. Copies of appointment letters for concurrent/statutory/internal audit in EPF Trust of PSU/Govt./Scheduled Banks.
2	Consultancy Service	The participating Chartered Accountant /Cost Accountant Firm/LLP should have maintained/provided consultancy services on EPF retirement matters under EPF Act, 1952 to at least one Exempted EPF Trust of PSU/Govt./Scheduled Banks during last three years.	Copies of appointment letter for appointment as advisor/Consultant in EPF matters in exempted EPF Trust of PSU/Govt./Scheduled Banks.
3	Minimum No. of Clients	The participating Chartered Accountant /Cost Accountant Firm/LLP should be managing/providing consultancy for a minimum of 06 EPF exempted Trusts during last two years including at least one EPF Trust having minimum 2000 members/subscribers.	Copies of appointment letters for consultancy in exempted EPF Trusts.
4	Key Personal Experience	The participating Chartered Accountant /Cost Accountant Firm/LLP should have at least two key personnel employed on full time basis having at least 05 years' experience in EPF matters of the Trust formed under EPF & MP	Duly executed affidavit of two key personnel. 2. Self-certified copies of desired qualifications.

		Act.1952 and also Firm/LLP should have at least one professional having DISA/CISA qualifications.	
5	Semi Qualified Assistant	The participating Chartered Accountant /Cost Accountant Firm/LLP should have at least one Chartered Accountant /CMA inter qualified assistant who must have at least 2 years of experience in handling of EPF Trust matters.	Copy of appointment letters along with Self-certified copies of desired qualifications
6	Turnover	The participating Chartered Accountant /Cost Accountant Firm/LLP should have minimum average turnover of Rs. 20 Lakhs in each of the preceding three years.	Audited annual accounts for 2012-13, 2013-14 & 2014-15
7	PAN & Service Tax No.	The participating Chartered Accountant /Cost Accountant Firm/LLP should have a valid PAN and Service Tax number. Enclose copies of same.	Copy of PAN Copy of Service Tax number
8	Black Listed/Debarred	The participating Chartered Accountant /Cost Accountant Firm/LLP should not be blacklisted/debarred by any institution of Central or any State Government & PSU.	Attach a self-declaration certificate.

#### **5. EARNEST MONEY DEPOSIT AND PERFORMANCE SECURITY**

- 5.1. The RFP must be accompanied with Earnest Money Deposit (EMD) of amount Rs. 20,000/- (Rupees Twenty Thousand only) and RFP fee of Rs.500 (Rupees Five Hundred only) in the form of Demand Draft favoring SPMCIL payable at New Delhi without EMD and RFP Fee the bid shall not be considered. EMD of unsuccessful Chartered Accountant /Cost Accountant Firm/LLP will be returned without interest after finalization. EMD of Successful Chartered Accountant /Cost Accountant Firm/LLP will be returned without interest after appointment on receiving of Performance Security Deposit of Rs. 100,000 (Rupees One Lakh only) for a period equivalent to that of appointment.
- 5.2. Successful bidder is also required to submit a performance security deposit of Rs. 100,000/- (Rupees One Lakh only) in the form of Demand Draft in favour of SPMCIL payable at New Delhi. Performance security deposit is to be furnished within 21 days of award of the contract and will be returned to successful bidder after 60 days of completion of contract.
- 5.3. Forfeiture of Security Deposit: In event of default on the part of firm in satisfactory execution of contract, Performance Security deposit shall be forfeited by an order of

SPMCIL. The forfeiture of Performance Security Deposit shall be without prejudice to any other rights arising or accruing under relevant provisions of contract like penalty/damages for delay or risk execution of work including suspension of business dealings for a specific period.

## **6. RFP SUBMISSION**

- 6.1. The RFPs can be submitted through a sealed envelope superscripted “**RFP for Appointment of Chartered Accountant /Cost Accountant Firm/LLP for Concurrent Auditor and Advisor for SPMCIL EPF Trust formed under EPF & MP Act, 1952**”. The envelope should contain two envelopes as per two bid system.

### **Envelope no.1:**

**Superscripted “techno- commercial bid”** shall contain techno- commercial details about qualification and experience in support of eligibility criteria as specified in in eligibility criteria along with:

- a) Demand Draft of Rs. 20,000/- and Rs. 500/- in favour of SPMCIL payable at New Delhi towards EMD and RFP fee respectively.
- b) Documents in support the eligibility as per eligibility criteria as specified.
- c) Response to RFP as per Annexure-C

### **Envelope no.2:**

**Superscripted “Financial bid”** and shall contain the rates chargeable for concurrent Audit and advisor as per Annexure-D

- 6.2. The sealed envelope must be submitted, latest by 24.06.2016 at 11:00 Hrs. at the following address:

**To,**  
**Addl. General Manager (Finance),**  
**Security Printing and Minting Corporation of India Limited,**  
**Corporate Office, 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath,**  
**New Delhi-110001**

- 6.3. Response to this RFP should be received by the above mentioned date and time, beyond which the responses will not be considered. However, in case the said date is declared a holiday, the RFP Responses will be received on the next working day by the time mentioned above.
- 6.4. All pages of the RFP document should be sequentially numbered.
- 6.5. The document submitted with this RFP shall be self-attested.
- 6.6. Responses submitted by telex/Fax/E-Mail etc. shall not be considered.
- 6.7. Conditional responses shall not be accepted on any ground and shall be summarily rejected. If any clarification is required, the same should be obtained before the submission of RFP document.

## **7. OPENING OF RFP RESPONSES**

The responses to RFP will be opened on 24.06.2016 at 11:15 Hrs. in the presence of Chartered Accountant /Cost Accountant Firm/ LLP representatives (one per Firm/LLP). The RFPs not accompanying with the valid demand draft towards EMD and RFP Fee would be rejected/returned. Other responses would be passed on to a duly constituted Technical Evaluation

Committee (TEC) for evaluation.

#### **8. EVALUATION OF RESPONSES TO RFP**

The Technical Evaluation Committee (TEC) will first select Chartered Accountant /Cost Accountant Firm/LLP on the basis of eligibility criteria of this RFP. The responses confirming to the eligibility criteria will be considered for further evaluation. Decision of TEC will be final and no communication/representation regarding the same will be entertained by SPMCIL. The Chartered Accountant /Cost Accountant Firm/LLP who does not qualify the pre-qualifications will be summarily rejected and their rates/fees bid contained in envelope no.2 shall not be opened. SPMCIL shall have rights to reject any or all tender/responses without assigning any reasons.

#### **9. EVALUATION CRITERIA**

The Chartered Accountant /Cost Accountant Firm/LLP qualified on the basis of eligibility criteria of this RFP will be appointed on the basis of their rates/fees quoted in their financial bid in envelop no.2. Chartered Accountant /Cost Accountant Firm/LLP quoted the lowest rates/fees shall be appointed.

#### **10. EMPANALMENT**

Chartered Accountant /Cost Accountant Firm/LLP out of qualified firms/LLP whose rates/fee is L-1 will be appointed for a period of one year i.e. F.Y.2016-2017, which can be extended further for one more year on the same terms and conditions. In case of extension of appointment, the appointed Chartered Accountant /Cost Accountant Firm/LLP shall revalidate the Performance Security Deposit for the extended period.

#### **11. PAYMENT OF FEE**

- 11.1 The bills in triplicate are to be submitted along with a copy of draft audit report.
- 11.2 The bills for out station TA/DA shall be settled on production of tickets and hotel bills, if Chartered Accountant /Cost Accountant Firm/LLP officials visit at any unit or RPFC office at New Delhi or local RPFC offices at units along with authorization from SPMCIL
- 11.3 The settlement of TA/DA bills for qualified professionals shall be done as per the SPMCIL TA/DA policy for E-4 level.
- 11.4 The settlement of TA/DA bills for Semi Qualified assistants shall be done as per the SPMCIL TA/DA policy for E-2 level.
- 11.5 The settlement of TA/DA bills for assistant shall be done as per the SPMCIL TA/DA policy for E-1 level.
- 11.6 SPMCIL will make payments of all bills within a period of one month from its submission, if the bills are complete in all respects.
- 11.7 The payment would be made subject to TDS as applicable from time to time.

#### **12. TERMS OF REFERENCE OF CONCURRENT AUDIT AND ADVISOR**

The terms and conditions for conducting Concurrent Audit in SPMCIL EPF Trust are indicated hereunder:-



**12.1 SCOPE OF WORK**

The Scope of work and extent of coverage shall be as per Annexure – A.

**12.2 CONCURRENT AUDITORS REPORT**

Concurrent Auditor should give report for each quarter as per the requirement of Annexure – B.

**12.3 FORMAT FOR APPLICATION**

The participating Chartered Accountant /Cost Accountant Firm/LLP should apply as per the format given in Annexure-C

**13. GENERAL TERMS AND CONDITIONS**

- 13.1 The selected Chartered Accountant /Cost Accountant Firm/LLP will not, without SPMCIL's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, sample of information furnished by or on behalf of SPMCIL in connection therewith, to any person other than a person employed by the Chartered Accountant /Cost Accountant Firm/LLP in the performance in the contract. Disclosure to any such employed person will be made in confidence and will extend only as far as may be necessary for purposes of such performance.
- 13.2 SPMCIL may by written notice sent to the selected firm/company, terminate the work order and/or the contract, in whole or in, part at any time of its convenience. The notice of termination will specify that termination is for SPMCIL's convenience, the extent to which performance of work under the work order and/or the contract is terminated, and the date upon which such termination becomes effective, SPMCIL reserves the right to cancel the remaining part and pay to the selected agency an agreed amount for partially completed services.
- 13.3 One qualified Chartered Accountant /Cost Accountant shall visit at SPMCIL premises for at least once in a week and do the work as prescribed in scope of work in Annexure –A.
- 13.4 One semi qualified assistant of the Chartered Accountant /Cost Accountant Firm/LLP shall scrutinize and verify the withdrawal and settlement applications processed by the Trust for full time on daily basis at the office of the Trust at New Delhi and assist the officers/staff of the Trust.
- 13.5 In the event of the firm/LLP or the concerned division of the firm/LLP is taken over/bought over by another firm/company, all the obligations under the agreement with SPMCIL should be passed on for compliance by the new firm/LLP new division in the negotiation for their transfer.

- 13.6 SPMCIL reserves the right to modify, expand, restrict, scrap, and refloat the RFP without assigning any reason.
- 13.7 This RFP is only for the purpose of short-listing, empanelment of Firms and does not carry any assurance for allotment of work as Concurrent Auditor and Advisor.
- 13.8 SPMCIL reserves its right to accept or reject any applications without assigning any reasons. The decision of SPMCIL for empanelment of the Firms will be final and binding upon the parties participating in the short-listing/empanelment.
- 13.9 While considering the extension, the fulfilment of eligibility criteria as stipulated in this RFP at the time of completion of term of appointment of Chartered Accountant /Cost Accountant Firm/LLP shall be ascertained by SPMCIL.
- 13.10 Since, all the applications will be evaluated strictly on the basis of Selection Criteria as per eligibility criteria please avoid attaching unsolicited information/documents to processing applications expeditiously.
- 13.11 Application may be submitted by hand or by post/courier to the office of **Addl. General Manager (Finance), Security Printing and Minting Corporation of India Limited, Corporate Office, 16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001.** SPMCIL does not take any responsibility for loss/delay of application in transit. Applications sent through Telegram, Telex, Fax or E-mail will not be considered.
- 13.12 Any application received after the stipulated date and time, due to any reason whatsoever, will be rejected out-rightly.

#### **14. APPLICABLE LAW**

The work order will be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

**SCOPE OF CONCURRENT AUDIT & ADVISORY SERVICES**

Area of Audit	Scope
Procedural Functions	<p>To verify/review the withdrawal/advance applications processed by SPMCIL EPF Trust.</p> <p>To verify/review the settlement applications processed by SPMCIL EPF Trust.</p> <p>To verify/review the Full &amp; Final settlement applications processed by SPMCIL EPF Trust.</p> <p>Conduct internal audit process for verifying the process &amp; functionality and advice to SPMCIL EPF Trust for improvement in the same.</p> <p>To verify/review of monthly contribution is being correctly deducted, received and accounted for properly in the individual accounts of EPF members.</p> <p>To verify/review of timely and proper credit of interest in the member ledgers.</p> <p>To verify/review that SPMCIL EPF Trust is functioning in accordance with the provisions laid down in the SPMCIL EPF Trust Deed/SPMCIL EPF Trust Rules and other statutory provisions.</p> <p>To Get settled pending EPS withdrawal/ pension cases from RPFCs of respective units and do all the required documentation (filing/revising returns, preparing 3PS &amp; other forms) with RPFCs in order to settle EPS application</p>
Compliance Functions	<p>To verify the statutory compliance in relation to the SPMCIL EPF Trust i.e. monthly returns, challans, income tax returns etc. with local RPFC Offices, income tax authorities and statutory authorities.</p> <p>To assist in inspection of SPMCIL EPF Trust by RPFC.</p> <p>Regular follow up with RPFC offices for clearing/settling of pending applications and works with RPFCs.</p> <p>To guide and advice on EPF /EPS matters of SPMCIL EPF Trust.</p> <p>To assist in inspection in preparation and filing/ rewashing of various returns/forms/appendix etc. with local RPFCs of all units.</p>

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	<p>To Co-Ordinate with statutory authorities, EPFO Offices on behalf of SPMCIL EPF Trust.</p> <p>To guide and advice on any other matters related to amendments in EPF scheme by EPFO to SPMCIL EPF Trust from time to time.</p> <p>To Facilitate in preparation of all the returns/documents required to submit with RPFCs/EPFO</p>
<p>Investment Functions</p>	<p>Checking of investments made by SPMCIL EPF Trust and advising on pattern to be followed as per investment guidelines issued by Ministry of Labour.</p> <p>Regular monitoring of various securities in the portfolio of EPF Trust.</p> <p>Regular monitoring of investment maturity and its proper credit in bank account of Trust and also monitor required changes in investment register of EPF Trust.</p> <p>Regular monitoring of timely &amp; proper credit of interest income in the bank account of Trust on previous investments made by EPF Trust.</p> <p>Advice on the available opportunities and avenues for investment as per as per investment guidelines issued by Ministry of Labour.</p>
<p>Accounting Functions</p>	<p>To assist in electronic maintenance of records and books of accounts of SPMCIL EPF Trust.</p> <p>Verification of BRS of all the bank accounts including outstanding entries in the previous BRS.</p> <p>Vouching of all vouchers (cash, bank, JVs)</p>

**ANNEXURE-B**

**REPORTING REQUIREMENTS**

On completion of Quarterly Audit of the SPMCIL EPF Trust, the firm/LLP should submit the audit report and the partner of the firm should meet and discuss the audit observations with head of finance of SPMCIL.

- (i) The salient audit observations of the respective Audit shall be discussed with the Head of Finance of SPMCIL along with the EPF Trust officials so that timely corrective action may be taken and based on the outcome, a draft composite Audit Report covering all the Audit areas within the scope shall be compiled/prepared, including additional information if any, that may be provided/obtained during such discussions and rectifications carried out at the instance of audit. The report should also contain specific suggestions for improvements, if any.
- (ii) Based on the outcome of the discussions, the Audit Report thus compiled shall be delivered to the Head of Finance of SPMCIL as structured hereunder:

**Concurrent Audit Reports should be divided into two separate parts, namely:**

**Part-I            Compliance and Report:**

This part of Concurrent auditors report shall cover the comments of the Auditors on the adequacy of the compliance and action taken for rectification of errors/discrepancies pointed out by concurrent auditor in the following areas of SPMCIL EPF Trust:

- a) Procedural Functions
- b) Compliance Functions
- c) Investment Functions
- d) Accounting Functions

It shall also contain the confirmation regarding implementation of policies, systems, controls etc. to avoid the recurrence of such irregularities in future. It may be ensured that the compliance report on audit observations pointed out in reports relating to earlier audits is made and corrective actions taken on those points are furnished in the Audit Report. In other words it may be ensured while conducting the audit, compliance report of the audit observations pointed out in the earlier report of preceding period, is furnished along with the corrective action taken.

**Part-II            Important Observations / Findings:**

This part shall contain all such significant discrepancies observed during the concurrent Audit and the observations in which, the auditor feels immediate attention of management specifying the financial implications or strict compliance implications, if any. In this part Auditor shall also bring the important areas requiring improvement and their recommendation, if any. Also to indicate the improvements made by the SPMCIL EPF Trust based on the audit observations of earlier periods.

**ANNEXURE-C**

**FORMAT FOR APPLICATION**

1. Name of the Firm/LLP:
2. Registration No. of the Firm/LLP:
3. Date of Registration of the Firm/LLP:
4. Area(s) of Expertise:
5. Details of Head Office & Branch Office(s):

Head Office:

Address	Date of Establishment	Mobile No./Contact No(s)/Fax	E-mail

Branch Office 1

Address	Date of Establishment	Mobile No./Contact No(s)/Fax	E-mail

(Insert rows if required)

6. Details of exempted EPF Trusts of PSU/Govt./Scheduled Banks formed under EPF & MP Act,1952 for which Chartered Accountant /Cost Accountant Firm/LLP conducted/conducting Concurrent /statutory audit.(for eligibility criteria at para 4 S.No.1):

S.No.	Name of Exempted EPF Trust	Name of Establishment (PSU/Govt./Scheduled Banks)	Period (from to)	Experience (in Years)	Area of Audit (Concurrent /statutory)
1					
2					

(Insert rows if required)

7. Details of EPF Trust of CPSU formed under EPF & MP Act,1952 to whom Chartered Accountant /Cost Accountant Firm/LLP provided consultancy services (for eligibility criteria at para 4 S.No.2):

S.No.	Name of Exempted EPF Trust	Name of Establishment (CPSU)	Period (from to)	Area of Service
1				

(Insert rows if required)

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8. Detail of 06 EPF Exempted Trusts to whom Chartered Accountant /Cost Accountant Firm/LLP provided/providing consultancy services during last two years i.e. 2013-2014 & 2014-2015 (for eligibility criteria at para 4 S.No.3):

9.

S.No.	Name of Exempted EPF Trust	Period (from to)	No. of Subscribers/Members
1			
2			
3			
4			
5			
6			

(Insert rows if required)

10. Name of at least two key personnel having at least 05 years' experience in EPF matters of the Trust formed under EPF & MP Act,1952 (for eligibility criteria at para 4 S.No.4):

S.No.	Name of Key Personnel	Qualification	Whether DISA/CISA qualified	Date of joining the Firm/LLP	Experience (in years)
1					
2					

(Insert rows if required)

11. Details of Semi Qualified CA/CMA Assistants (for eligibility criteria at para 4 S.No.7):

S.No.	Name of the Assistant	Membership No.	Whether CA/CMA Inter	Date of joining the Firm/LLP	Experience (in years)
1					
2					

(Insert rows if required)

1. Turnover of the Chartered Accountant /Cost Accountant Firm/LLP During last three years (for eligibility criteria at para 4 S.No.8):

Year	Total Turnover (in Rs.)
2012-2013	
2013-2014	
2014-2015	

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11. It is confirmed that all the requirements as per Annexures to the RFP document have been complied with.
12. We confirm that we have not taken any deviation from the specified terms & conditions, of the RFP document. A copy of complete RFP document duly signed and sealed on all pages as a token of acceptance of all terms & conditions is attached.
13. Any Other Information:

DATE:  
PLACE:

Signature of the Authorized Signatory

(Name of the Person)  
(SEAL OF THE FIRM/LLP)



**ANNEXURE-D**

Name of the Accountant /Cost Accountant Firm/LLP:

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**RATES PAYBLE FOR CONCURRENT AUDITER AND ADVISOR FOR SPMCIL EPF  
TRUST FORMED UNDER EPF ACT, 1952 BY SPMCIL**

Address:

Fax:

Email:

<b>S.No.</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>
1	Annual fees for Concurrent Audit and Advisory services for SPMCIL EPF Trust formed Under EPF & MP Act, 1952	
2	Taxes and Duties	
3	Total	

Notes:

1. The tenderer is deemed to have thoroughly studied and examined the technical specifications, important instructions and general terms and conditions of the tender documents and fully informed as to nature of the work and conditions related to its performance.
2. Payment Clause:  
The payment will be made on Monthly basis in accordance with the fee quoted by the tenderer.

**Signature of the Authorized Signatory**

Date:

Place:

Name.....

(SEAL OF THE FIRM/LLP)