



ASSAM TEA EMPLOYEES PROVIDENT FUND ORGANIZATION

(Formerly known as The Assam Tea Plantations Provident Fund & Pension Fund Scheme & DLI Scheme)

"Nidhi Bhawan" Basistha, Lalmati, N.H.-37, Guwahati-781029

NOTICE

Sub : EXPRESSION OF INTEREST FOR APPOINTMENT OF INTERNAL AUDITORS OF ASSAM TEA EMPLOYEES PROVIDENT FUND ORGANIZATION (ATEPFO)

Assam Tea Employees Provident Fund Organization (ATEPFO) invites Expression of Interest for appointment of Qualified Chartered Accountants as Internal Auditors of this Organization for three (3) consecutive Financial Years w.e.f. 2020-21, 2021-22 & 2022-23.

Key, activities & Date (s) & Time :-

Sl No	Key Activities	Date(s) & Time
1.	Last date of Submission of Bid	01/02/2021 (05:00 PM)
2.	Opening of Technical Bid	02/02/2021 (11:00 AM)
3.	Opening of Financial Bid	To be opened for successful bidders qualified technically.

The minimum Eligibility criteria of the Firms are as under :-

1. The Applicant Chartered Accountant may be a Sole Proprietorship Firm/Partnership Firm/Limited Liability Partnership registered and incorporated under The Institute of Chartered Accountants of India (ICAI) and should be in existence for at least five (5) years.
2. The Chartered Accountants firm should be empanelment with CAG.
3. At least one Chartered Accountant/one Member of the Chartered Accountants firm shall be a Fellow Member of the Institute of Chartered Accountants of India and shall possess the required qualification valid and recognized by the Institute of Chartered Accountants of India.
4. At least a Chartered Accountant / one Member of the Chartered Accountants Firm must have a post qualification/ Professional work experience of at least five (5) years with total work experience of ten (10) years.
5. The average turnover of the firm for last three years should not be less than 10 (ten) lacs per annum.

The Chartered Accountant Firm shall state the Remuneration / Fees separately in the Financial Bid. The Fees quoted should be inclusive of all the Govt. Taxes or levies as on the date of filing the Bid. The Fees and the Break-up of the taxes & levies should be shown separately along with the total Fees.

Submission of Bid :

The Bid should be submitted in two separate parts:- Technical Bid and Financial Bid, in two separate sealed covers to the following address :-

**The Secretary cum P.F. Commissioner,
Assam Tea Employees Provident Fund Organization,
“Nidhi Bhawan”, Basistha, Lalmati,
NH-37, Guwahati – 781029, Assam.**

The last date for submission of Bid is **01/02/2021 (5:00 PM)**. The Tenders submitted after the deadline will not be entertained at all and / or shall be returned un-opened.

The Proposal submitted by the Applicant shall comprise of the following documents:-

1. Technical Proposal as per the prescribed format including all the Technical information filled in along-with all attachments / Schedules completed along-with a covering letter duly signed by the Authorized Representative of the Applicant.
2. Financial Proposal as per the prescribed format along-with a covering letter duly signed by the Authorized Representative of the Applicant.
3. Any deviation from the requirements must be included in a separate statement.
4. Any other information to be submitted during the course of proposal process.

Technical Bid Format :

Sl No	Description	Data required
1.	Name of the Applicant/ Chartered Accountant Firm	Full Name
2.	Address with Telephone No., E-mail ID etc.	All the relevant Addresses
3.	Registration No. and date of the Firm/ Member of Firm with The Institute of Chartered Accountants of India	Attach copy of Registration
4.	Details of the Chartered Accountant intended to be assigned the task by the Applicant Firm / Company a) Name :- b) Registration with The Institute of Chartered Accountants of India :- c) Experience :-	Full Name Attach copy of Registration Attach list of clients with Contact Person along-with details reflecting all relevant Information.
5.	Income Tax PAN	Attach copy
6.	GST No.	Attach copy
7.	Income Tax Return & Annual Accounts (last 3 FY's)	Attach copy

Financial Bid Format :

Sl No	Description	Amount (in Rs)	
		(in figure)	(in words)
1.	Audit Fees		
2.	Taxes etc.		
Total			

Disclaimer :- Assam Tea Employees Provident Fund Organization (ATEPFO) reserves the right to change any date/time mentioned in schedule above & also to reject any or all proposals and invite Re-Bids without explaining any reason thereof.

Memo No. PF/Esstt-I/2021/.....1079-81..... Dated Guwahati the 18.1.21.....

Copy to :-

- ✓ 1. Addl. P.F. Commissioner (Computer Cell) to upload on ATEPFO website.
2. Addl. P.F. Commissioner (Advertisement & Publicity Cell) for information and necessary action.
3. Notice Board.

Amrakeson
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Secretary-Cum-P.F. Commissioner.