



Electronics Corporation of India Limited  
A Government of India (DAE) Enterprise  
Finance & Accounts Group,  
Funds Section, SMD Building, ECIL Post,  
Hyderabad- 500 062, Telangana State.  
Phone: 040-27182308  
E-Mail: pffunds@ecil.co.in

EC: FAG: FUNDS: 2024-25: AUDIT

Date: 16.05.2024

To

Branch Chairman,  
Hyderabad Branch of ICAI  
Telangana

**Sub:** Seeking quotes from Hyderabad based CA firms for Conducting Audit of PF & Gratuity trust of ECIL  
for the FY 2023-24.

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Dear Sir/Madam,

ECIL is required to gets its PF and Gratuity Accounts audited for the FY 2023-24 as per the Statutory requirements.

We therefore request you to display the qualifying and other criteria as per Annexure –A, B, C on the institute – Notice Board and ICAI Hyderabad Portal.

Yours faithfully,

For Electronics Corporation of India Limited

Secretary – ECIL EPF TRUST



**Request for Quotations(RFQ) for hiring of CA Firm for conducting the Statutory Audit of the Gratuity and PF Trust of ECIL**

1. Electronics Corporation of India Limited (ECIL) a Schedule –A Public Sector Enterprise under the administrative control of Department of Atomic Energy incorporated in the year 1967. With years of expertise, ECIL serves various Government Sectors and has been instrumental in leading the IT and Electronics revolution in India.
2. ECIL is managing the Provident Fund and Gratuity trusts for its members as per the applicable statute. As at March '2024 the regular manpower in ECIL is approx. 1438.

ECIL, Hyderabad invites sealed quotations from interested CA firms having requisite experience for conducting statutory Audit of the Gratuity & PF Trusts as per terms and conditions.

Bidder to submit two separate sealed envelopes. The first envelope (duly mentioning eligibility criteria & other documents on the envelope) must contain Annexure A (PQR), Annexure-B (credentials), terms & conditions and undertaking duly signed and stamped. The second envelope (duly mentioning price bid on the envelope) must contain the Price Bid (Annexure-C). Both these sealed envelopes should be placed in a single envelope which should also be sealed super-scribing the envelope "Quotations for Conducting Statutory Audit of PF / Gratuity trust 'and sent to **Secretary PF, Finance & Accounts Group, SMD Building, Electronics Corporation of India Limited, ECIL Post, Hyderabad-500062.**

Price bid shall be opened only in respect of Bidders meeting the qualifying requirements.

4. Scope of the proposed work, terms of reference, terms and conditions of the contract will be as the following details:

<b>Particulars</b>	<b>Remarks</b>
Description of Work	Conducting Statutory Audit of the PF Trust and Gratuity Trust of ECIL
Terms of reference	1. ECIL reserves the right without assigning any reason to accept or reject any /all quotations(s) in whole or in part.
Extension & Termination of Contract	1. The engagement is valid for a period of one year. 2. The contract may be terminated by this office at any time without assigning any reason if the work of the firm is not found satisfactory. In this connection, the decision of the company shall be final and binding on the firm.
Payment terms	1. The rates should be quoted for the whole year. Payment will be made on the completion of the Audit. 2. No advance payment will be made by the office. The qualified bidder shall submit the bill at the conclusion of the audit. 3. TDS under income tax / GST as per rule shall be deducted from the bill.

Evaluation Criteria and award of contract	<ol style="list-style-type: none"><li>1. The contract will be awarded to the bidder who will be technically qualified and who will quote the lowest rates in the sealed quotation.</li><li>2. Evaluation of the lowest bidder shall be made for each Trust separately.</li><li>3. Acceptance of the offer will be communicated by email / letter or any other form of communication.</li><li>4. If bidder does not accept the offer, after issue of letter of award by this office within 15 days, the offer shall stand withdrawn.</li></ol>
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5. Opening of Bids

Technical bid will be opened in the office of the undersigned. If required, technical discussions will be held with only those bidders who have taken any deviations. Bidders representatives may be present during technical bid opening. The price bids will be opened after technical bids of all the tenderers have been evaluated.

6. Validity of the bid

The bid submitted by the bidder shall be kept valid for acceptance for a period of 90 days from the date of opening of the technical bid.

7. Date of submission and opening of tender

Last date and time for submission of sealed tender: **on or before 17<sup>th</sup> June 2024 at 17.00 hrs**

Date and time of opening the tender: **18<sup>th</sup> June 2024 at 1130 hrs**

**Self- Declaration (to be filled by the bidder)**

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 allotment of work and might be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed thereunder.
- b) Applicant firm or its partners have not been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) or penalised under any of the tax law by ICAI or any other statutory body.
- c) Applicant firm does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- 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.

**PQR (Pre Qualifying Requirements)**

<b>Sl No</b>	<b>Qualifying Criteria</b>	<b>Document to be Enclosed</b>
1	Firm should have minimum 5 years of experience.	Copy of Firm Registration with ICAI clearly depicting the date of inception of the firm.
2	The firm should have conducted minimum 5 statutory Audits under companies act 2013 in the last 5 Years.	List of the clients along with the FY in which statutory Audit were under taken. Engagement letter from the client to be enclosed.
3	Applicant firm should have at least two full time partners with at least one full time FCA	Name of the partners as on date of submission of bid along with their Membership No's and contact No's on the letter head of the firm.
4	Firm must have conducted at least 2 audit of PF/Gratuity trust.	List of the name of the trust and the company with the year in which Audit of PF/Gratuity Trust were undertaken. Also mention whether the Company is a CPSE or not. Engagement letter / work completion from the subject trust may be enclosed
5	Applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants act, 1949 (as amended) or penalized under any of the tax laws by ICAI or any other statutory body	Undertaking as per Annexure to this effect on the letter head
6	The firm must have an office in Hyderabad with at least 1 partner operating from that office	Address of the office in Hyderabad

**Credentials of the firm in the below mentioned format**

1	Name of the Firm :	
2	Firm FRN No :	
3	Pan No of the firm (enclose copy)	
4	GST Registration Number (enclose copy)	
5	No of Partners :	
6	No of Qualified Persons :	
7	Address of the office in Hyderabad :	
8	_____ At other places (Branches)	
9	E-mail id of the partners.	
10	Mobile no of the partners.	
11	Date of incorporation.	

**Price Bid**

**Name of Job/Services: Engagement of CA Firm for conducting Statutory Audit of PF and Gratuity Trust for FY 2023-24.**

<b>S. No.</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>	<b>Rupees in words</b>
1	Lump sum price for Conduct of Statutory Audit of PF Trust for FY 2023-24.		
2	Lump sum price for Conduct of Statutory Audit of Gratuity Trust for FY 2023-24.		
3	Applicable Tax		
4	Applicable rate of GST in percentage (%)		

Note:

1. The rates will be valid until the entire scope of work is executed in all respects. No escalation in the rates shall be accepted during the entire period of the contract.
2. Evaluation of the lowest bidder shall be made for each trust separately.

**(Signature of authorized signatory & seal of the Firm)**