



**EOI Ref No : FIN/AB/CA Audit PF Trust/01/2023/EOI-010**

**Notice inviting Expression of Interest (EOI) by Chartered Accountants Firms for empanelment as Auditors for conducting Audit of GRSE PF Trust from FY 2022-23 to 2027-2028.**

### **EXPRESSION OF INTEREST (EOI)**

Garden Reach Shipbuilders and Engineers Limited Provident Fund Trust invites Expression of Interest (EOI) from experienced Chartered Accountant Firms having specialisation in Statutory Audit/Internal Audit/Statutory Audit of exempted PF Trust for empanelment and appointment as Statutory Auditors of the Trust for a block period of Six years from FY 2022-23 to 2027-28. As per EPFO guidelines the same Auditors shall not be appointed for two consecutive years and not more than two years in a block of six years.

The format of application alongwith information on selection criteria, Undertaking and terms & conditions,etc are enclosed herewith. The EOI document will be hosted on the GRSE website [www.grse.in](http://www.grse.in) under the 'EOI(Current)' tab under the 'Other Links' section / menu ([url : www.grse.in/index.php/EOI-current](http://www.grse.in/index.php/EOI-current)). EOI document can also be downloaded from GRSE NIC portal <https://eprocuregrse.co.in>. Any updates to the EOI Documents shall be hosted on website. Interested firms are requested to ensure that all updates are considered while submitting the EOI.

Interested Firms may send their applications in the prescribed format (to be dropped in lock-box kept at Provident Fund Section) alongwith annexures under sealed cover clearly indicating "**Response to Expression of Interest for Empanelment as Auditors of GRSE PF Trust**" on the face of the envelop addressed to Secretary, GRSE PF Trust, Garden Reach Shipbuilders & Engineers Ltd at 43/46, Garden Reach Road, Kolkata- 700024 **latest by 12<sup>th</sup> June 2023, 15.00 hours.**

Sd/-  
Member Secretary (Provident Fund)  
*Garden Reach Shipbuilders & Engineers Ltd Provident Fund Trust*  
Email : [bose.ashis@grse.co.in](mailto:bose.ashis@grse.co.in)  
Mob No: 9163331726

DATED : 02nd June 2023



## **Garden Reach Shipbuilders & Engineers Ltd.**

(A Government of India Undertaking ; Ministry of Defence)

Kolkata



**Notice inviting Expression of Interest (EOI) by Chartered Accountants Firms  
for empanelment as Auditors for conducting Audit of GRSE PF Trust from FY  
2022-23 to 2027-2028**

**A. SCOPE OF WORK**

The Scope of work of this EOI consists of Statutory Audit of the GRSE Provident Fund Trust. Details are as follows:

1. To carry out audit of Provident Fund Accounts of the exempted PF Trust.
2. To examine and verify whether the Trust have followed the Investment Pattern & Investment Guidelines as prescribed by EPFO.
3. To verify that interest and maturity proceeds are collected promptly and reinvested as per provisions.
4. To verify proper records have been maintained in respect of all transactions.
5. To verify all securities are held in the name of the Trust.
6. To assess and report the PF liability of the members of the Trust.

**B. DETAILS ABOUT THE COMPANY/TRUST**

The Company is a Govt. of India undertaking ('Miniratna' status Schedule-'B' CPSE) under the Ministry of Defence and primarily engaged in the manufacture of warships for Indian Navy, Coast Guard and export as well. The Company is listed on the Stock Exchanges (BSE/NSE). The Company has established a Provident Fund Trust for all its employees for payment of lumpsum benefit on their exit from the services of the Company. Presently the Fund has 1790 active members as on 31.03.2022. The total corpus of the Fund as on 31.03.2022 is Rs.366.21 crores. **The Consolidated remuneration for Audit of accounts of GRSE PF Trust for FY 2022-23 is Rs.25000/- plus GST and Conveyance (At Actuals)**

**C. PAYMENT TERMS**

The Consolidated remuneration for Audit of accounts of GRSE PF Trust for FY 2022-23 is Rs.25000/- plus GST and Conveyance (At Actuals).

**D. ELIGIBILITY CRITERIA**

1. The Firms should have Head Office in Kolkata.
2. The Firms should be in existence for a minimum period of Five years and have experience of carrying out Statutory Audits/Internal Audit/PF Audit of Exempted Trust of any Limited Companies. To this effect, firm should submit copies of respective contracts, along with documentary evidence in respect of satisfactory execution of each of those contracts.
3. The CA Firm should have valid PAN & GST Registration Number.



**E. SCORING:** Further to the above eligibility criteria, firms will be empanelled based on the scores achieved as per parameter-score matrix provided below

	<b>Parameters/Scoring Criteria</b>		<b>Maximum Score 100% (100 Marks)</b>	<b>Individual Firm Score ( Marks )</b>
<b>01</b>	<b>Past experience of the CA Firm (Track Record)</b>			
	<b>A</b> Years of existence of CA Firm (Min. 5yrs)	1 point for every completed year [Counted from the date of constitution of the firm with one full time FCA].	10%	10
	<b>B</b> Annual Turnover of the Firm for past 3 years	1 point for every Rs.5 lakhs above Rs.10 lakhs	10%	10
	<b>C</b> Experience as Statutory Auditors/Internal Auditors of a Limited Companies.	5 points for each such Statutory audit per Client.	30%	30
	<b>D</b> Number of PF Exempted Trust Audit	2 point for each such audit per Client.	30%	30
	<b>E</b> No. of Partners with FCA	01 point each for each partner	10%	10
	<b>F</b> Full Time CA/CMA Employees	01 point for each CA/CMA Employee	10%	10
		<b>TOTAL SCORE</b>	<b>100%</b>	<b>100</b>

1. From amongst the firms who have responded to the EOI and satisfied all pre-qualification criteria, the firms will be allotted scores as per scoring parameter specified in above table.

**2. Bid Evaluation Criteria:**

Firms shall be ranked as per the scoring matrix above. Statutory Auditor for conducting the Audit of GRSE PF Trust for FY 2022-23 shall be appointed by the Board of Trustees on the basis of the score. Every year till 2027-28 appointment shall be made by the BOT from the empanelment as above. BOT reserves the right to extend the block of six years on the basis of application received.



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The Chartered Accountants firm is to provide the following information as per pro-forma given below:

**'APPLICATION FORMAT'**

1. Name of CA Firm:
2. Status of Firm (LLP etc) :  
(Firm Composition certificate to be attached)
3. Registration No. :
4. Date of Establishment / Registration :
5. Name & Address of Principal Office & Branch Office (s) [Please attach ICAI's certificate ]

Office type (HO/Reg.Office/Branch)	Address	Year of Establishment	Contact details : In-charge Name, Tel., Fax, Email.

6. Annual Turn over of the Firm for last 3 years as on 31<sup>st</sup> March 2022

SI No	Financial Year	Amount(Rs.)

7. Particulars of Partners

Sl.	Name	CA Membership No.	Membership Status (Fellow/Assoc)	Date of joining firm as partner & branch office attached to	DISA/CISA or CIA or other Qualfn.	Other qualifications job/specialisation & experience

8. Particulars of qualified assistants.

Sl.	Name	CA / CMA Membership No.	Membership Status (Fellow/Assoc)	Date of joining firm .	DISA/CISA or Other qualfn.	Other qualifications job/specialisation& experience



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9. Income Tax PAN ( attach copy of PAN Card):
10. GST Registration No. (attach copy of Registration Document):
11. PF Registration details (attach copy of Registration Document):
12. ESI registration details (if any , attach copy of Registration Document):
13. Statutory /Internal Audit experience in Limited Companies specifying nature of the assignment, year of audit and name of the company.

Name of Company	Nature of assignment	Period of Audit	Total Experience (Yrs)

(Attach documentary evidence in support of the above data)

14. PF Exempted Trust Audit in Limited Companies year of audit and name of the company.

Name of Company	Nature of assignment	Period of Audit	Total Experience (Yrs)

(Attach documentary evidence in support of the above data)

**UNDERTAKING**

1. It is confirmed that all the information provided above are true and comply with requirements the EOI.
2. We confirm that we have not made any deviation from the specified terms & conditions of EOI documents. A copy of complete EOI document duly signed and sealed on all pages as a token of acceptance of all terms and conditions is attached.
3. We M/s ....., Chartered Accountants hereby agree to conduct the Statutory Audit at a consolidated remuneration of Rs.25000/-plus GST extra per annum and conveyance extra.

Signature of Partner with Name  
& Seal of Audit Firm



**F. GENERAL TERMS AND CONDITIONS**

- (i) Firms are to fill in all relevant particulars / information in appropriate places and submit documentary evidence (attested by a partner) where specifically asked for.
- (ii) This EOI is only for the purpose of short-listing/empanelment of Firms and does not carry any assurance for allotment.
- (iii) Only successful firms will be intimated about their selection in due course.
- (iv) The Company reserves its right to accept or reject any application(s) without assigning any reasons. The decision of the Company for empanelment of the Firms will be final and binding upon the parties participating in the short-listing/ empanelment.
- (v) The Statutory Auditor will ensure that the information obtained in respect of the Unit is maintained in strict confidence and secrecy.
- (vi) To complete the assignment as per scope of Audit the firm has to engage sufficient manpower for timely completion of the assignment.
- (vii) Final signed report to be submitted within two weeks from the end of the assignment
- (viii) The firm will be debarred in future, from getting any assignment in Garden Reach Shipbuilders' & Engineers Ltd in the following cases:
  - a) The Audit Firm obtains the appointment on the basis of false information/ statement at the time of submission of application/ documents for the EOI.
  - b) The Audit Firm is found to have sub-contracted the work, including on networking basis.
- (ix) The Company being a defence establishment, firms appointed as Statutory Auditors may be required to provide commensurate credentials / photographs /ID proof etc. for obtaining entry-passes in respect of its personnel who would be deployed to conduct the audits.
- (x) The Firm is required to provide insurance cover to its representatives deputed to GRSE for conducting the audit or else provide an undertaking that the Company shall not be liable for any incident/eventuality (within GRSE premises) causing sufferings to the personnel deputed from the audit firm.

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