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OFFICE OF THE COMMISSIONER
COAL MINES PROVIDENT FUND ORGANISATION,
HEADQUARTERS OFFICE,
(A STATUTORY ORGANISATION UNDER MINISTRY OF COAL, GOVERNMENT OF INDIA)
POLICE LINE, H.P.O.- DHANBAD-826014 (JHARKHAND)

NOTICE INVITING TENDER

1. Coal Mines Provident Fund Organization is pleased to invite sealed tender for appointment of Chartered Accountant firm for following work:
 - A. Preparation of Annual Accounts.
 - B. Preparation of Bank Reconciliation Statements of all the 25 Offices and Headquarters office for all accounts.
 - C. Updating/maintenance of Fixed Assets Register of all offices and Headquarters office.
 - D. Presentation Annual Accounts before auditors.
 - E. Preparation and presentation of reply to CAG audit paras.
 - F. Other works as and when required.
2. Coal Mines Provident Fund Organization is an autonomous body functioning under administrative control of Ministry of Coal, Government of India, New Delhi.
3. Headquarters office of CMPFO situated at Dhanbad (Jharkhand) and having 25 offices located at various places.
4. Eligibility criteria for selection is as under :
 - A) The CA firm must be empanelled with the CAG.
 - B) Minimum 5 Partners out of which at least 3 should be FCA.
 - C) Head Office/Branch must be located in Dhanbad.
 - D) Minimum 5 years experience in preparation of Annual Accounts in similar organization.
 - E) At least one senior staff must visit CMPFO offices regularly or as and when required.
 - F) Bid must be in two separate sealed envelopes (i.e. Technical & Financial bid).
5. The proposal is invited for the FY 2014-15 & 2015-16. The last date of submission of EOI is 15.03.2015.
6. CMPFO reserves the right to reject any or all EIOs or cancel/withdraw the request inviting proposal without assigning any reason whatsoever, and in such case no bidder/intending bidder shall have any claim arising out of such action.

Address for communication and submission of EOI:

To,
The Commissioner,
Coal Mines Provident Fund Organization,
Near Police Line, Hirapur, Dhanbad,
Pin - 826 001 (Jharkhand)


26/02/15
COMMISSIONER