



# කොconut පර්යේෂණ ආයතනය தென்னை ஆராய்ச்சித் தாபனம் COCONUT RESEARCH INSTITUTE

Gen.Tel. : 031-2255300,

031-2262000, 031-2262001

Fax : 031-2257391, 031-2255583

බන්දිරිප්පුව පර්යේෂණ මධ්‍යස්ථානය, ලුනුවිල 61150 ශ්‍රී ලංකා. Chairman / CRB : 031-225549.

பண்டிரிப்புல ஆராய்ச்சி நிலையம், லுனுவில 61150 ஸ்ரீ லங்கா. Director / CRI : 031-225589

Bandirippuwa Research Centre, Lunuwila 61150 Sri Lanka. E-mail : directorcri@sltnet.lk

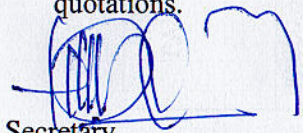
## INVITATION TO QUOTE

Quotation No: CRI/2023/NCB/26

### FINANCIAL STATEMENTS AUDITING AND TAX CONSULTATION OF EMPLOYEES PROVIDENT FUND (EPF) - COCONUT RESEARCH BOARD

The Chairman, Employees Provident Fund Committee on behalf of Coconut Research institute, Lunuwila invites sealed quotations from the Audit Firms of qualified Chartered Accountants.

- 2) The Employees Provident Fund- Coconut Research Board (EPF-CRB) is an approved contributory retirement benefit plan and managed under directions from the Commissioner of Labor. It has been managed by a committee which is being appointed in accordance with the provisions in approved constitution of EPF-CRB. Number of members and the total assets of EPF- CRB are **273** and Rs. **455** million respectively at present.
- 3) The applicants should have minimum of 5 years' working in experience in the field of auditing and tax consulting after been professionally qualified as chartered accountants.
- 4) Management committee of EPF-CRB required a comprehensive audit on all transactions, related investments of the fund, Individual fund balances and loan balances of members and Tax consultation on income tax computation for the year ended **31.12.2022** and providing tax consultation service.
- 5) The selected audit firm should provide certified report on individual fund balances and loan balances as at **31.12.2022** along the final accounts and bidder should provide the audit plan along with the bid.
- 6) The selected audit firm should check the procedures/systems are being practiced/adopted for the fund and should submit a report along with the audit report. (Existing procedures /systems will be submitted)
- 7) The applicants should provide self-prepared application mentioning professional qualifications, past experience in similar works at least for the last 5 years and proposed Audit Plan (Names of the clients, address, Telephone numbers etc.) and **maximum time duration allocated to complete this audit is 30 days**.
- 8) Bids shall be delivered to The Director, Coconut Research Institute, Bandirippuwa Research Station, Lunuwila (61150) or deposited in the Bid Box kept in the Head Office, Coconut Research Institute, Lunuwila, on or before **04.04.2023 at 13.00 hrs** (Envelope should be marked "**Auditing of Employees Provident Fund (EPF) - CRI/2023/NCB/26**" on the top left-hand corner). Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidders' representatives who choose to attend.
- 9) Bidders or their authorized representatives will be permitted to be present at the time of opening of quotations.

  
Secretary,  
Employees Provident Fund Committee,  
Coconut Research Board  
17.03.2023