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මණ්ඩිරප්පුව පර්යේෂණ මධ්‍යස්ථානය, ලුණුවිල 61150 ශ්‍රී ලංකා. Chairman / CRB : 031-2255497

பண்டிரிப்புவு ஆராய்ச்சி நிலையம், லுணுவில 61150 ஸ்ரீ லங்கா. Director / CRI : 031-2255890

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

The Chairman, Department Procurement Committee on behalf of the Coconut Research institute, Lunuwila invites sealed quotations from the Audit Firms of qualified Chartered Accountants for financial statement auditing and Tax Consultation of EPF.

- 2) The Employees Provident Fund- Coconut Research Board (EPF-CRB) is an approved contributory retirement benefit plan and managed under directions of 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 **251** and Rs. **633** million respectively at present.

Minimum Qualifications and Conditions to Bid

01. The applicants should have minimum of 5 years' working experience in the field of auditing and tax consulting after been professionally qualified as chartered accountants.
02. 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 **31.12.2023** and providing tax consultation service, when require to fund management.
03. The selected audit firm should provide certified report on individual fund balances and loan balances as at **31.12.2023** along with the final accounts and bidder should provide the audit plan along with the bid.
04. The applicants should provide self-prepared application mentioning professional qualifications, past experiences in similar works at least for the last 5 years (Names of the clients, address, telephone numbers etc.) and should provide proposed Audit Plan to meet the **maximum time duration allocated to complete this audit (30 days)**
05. Bids shall be delivered to The Chairman, Department Procurement Committee, Coconut Research Institute, Bandirippuwa, Lunuwila (61150) or deposited in the Bid Box kept in the Head Office, Coconut Research Institute, Lunuwila, on or before **22.08.2024 at 13.00 hrs** (Envelope should be marked "**Auditing of Employees Provident Fund (EPF)**" on the top left-hand corner). Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidders' or bidders representatives who choose to attend.
06. Bidders or their authorized representatives will be permitted to be present at the time of opening of the bids.


Secretary,
Employees Provident Fund Committee,
Coconut Research Board
01.08.2024