

ডিসিসিআই এমপ্লয়ীজ প্রভিডেন্ট ফান্ড
(DCCI Employees Provident Fund)

DHAKA CHAMBER BUILDING

65-66, MOTIJHEEL COMMERCIAL AREA, G.P.O. BOX NO.2641, DHAKA-1000, BANGLADESH
PABX: 9552562 (HUNTING), FAX: 9560830

DCCIEPF/ Ac/Audit/ 847

09 September 2025

INVITATION OF QUOTATION (IOQ)

External Auditor of 2024-25 [Jul – Jun]

The DCCI Employees Provident Fund is inviting qualified independent auditors to submit quotations by addressing the Chairman, Trustee Board for conducting audit services for the year 2024-25. Applications should contain the below mention terms & conditions.

TERMS & CONDITIONS:

1. **Documents:** Membership in nationally recognized accounting or auditing bodies, Copies of Trade License, BIN & PSR should be submitted with the quotation.
2. **Experiences:** The firm should outline where appropriate any previous experience with the chamber body/Trust Fund as well as the qualification of professional skill of each candidate and to be mentioned the size of the workforce to deploy this audit. The firm must have been practicing in auditing for at least 20 years.
3. **Scope of Audit:** Audit should be accompanied by a description of the audit approach and work plans to ensure adequate audit coverage of the DCCI Employees Provident Fund annual accounts and financial statements like Balance Sheet, Income Statement, Receipt & Payment account, Profit distribution, Contribution Account of 77 Members, Members Loan Account, Investment fund, Bank account and relating PF Rules & any recommendation of improvement of fund operation.
4. **Audit fee:** The total annual audit fee (in BDT) is requested, including VAT. Please note that tax will be deducted as per Govt. rules.
5. **Working Time Frame:** All assignment must be completed an estimated of total 20 days after receiving the appointment letter.
6. **Reporting:** The report presented to management through comprehensive management letters and should be accurate, complete, balanced, fair, and constructive. 1st issue a draft report on the audit of the annual financial statements and relevant schedules. After confirming the draft, you are required to submit 5 copies final report with appropriate DVC number.
7. **Other information:** Please include any other relevant information likely to assist in selecting an external auditor from among the applications received.
8. **Quotation Submission date and address:** We are inviting quotation to submit on or before 18 September 2025 at Dhaka Chamber building (4th Fl.), 65-66, Motijheel C/A, Dhaka 1000. Quotation box will open on 20 September 2025, after short listing, it will be selected and informed only selected firm accordingly.

N.B: Please note that incomplete submissions may not be accepted. Office of the Trustee reserves the right to accept or reject any Quotation without giving any reasons.


9/9/25
Member Secretary
Board of Trustee, PF



Dhaka Chamber of Commerce & Industry Provident Fund Trust, 65-66, Motijheel C/A, Dhaka -1000