



Government of the People's Republic of Bangladesh  
Ministry of Labour and Employment  
Central Fund  
3<sup>rd</sup> floor, Shromo Bhubon, 196 Bijoy Nagar, Dhaka-1000

No: 40.06.0000.007.09.001.18.48

Date: 29.01.26

**Subject: Request for Expression of Interest (EOI) and Financial Offer for Central fund Annual Accounting Audit for FY 2021-2024.**

Dear Recipient:

Central Fund is inviting your company to submit EOI for the Annual Accounting Audit of the Central Fund account for the period 1 January 2021 to 30 June 2024. The EOI should include the below-mentioned documents.

1. Cover Letter
2. Applicant Information and Documents:
  - Organization Profile- describing the nature of business, relevant personnel portfolio, relevant client list, field of expertise, licenses, certifications, accreditations, and international affiliation.
3. Technical Proposal:
  - A brief outline of the proposed approach, methodology, and details of experts assigned for conducting audit and other related matters
  - A proposed timeline for completing the audit.
4. Financial Offer (as per the given format, Annexure B) in a separate sealed envelope. The price to be quoted in lumpsum covering the costs including applicable Tax and VAT.
5. Signed ToR (Annexure A) as acknowledgement.

**Please submit your Printed Copy of EOI and other documents to the following address:**

Finance Officer, Finance Department, Central Fund.  
196, Sromo Bhaban (2nd Floor), Bijoy Nagar, Dhaka-1000  
Email: [centralfund.mole@gmail.com](mailto:centralfund.mole@gmail.com),

We look forward to receiving your complete EOI by 15 February 2026. If you have any questions or require further information, please contact Marufa Parvin, Assistant director Finance, Central Fund, Cell# +880 1985272886. The email subject line must be “EOI for the Annual Audit of Central Fund”.

With best regards



29/01/2026

Md. Munir Hossain Khan  
Director General, Central Fund  
Ministry of Labor and Employment  
Sromo Bhavan, Bijoy Nagar, Dhaka-1000

**Annexures:**

1. Annexure A: Terms of Reference (ToR)
2. Annexure B: Financial Offer Format

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**Terms of Reference (ToR)**

**Annual Accounting Audit Fy 2021-2024 of Central Fund**

**1. Background on the Employment Injury Scheme Pilot:**

Under section 232(3) of the Bangladesh Labour Act, 2006, and the Labour Rules, 2015, a Central Fund has been established under the Ministry of Labour and Employment for the 100% export-oriented industrial sector. A Management Board has been formed to administer the said Fund. The core objective of the Central Fund is the socio-economic development of workers employed in the 100% export-oriented industrial sector and their families. The primary source of the Central Fund is 0.03 percent of the profits earned by the 100% export-oriented industrial sector.

**2. Objective of this Assignment**

Conduct annual accounting audit for Central Fund Account (**Seven bank Accounts**). Audit the Auditee's books of accounts being supported by vouchers and relevant documents for the period of 1 January 2021 to 30 June 2024.

**3. Qualification of the Personnel Executing the Audit:**

The Reviewer of the audit team in charge of the finalization of the audit report shall be a Chartered Accountant. The audit team should be led by an Audit Manager and the team members must have experience of conducting such audits.

**4. Scope and Volume of Audit:**

During the audit period being examined, Central Fund Account's anticipated yearly transaction volume is around (150 crore) one hundred and fifty Crore Taka. These transactions were carried out using seven bank account and were documented through about seven cash books and three register books manually.

**5. Relevant Rules, Manuals Policies and Laws**

The following documents are the basis for this audit:

5.1 Bangladesh Labour Act 2006, Labour Rules 2015. (According to the currently applicable law and rules.)

5.2 Decisions of the Board Meetings.

5.3 Draft Accounting Policy/Principles of the Central Fund.

5.4 Other Government Laws and Documents Related to Approvals.

**6. Scope of Services:**

**6.1 Scope of Audit**

- To examine, review and conduct audit in compliance with International Standards on Auditing (ISA).
- To identify whether the financial statements are prepared according to International Financial Reporting Standards (IFRS) with adequate documentation as well as whether the Information Technology (IT) based accounting systems generated information are free from error and non-compliance.
- To examine the charging depreciation on non-current assets and Immovable properties, if any.
- To review the acquisition and recognition procedures of assets, liabilities, income, and expenses.

- To submit the Independent Auditors' report in English and Bengali.
- The audited report should be finalized with proper Document Verification System (DVS) compliance of The Institute of Chartered Accountants of Bangladesh (ICAB).

## **6.2 Submission of Reports**

The draft financial statements drawn up by the central fund will be finalized after discussion with the auditors. After completion of the assignment auditors will submit audit reports to Director General including notes and observations.

## **6.3 Audit Opinion**

The audit opinion on the financial statements should identify material deviations from International Financial Reporting Standards (IFRSs), if any; and the impact of such deviations on the financial statements are presented. The audit report should also include the impartial opinion on the accuracy and reliability of financial statements and books of accounts and internal control maintained by the Central fund and associated risks (if any).

## **7. Deliverables:**

7.1 The auditor will present the audited financial statement as per the IAS 1 (International Accounting Standard 1) including the following documents:

- Income & Expenditure Accounts
- Balance Sheet
- Cashflow Statement
- Notes to the accounts
- Description of the applied accounting standard
- Budget Variance Report
- Management Report
- Management Attestation

7.2 The Auditor shall conduct initial and exit meetings and finalize the audit report and submit 05 signed copies including all deliverables.

## **8. Timeline:**

8.1 **Audit Period:** January 01, 2021 to June 30, 2024

8.2 **Expected date of start Audit:** February 2, 2026

8.3 **Draft Audit Report along with management response:** Within 04 May 2026

8.4 **Expected date of Final Audit Report and Other Deliverables Receive:** By 20 May 2026

8.5 Final Audit Schedule/ plan will be provided by the 'Audit Firm' subject to the requirement of both parties upon mutual understanding.

## **9. Confidentiality and Other Terms and Conditions:**

9.1 All information, data, and documents provided to the audit team shall be treated as confidential. The auditing team members are obligated to maintain the confidentiality of sensitive information obtained during the course of the audit and are prohibited from disclosing any details to unauthorized individuals or entities.

9.2 The Auditor shall not delegate or transfer, in whole or in part, any of its duties or obligations outlined in this contract to another party.

9.3 Central Fund reserves the right to accept or reject offers in part or full without assigning any reason whatsoever.

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**FINANCIAL OFFER**

Annual Accounting Audit (FY2021-24) of central Fund

SL No.	Particulars	Amount in Taka
1	<b>Fees (Lump Sum):</b>	
2	<b>VAT:</b>	
	VAT @15%	
<b>Grand Total:</b>		
<b>In word (Taka):</b>		
Note: Tax and vat will be deducted on the quoted price as per Bangladesh government rules and regulations.		