



Uttar Pradesh State AIDS Control Society

4th Floor, 'A', Block, PICUP Bhawan, Gomti Nagar, Lucknow - 226 010

Phone: 0522 - 2720360 Fax: 0522 - 2721135

E-mail: procurement.upsacs@gmail.com Website: www.upsacs.in

File Ref No.: AFU/EPF/1754

Dated: 27.09.2019

To,

As per attached list

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Sub: Invitation to offer for Engagement of Consultant for EPF related works/matters.

Uttar Pradesh State AIDS Control Society (UPSACS) is a registered society constituted for implementation of National AIDS Control Programme in the state of Uttar Pradesh. Sealed bids under single bid system, are invited by UPSACS from professional/firms/companies in Annexure I to II. You are requested to submit your offer which should reach UPSACS office on or before 10.10.19 up to 3.30 PM. Your tender should be addressed to Project Director, Uttar Pradesh State AIDS Control Society, PICUP Bhawan, 4th Floor, A-Block, Vibhuti Khand, Gomti Nagar, Lucknow. Please super scribe your tender as **"Short Term Limited Tender for Engagement of Consultant for EPF related matters."** All tender received within the due date and time shall be opened on the same day i.e. on 10.10.2019 at 04.00 PM. In case of any holiday on the day of opening, the limited tenders will be opened on the next working day at the same time as scheduled above.

You are invited to submit your most competitive rates for the following:-

Monthly Charges for providing consultancy on EPF related matters for approx. 1000 employees

1. Scope of Work:

- i. Monthly challan generation and insure to deposit before 5th of every month of already registered approx. 1000 employees.
- ii. To provide Form-9-for new employee.
- iii. To provide Form-2- for new employee details & nominations form with PF & UAN no.
- iv. To provide Form-11- declaration form which given previous employment for new employee.
- v. To maintain register which consists of employee information (PF eligibility), KYC form-23 (EPF slips).
- vi. To provide PF statement (Employee/employer) as per salary register.
- vii. Online member ID & UAN generation.
- viii. UAN Activation and transfer cases.
- ix. Reply to PF queries after inspection of PF audit.
- x. To provide opinion regarding new notifications and their implementation etc. in UPSACS.
- xi. Liaison between client & EPF officials. To provide opinion regarding PF & ESI related matters.
- xii. To help & provide opinion for Non-refundable and other loans applied by employees from their PF accounts.
- xiii. Helping employees claiming withdrawals and advances.
- xiv. Any other work as necessary to achieve desired compliance.

2. Eligibility criteria as per annexure -I:

- i. Proof of local office address for better co-ordination
- ii. Contact Person with mobile no. and E-mail ID
- iii. Copy of GST registration certificate

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- iv. Copy of PAN card
- v. Copy of PF Registration No. (if applicable)
- vi. Copy of ESI Registration No. (if applicable)
- vii. Details of proprietor or partners or directors i.e. attached their C.V.
- viii. EMD (FDR with validity of six months), as under, has been submitted, by tenderer:-Rs. 5000/- (Rupees Five Thousand Only) in favour of **"Project Director, UP State AIDS Control Society"**, payable at lucknow.
- ix. The bidder should have at least three (03) years experience and focus on related work. Proof of experience should be enclosed.
- x. Self-declaration on firm letter head that the company is not black listed by any Ministry/Dept. of GOI/State Govt./Organization.

3. Evaluation of the tender:

The society will evaluate and compare the offers determined to be substantively responsive, which are properly signed, fulfill all the eligibility conditions, confirm to the terms & conditions of this bid documents.

4. Award of Contract:

- a) The contract will be awarded to the most responsive organization offering the lowest (L1) rates.
- b) During evaluation of quotation, committee may at its discretion, asks the bidder for clarification of its quotation and presentation. The request for clarification and response shall be in writing and no change in prices or substance of the quotation shall be sought, offered or permitted.
- c) In case the lowest price quoted is same by more than one consultant/firm, the consultant/firm will be selected on the basis of the experience, manpower, stability, quality etc.
- d) The contract shall remain in force for a period of one year from the date of award and the said period may be extended by another two (02) years in a spell of one year each or till the new contract is finalized, on the same terms & conditions at the sole discretion of the society based on the satisfactory performance of the agency and with the mutual consent of the parties in writing.

5. General The Terms and Conditions:

• Security deposit:

- ✓ The security deposit for an amount 5% of the work order value should be submitted within two (02) week of issue of work order date in the form of FDR in favour of **"Project Director, UP State AIDS Control Society"** payable at Lucknow. The security deposit should be valid for 60 days beyond the date of completion of all contractual obligations of the supplier/contractor. The security money will be returned only after satisfactory completion of the contract against submission of request for the same subject to such deductions that may deemed fit at the sole discretion of UPSACS in case of non-fulfillment of any of the terms and conditions of the tender documents for PF service to UPSACS.
- ✓ Within two (02) week, notarized agreement on Rs. 100/- non-judicial stamp paper signed by the authorized representative of the firm/company, mentioning his/her name, age, father's/husband's name, residential address, relation with firm in token of full and unconditional acceptance for the UPSACS work Order.

• Bid Price:

- ✓ Rate is to be quoted as per specification mentioned in the tender **in the Financial Bid (Annexure-II)**.
- ✓ Rate should be quoted inclusive of all the cost etc., but **exclusive of GST**.
- ✓ The rates quoted by the bidder shall be fixed and firm till the completion of the order for the PF related services and shall not be subject to any adjustment or increase on any account.
- ✓ Financial Bid should be submitted on the letterhead of the bidder in the format provided with this document. Complete tender documents should be signed by the authorized signatory of the bidding firm.
- Late bids/conditional bid (i.e. bids received after the specified date and time for receipt of bids) shall not be entertained physically/manually/online/e-mail.
- Any tender that does not conform to the instructions/ terms / conditions is liable to be rejected without any reference. **Validity of Quoted price:** 90 days from the bid opening date.
- Non-submission of EMD will make the tender invalid. FDR towards EMD shall be submitted along with tender document by the due date/time of tender submission.

- The tenderer cannot withdraw after Tendering; the EMD will be forfeited if tenderer denies entering into agreement for service after tendering process.
- **Payment Schedule:**
 - The payment will be made on quarterly basis on presentation of the bill in two copies in the name of Project Director, UP State AIDS Control Society, Lucknow along with monitoring report verified from Finance department.
 - Service provider shall have to raise the bills to Project Director, UP State AIDS Control Society, Lucknow and the payment shall be released through PFMS facility so attach the cancel cheque after award of the contract. TDS will be deducted as per existing rules/law.
 - There will be no advance payment or payment of interest for any delay in payment.
- The UPSACS (Finance & Admin Division) shall review & monitor the services of the firm/consultant based upon the performance of the consultant in all respects from time to time.
- Any liability occurred due to fault of consultant regarding govt. dues as well as any human loss/injury during engagement of said works will be the responsibility of the service provider/consultant/firm.
- UPSACS will not responsible to provide any H.R. and instrumental support-computers, laptops, printer, scanner etc.
- If the Successful bidder fails to provide the service in the specified time limit/terms & conditions, the order issued is liable to be cancelled and Earnest Money and Security Money shall be liable to be forfeited. The Project Director, however, may accept the delay with the liquidated damages at the rate of ½% per week of delay subject to maximum of 10% computed on the value of supplies/works. Penalty may be waived off in case of delay from UPSACS side or on the submission of appropriate reason.
- Society can relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of UPSACS without assigning any reasons thereof.
- The price accepted by the committee is final and no deviation from it will be accepted in this regards.
- The bidder submitting his proposal shall be deemed to have considered and accepted all the terms and conditions mentioned in tender document and no enquiries, verbal or written shall be entertained in respect of acceptance or rejection of the bids.
- **Termination of Contract:** In case the successful bidder is unable to provide the service as stipulated in the contract. The said contract shall be terminated by giving one week notice.
- **FORCE MAJEURE:** The obligations of UPSACS and the firm shall remain suspended if and to the extent that they are unable to carry out such obligations owing to force majeure or reason beyond their conditions.
- Uttar Pradesh State AIDS Control Society, reserves the rights to accept or reject any quotation and tender process and reject all offers at any time prior to the award of the contract without assigning any reasons. In case of any dispute the decision of Project Director will be final and binding on both the parties.
- Any litigation in connection with this quotation shall be subject to the jurisdiction of Courts at Lucknow.

(Renu Verma)

Joint Director, Procurement

CHECKLIST OF SUPPORTING DOCUMENTS FOR TECHNICAL QUALIFICATION

Check list of the bid for **Engagement of Consultant for EPF related works/matters**, 4th Floor, A-block, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow-226010.

Sl No.	Particulars	Yes (✓)/ No(X)	Page No.
1.	Local office address for better co-ordination		
2.	a) Contact Person: b) Mobile No: c) Email ID.		
3.	Copy of GST registration certificate		
4.	Copy of PAN card		
5.	Copy of PF Registration No. (if applicable)		
6.	Copy of ESI Registration No. (if applicable)		
7.	Details of proprietor or partners or directors i.e. attached their C.V.		
8.	EMD (FDR with validity of six months), as under, has been submitted, by tenderer:-Rs. 5000/- (Rupees Five Thousand Only) in favour of "Project Director, UP State AIDS Control Society" , payable at lucknow.		
9.	The bidder should have at least three (03) years experience and focus on related work. Proof of experience should be enclosed.		
10.	Self-declaration on firm letter head that the company is not black listed by any Ministry/Dept. of GOI/State Govt./Organization.		

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in this document and undertake myself/ourselves to strictly abide by them. I/We also declare that the decision of UP State AIDS Control society, Lucknow regarding selection of eligible firms for opening of Financial Bid shall be final and binding on me/us.

Name of Tenderer:.....

Signature of the Tenderer

Designation:..... Mob. No:.....

Address:.....

Seal

.....

Date:.....

(ON FIRM'S LETTER HEAD)

FINANCIAL BID

The bidder should quote the all cost and overhead for engagement of Consultant for EPF related matters as per following format:-

Description	Total Amt. (Rs.)	GST, Extra as applicable Presently@...%
Monthly Charges for providing consultancy as referred in scope of work on EPF related matters for approx. 1000 employees		
Amount in words: Rupees.....		

- Our rates are inclusive of all expenses/liabilities (Except GST). No other charges will be payable by the society.
- If any calculation mistakes done by the firm committee will correct and evaluate the same.
- We have gone through the terms & conditions stipulated in the limited tender document and confirm to abide by the same.
- In case of any overwriting/cutting/ in quoted rates it must be signed & stamped by the firm's authorized signatory.
- In case any provisions of this offer are found violated, then your department/organization shall without prejudice to any other right or remedy, be at liberty to reject my bid including the forfeiture of earnest money deposit.

Declaration

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the tender document including all annexures/corrigendum (s) and undertake myself/ourselves to strictly abide by them.

Name of Tenderer:

Signature of the Tenderer

Designation:

Mob. No.

Date:

Seal of the firm/consultant



List of EPF Consultant

1. M/s Meesha & Co.,
2104, IInd Floor, Lekhraj Doller,
Faizabad Road, Indira Nagar, Lucknow-226016 (UP)
Mob. 9598283800
2. M/s Manish Govil & Associates,
9, Second Floor, Goel Complex,
Agarwal Market, Bhootnath, Indira Nagar,
Lucknow-226016 (UP)
Mob. 9415022373
3. M/s S.K. Gupta & Associates,
GF, D-2/26, Vibhuti Khand,
Gomti Nagar, Lucknow-226010 (UP)
4. M/s Anuj Srivastava & Co.,
D-27, 2nd Floor, Kamla Tower, Vibhuti Khand,
Gomti Nagar, Lucknow-226010 (UP) Mob No- 99350 22212
5. M/s. Shailendra Vishnu & Co.,
Flat No. 01, IInd Floor, Ilman Palace, 46/6 Gokhle Vihar Marg,
Wazir Hasan Road, Lucknow-226 001 (UP)
Mob. No.: 9415521920
6. M/s ALS Staffing,
D-306, Ist Floor, Vibhuti Khand,
Gomti Nagar, Lucknow-226010 (UP)
7. M/s Maa Kalika Power Solution,
F-289, Rajajipuram,
Lucknow-226017 (UP) Mob No- 9415087241
8. M/s Sudhir Dwivedi & Co.
592/JHA/2/Rathendra Nagar,
Opposite Bal Vikash School,
Telibagh, Lucknow-226 025
Mob. No.:9450303909, 9792127204
9. M/s NAS Solutions,
D-307, Vibhuti Khand,
Gomti Nagar, Lucknow-226010 (U.P.)
Mob No- 9956910786
10. M/s Amit Agarwal & Co.,
LGF 2 & 3 Shree Plaza Market, Sector-2, Lohiya Nagar,
Vikas Nagar, Lucknow-226022
Mob. No.: 9795160707

✓11. M/s J. P. Solutions,
1/214, Vastu Khand,
Gomti Nagar, Lucknow-226010
Mob No- 7905818242


Joint Director, Procurement