



# उ० प्र० राज्य एड्स नियन्त्रण सोसाइटी

चतुर्थ तल, ए-ब्लॉक, पिकप भवन, विभूति खण्ड, गोमती नगर, लखनऊ-226 010  
दूरभाष : 0522-2720360, 2723947 फैक्स : 0522-2721135  
Website : www.upsacs.nic.in

पत्रांक : एड्स सोसा० / AFU/EPF/2016-17/4014

दिनांक ..15/03/17.....

सेवा,

संलग्न सूची के अनुसार

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विषय: ई०पी०एफ० सेवाओं हेतु अल्पकालिक लिमिटेड टेण्डर आमंत्रण पत्र।

महोदय,

उपरोक्त विषयक कार्य हेतु कन्सल्टेन्ट/फर्म से दरें आमंत्रित किये जाने हेतु इस पत्र के माध्यम से निविदा प्रेषित की जा रही है, जिसकी सूचना सोसाइटी की वेबसाइट www.upsacs.in पर भी उपलब्ध है। आमंत्रित अल्पकालिक निविदा निर्धारित तिथि दिनांक 20.03.2017 को अपराह्न 3.00 बजे सोसाइटी सभागार में प्रीबिड बैठक आहूत की गयी है, जिसमें अपनी उपस्थिति सुनिश्चित करने का कष्ट करें।

उपरोक्तानुसार सम्पूर्ण संलग्नकों के साथ अधिकृत व्यक्ति द्वारा मुहर के साथ पूर्ण हस्ताक्षरित आमंत्रित निविदा निर्धारित तिथि दिनांक 24.03.2017 को अपराह्न 2.00 बजे तक सोसाइटी कार्यालय में प्रस्तुत करें। प्राप्त समस्त निविदाएँ दिनांक 24.03.2017 को ही अपराह्न 02.30 बजे क्रय समिति द्वारा खोली जाएंगी।

संलग्नक: निविदा प्रपत्र।

भवदीय,

(भरत कुमार मिश्र)  
संयुक्त निदेशक, क्रय

**List of Consultant/Firm to Engagement for EPF related matters**

1. M/s Abhay & Associates, Hall No 5, F.I. Plaza, Barachandganj, Above south indian bank, Aliganj, Lucknow, Uttar Pradesh-226 024 Mob: 9415409114
2. Ms Manish Govil & Associates, 9, Second Floor, Goel Complex, Aggarwal Market, Bhootnath, Indira Nagar, Lucknow-226016 (U.P.) Mob: 9415022373
3. M/s Meesha & Co., 2104, IInd Floor, Lekhraj Dollar, Faizabad Road, Indira Nagar, Lucknow, Uttar Pradesh-226016 Mob:9598283800
4. M/s Global Partner Solution, 6/84, Vineet Khand, Gomti Nagar, Lucknow-10 Mob:9889898007
5. M/s S. K. Gupta & Associates, GF, D 2/26, Vibhuti Khand, Gomti Nagar, Lucknow-226010
6. M/s Anuj Srivastava & Company, D-27, 2nd Floor, Kamla Tower, Vibhuti Khand, Gomti Nagar, Lucknow-226010
7. M/s Shailendra Vishnu & Co., 41, Chakkarpurwa, Paper mill Colony Road Nishatganj, Lucknow-226006 Mob:9415521920
8. M/s ALS Staffing, D-306, Ist Floor, Vibhuti Khand-3, Gomti Nagar, Lucknow-226010 Mob:9956910786
9. M/s P. Pandey & Comp., 304, Sahara Trade Centre, Faizabad Road, Near Polytechnic Chauraha, Indira Nagar, Lucknow-226016 Mob:9415466604
10. M/s Man Kalika Power Solution, F-289, Rajajipuram, Lucknow-226017 Mob:9415087241
11. M/s R.K. Dixit & Co., B-77, B-Block LDA, Opposite Gate No. 3, Phenoix Mall, Kanpur Road, Lucknow-226012 Mob No:9628594555
12. M/s P P Verma (Advocate), Shop No-S-6, Community Center, Vidhayak Awas, Rajendra Nagar, Lucknow

  
Joint Director, (Proc.)



## 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: [uttarpradeshsacs@gmail.com](mailto:uttarpradeshsacs@gmail.com) Website: [www.upsacs.in](http://www.upsacs.in)

File Ref: No: UPSACS/AFU/EPF/2016-17/04A

Dated: 15.03.2017

### Short Term Limited Tender

for

### Engagement of consultant for EPF related matters

Uttar Pradesh State AIDS Control Society (UPSACS) is a registered society in the State of Uttar Pradesh for implementation of National AIDS Control Programme in Uttar Pradesh.

UPSACS invites tenders from the professionals/firms/companies having experience in dealing with EPF related matters. The details of tender are as under:-

Table-1

Tender No. & Date	: UPSACS/AFU/EPF/2016-17/04A Dated:15.03.2017
Mode of Bid	: Single-Bid System (Financial bid)
Issue of tender document	: Can be downloaded from UPSACS website- <a href="http://www.upsacs.in">www.upsacs.in</a> from dated 15.03.2017 onwards.
Last date of Submission of Tender at UPSACS Office	: Dated:24.03.2017 at 02.00 PM
Dated & Time for Pre-Bid Meeting	: Dated:20.03.2017 at 3.00 PM
Time and date of opening of tender	: The tender document shall be opened on .24.03.2017 at 02:30 PM. The tenderer may be present or may send his/her representative for the same .
Earnest Money Deposit [EMD] (Refundable)	: Rs.5.000/- (Through DD/ Pay Order Only) in favour of "Project Director, Uttar Pradesh State AIDS Control Society, Lucknow"
Place of Opening of Tender	: Conference Hall, Uttar Pradesh State AIDS Control Society, 4th Floor, A-Block, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow, Uttar Pradesh
Address for Communication	: The Project Director, Uttar Pradesh State AIDS Control Society, 4th Floor, A-Block, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow Uttar Pradesh PIN Code – 226010 Phone – 0522 – 2720360 Fax – 0522-2721135 Website – <a href="http://www.upsacs.in">www.upsacs.in</a>

#### Scope of Work:

- Monthly challan generation and insure to deposit before 5th of every month of already registered approx.1000 employee.
- To provide Form 9- for new Employee.
- To provide Form 2- for new Employee details & nominations form with P.F. & UAN No
- To provide Form 11- declaration form, which gives previous employment for new employee.
- To maintain register consists of employee information (PF eligibility), KYC form-23 (EPF slips).
- To provide PF Statement (Employee/Employer) as per salary register.
- Online member ID & UAN generation.
- UAN Activation and transfer cases.



- i) Reply to PF queries after inspection of PF Audit
- j) To provide opinion regarding new notifications and their implementation etc. in UPSACS.
- k) Liaison between client & EPF officials. To provide opinion regarding PF & ESI related matters.
- l) To help & provide opinion for Non-refundable and other loans applied by employees from their PF Accounts
- m) Helping employees claiming withdrawals and advances.
- n) Any other work as necessary to achieve desired compliance.

**Minimum Eligibility Criteria:-**

- 1) The Bidder should have at least one year experience and focus on related work. Proof of experience should be enclosed.
- 2) Experience of providing consultancy on EPF related matters to minimum five parties. Proof of work order/completion certificate should be enclosed. The bidder should have local office/branch.
- 3) The Consultant who is blacklisted/and or debarred on the basis of FIR lodged against him or any other fault connected with their services is not eligible. Bidder has to give a declaration on professional/firm/comp. letter head to this effect as per **Annexure III** enclosed.

**Terms and condition:-**

1. Sealed bids under Single bid System, are invited by UPSACS from the professional/firms/companies in Annexures I to III. The bid must be properly sealed (not stapled) in a big envelope and it should be super scribed on the top of envelope "**Engagement of Consultant for EPF related matters**" and should reach to the Project Director, Uttar Pradesh State Aids Control Society, 4th Floor, A-Block, PUCUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow-226 010.
2. Un-sealed and late bids will be summarily rejected. No overwriting, corrections and cutting on the Annexures are permitted. However, the cuttings, if any, must be signed with seal by the person authorized to sign the proposal.
3. Evaluation will be done on total cost method & L1 will be awarded with contract. The least cost proposal will be ranked as L-1 and the next higher and so on will be ranked as L-2, L-3, etc. The least cost proposal (L- 1) will be considered for award of contract.
4. 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 etc.
5. The rate should be quoted in the Financial Bid (Annexure-II) and should be indicated clearly in figures and words. The bid having any scoring or overwriting shall be rejected. The rates quoted should be firm and should not be subject to any variation clauses.
6. Proposals once submitted shall not be allowed to be withdrawn. Any amendment/alteration/default after submission/acceptance of tender shall be deemed to be noncompliance to the terms of contract and would be liable to cancellation of contract and forfeiture of EMD/Security Money.
7. 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 one 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.
8. The payment will be made on quarterly basis on presentation of the bill in two copies (original and duplicate) in the name of Project Director, U.P. State Aids Control Society, Lucknow along with monitoring report verified from Finance department. TDS will be deducted as per existing rules/law. The non-compliance of schedule of services of terms & conditions shall attract 5% to 10% deduction on monthly basis along with the amount of penalty levied on UPSACS by the concerned authorities.



9. The EMD of the bidders shall be returned after due selection of the agency.
10. Any liability 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.
11. Society will not responsible to provide any H.R. and instrumental support-computer, laptop, printers, scanner etc.
12. The selected bidder will have to deposit Rs.16,000/- (Rupees Sixteen Thousand Only) as Security Money within 15 days after issue of work order valid for at-least 15 months in form of FDR of Nationalized Bank month from the date of given work order in the name of **Project Director, Uttar Pradesh State AIDS Control Society, Lucknow**, failing which the Earnest Money will be forfeited. The Work Order/Rate Agreement in such a case may be awarded to someone else or the Project Director may invite fresh Tenders.
13. The firm/Consultant shall submit the Contract/Agreement on a non-judicial notarized stamp paper of Rs. 125/-, containing all these terms and conditions and other conditions which the society may like to incorporate with mutual consent of parties, signed by the successful bidder within 15 days from the date of issue of the 'Acceptance of Bid' or Work Order failing which the the Earnest Money will be forfeited and the bidder may be blacklisted.
14. 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 Work Order for providing PF Services to UPSACS.
15. If the consultant whose Tender is accepted fails to enter in to contract or does not submit Security Money referred as per condition No. 11 and 12 above and fails to provide services in the specified time limit, the order issued will stand cancelled and Earnest Money and Security Money shall be liable to be forfeited. The Project Director, however, may accept the delay with the following penalty clauses:
  - a) If due to delay in service, an alternate arrangement is made by the Society, the extra expenditure incurred, if any, by the Society shall be recovered from the bill of the supplier.
  - b) Delay in submitting the security money will lead to a deduction of 0.5% of Contract Value per week or part thereof as fine.
  - c) Delay in submitting Notarised Affidavit will lead to deduction of 0.5% of work order per week or part thereof.
16. The UPSACS (Finance & Admin Division) shall review & monitor the services of firm/consultant based upon the performance of the Consultant in all respects from time to time.
17. The Society reserves the right to quash/reject all or any one of the Tenders without assigning any reason thereof, and in suppression of any of the conditions laid down before herein or thereafter.
18. Rates will be valid up to 90 days after opening of bid. If a bidder withdraws his quotation before the expiry of the validity period, and failure of delivery or refusal of the Works on the basis of lowest rates under the terms and conditions mentioned in the Tender document, Earnest Money will be forfeited.
19. There will be no advance payment or payment of interest for any delay in payment.
20. Also, if the bidder fails to provide services on time, UPSACS reserves the right to get the services from other firm from market at the cost and risk of the bidder.
21. In case of any dispute the decision of Project Director will be final and binding on both the parties.
22. Any litigation in connection with this quotation shall be subject to the jurisdiction of Courts at Lucknow.

Signature & Stamp of tenderer



## Description of the works : Engagement of Consultant for EPF related matters

Sl No.	Name of Bidder (company Name)		
1.	Local office Address		
2.	Telephone No.		
3.	Fax No. E-mail ID		
4.	Contact Person for the services with Telephone No, E-Mail ID		
5.	The Bidder should have at least one year experience and focus on related work. Proof of experience should be enclosed.		
6.	Experience of providing consultancy on EPF related matters to minimum five parties. Proof of work order/completion certificate should be enclosed. (work with Govt. bodies/PSUs/other company)		
7.	Type of business and attached company/firm profile		
8.	Details of Sister concerns i) Name and address j) Name, address and telephone no of proprietor/directors/partners of sister concerns		
9.	Constitution of the firms whether proprietor or Partnership or Co. op. society or Company (enclose copy of partnership deed/registration of society/memorandum and articles of association, duly attested) Whether registered or not, in case registered, registration No. and date/place of registration or incorporation.		
10.	PF No. ESI No. PAN Service Tax No.		
11.	Details of proprietor or partners or Directors i.e. their names, address, telephone numbers, CV		
12.	Does your company have an existing relationship with UPSACS? Describe the nature and extent of this relationship.  <b>OR</b> If worked with UPSACS earlier, give details of the period for which worked and under what name & style		



13.	Whether blacklisted/debarred/or any criminal case or FIR filed against any partner or proprietor or director or convicted by any Court of Law or any other Act pending in any other Court of Law if so, give details (Pl. fill Annexure III)	
14.	The amount of earnest money deposited with Demand Draft/Pay Order No, date and the Nationalized Bank on which drawn.(Cheque will not be accepted)	

**Declaration:-**

I/ we do hereby declare that the entries made in the application are true to the best of my /our knowledge and belief. I /we do also confirm that I / we have read and understood Terms of the tender and agree to abide by the same in all respects.

Signature of Authorized Signatory: \_\_\_\_\_

Name and Title Of Authorized

Signatory: \_\_\_\_\_

Name of Firm/Company: \_\_\_\_\_

*Ba* \_\_\_\_\_



**Annexure II**

**FINANCIAL BID**

**Quotation for engagement of Consultant for EPF related matters**

SI No.	Particulars	Rate including of all taxes/ charges (Rs.)
1.	Monthly charges for providing consultancy on EPF related matters for approx. 1000 employee	
2.	Taxes, if any	
<b>Total</b>		

In Words: .....

**Declaration:**

- Our rates are inclusive of all the cleaning materials and the statutory liability, duties fees, other charges.
- We have gone through the terms and conditions stipulated in the tender document and confirm to abide by the same.
- No other charges will be payable by the society.
- I/We will abide by all the General Terms & Conditions and professional compliance as given in the bid document.

**(Signature of the bidder/Authorized signatory)**

Name in Capital Letter.....

Date.....

Place.....





Declaration:

1. The particulars furnished in the above tender form are true to the best of my / our knowledge and belief and no material fact has been concealed therein.
2. I/We undertake to execute the contract in the event of its being awarded by the UPSACS and in the event of my / our failure to do so the Corporation shall be entitled to forfeit the earnest money deposited by me / us and the Corporation shall be free to assign the contract to any other Manpower providing Agency at my / our risk and cost.
3. I/We carefully have gone through the attached terms and conditions and I/We undertake to abide by the same and execute necessary agreement containing attached terms and conditions or any additional terms & conditions which the UPSACS may like to add with mutual consent.
4. I/We hereby declare that I/We am/are proprietors/ partners/Director in other firm, viz. M/s. \_\_\_\_\_ and its sister concerns have not applied against the same tender.
5. I / We hereby declare that no criminal case is pending in any court of India against the Firm / Company or its Partner / Director for any criminal act alleged to be committed in the course of providing the manpower by the Firm / Company to any of its Client.
6. The following documents / annexures duly filled in are enclosed :
  - a)
  - b)
  - c)
  - d)

Dated \_\_\_\_\_

Signature of the applicant

Name \_\_\_\_\_  
(in full) & Status in the firm (Seal)

Asu