



## ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

(University under Sec. 3 of UGC Act),

Panch Marg, Off. Yari Road, Versova, Andheri (west), Mumbai 400 061

Tel. No. 022-26361446/7/8, Web Site : www.cife.edu.in



**Inviting “Sealed Quotation” for hiring services of Labour Consultant for EPF matters of ICAR-CIFE, Mumbai as per the details and scope of work given below:-**

### **(A) Background:**

This Institute is in receipt of Orders passed by the Employees Provident Fund Organization (EPFO) vide its order dated 30-09-2020. The Order was passed to deposit an amount of **Rs. 4,12,51,704/- (Rupees:- Four Crores Twelve Lakhs Fifty One Thousand Seven Hundred and Four Only)** as due from the employer towards contribution in accordance with provisions of Employees Provident Fund & Miscellaneous Provision Act, 1952, the Employees Provident Fund Scheme, 1952, the Employees' Pension Scheme, 1995 and the Employee Deposit Linked Insurance Scheme, 1976.

Before deposition of this amount this Institute need to check the calculations, facts & figures mentioned in the said order. To calculate the same and complete the other formalities this Institute needs to hire one Labour Consultant, to do all these formalities as per given scope of work.

### **(B) Scope of Work:**

In view of the background stated above, the scope of work is detailed below:

1. To study the EPFO report and its implication on the various court cases related to labour issues, pending with the CGIT/High Court/Labour Office and present a report of the same to the Institute.
2. To calculate the EPF dues of total 321 nos. (Exact number may change on receipt of documents from EPFO) of contractual employee month and year wise as per the EPFO Order. To point out discrepancies, if any in the EPF liability of **Rs.4,12,51,704/-** as reported in the EPFO Order. To present an assessment report of the same before the authorities of the Institute for further necessary action.
3. To complete all the formalities relating to registration of the contractual workers under the EPF & MP Act, 1952 either unregistered or registered with some other EPF code. To complete all the formalities required for payment of EPF dues to family members of the deceased contractual workers.

4. To pursue the matter with the EPFO on behalf of the Institute regarding the EPFO amount already attached and the balance amount to be paid by the Institute based on the number of contractual workers to be registered.

5. To submit various forms, challans, file periodical returns and complete all the necessary formalities required for remittance of the EPF dues to the EPF account of the contractual workers and also to the family members of the deceased contractual workers.

Action expected from the Labour Consultants:

- a. Preparation of monthly PF Challan for the period 1997 to 2017.
  - b. Preparation of monthly ECR file-1997 to 2017.
  - c. Preparation of monthly form 3-A 1997 to 2012.
  - d. Preparation of yearly form 6A 1997 to 2012.
  - e. Preparation of monthly Reconciliation statement 1997 to 2017.
  - f. Creation of UAN for all the labours (as per list).
  - g. Visiting PF office and solving any PF related issues by contacting PF officials.
  - h. Coordinates with PF office and employer for any PF related issues/ disputes.
  - i. Attending inspection by the PF officials.
6. To submit a Detailed Report of compliance of the Order passed by the EPFO along-with all the supporting documents and confirmation letter from the EPFO.
7. To complete all the formalities within 40 days from the date of award of the Work Order/ Handover of the relevant documents from this office, whichever is later.

## **TERMS & CONDITIONS FOR AWARD OF CONTRACT**

1. In case of furnishing of any wrong data or negligence on the part of the Labour Consultant in filing of returns in whatsoever manner, the onus to pay the penalty imposed by the EPFO will lie with the Labour Consultant. The Institute reserves the right to deduct the same from the dues payable to the Labour Consultant. However, in case of any delay or furnishing of wrong data or non-submission of data by the Institute, the responsibility to pay the penalty imposed by the EPFO will lie with the Institute.
2. Bidders should fulfil the following eligibility criteria and submit the self-attested and duly stamped documents in support of the same in Annexure I of the quotation:
  - a) Firm's Trade License/Company Registration Number.
  - b) The Firm/Agency should be registered under provisions of relevant act to provide the professional services and its validity date and enclose a copy of registration certificate of the same.
  - c) PAN/GST Registration Number.



- d) Experience of minimum 15 years along-with the experience certificate of and list of clients
- e) Mandate form for E-payment (Entire Bank details i.e. Bank Account Number, Account Holder's Name, Type of Account, Name & Branch of the Bank, IFSC/NEFT/MICR Code numbers etc.) for payment.

**Quotations** submitted without the above documents will not be considered and summarily rejected.

3. The Payment of bill will be made after satisfactory completion of actual work done to be supported by relevant documents.
4. The rates should be quoted inclusive of all cost of local transport, manpower, logistics etc. but excluding taxes. Applicable taxes will be paid to the firm along with their payment for the work.
5. It shall be the responsibility of the Labour Consultant to collect and/or submit the documents related with the EPF matter to the Institute during the course of the contract. All the copies of Challans>Returns etc. should be submitted to the Institute.
6. No advance payment will be made by the Institute. The payment in respect of work shall be made by the ICAR-CIFE, Mumbai at the approved rates within 30 days on receipt of the bill after completion of the entire work satisfactorily.
7. The reports and other documents as stated in the scope of work to be submitted by the Labour Consultant to the Institute without fail.
8. The successful Bidder will have to enter into a contract after the award of the work. The job has to be complied within 40 days from the date of award of the Work Order/Handover of the relevant documents from this office, whichever is later. Any request for extension should be presented prior to the completion of the stipulated period on the same terms and conditions and the tendered price. The Director of Institute is sole authority to take a final decision on the extension of the same on the merit of the circumstances and it is binding on the Labour Consultant.
9. The successful tenderer will be required to deposit **10%** of the contract value as Security Money in the form of Demand Draft drawn in favour of ICAR-CIFE payable at Mumbai, which will be refunded without any interest after satisfactory completion of the contract period that is, six months beyond the final payment of the bill. If at any stage the services of the firm are not found satisfactory/suitable/appropriate, the contract shall liable to be terminated and security deposit shall be forfeited.
10. If revised return is required to be filed, the same shall have to filed by the agency without any extra payment, if the mistake is on the part of the Labour Consultant.

11. The firm while submitting the quotation must affix their signature on all pages and also provide unconditional acceptance to all the terms and conditions of the contract.
12. After filing of e-returns, if any default notice is received from the EPF Authorities, the firm will be liable to settle the same without any extra cost and within the prescribed time limits.
13. The quotation in Annexure I & II along with the supporting and bid documents duly sealed and signed should be submitted in sealed cover superscribed "Quotation for Hiring services of Labour Consultant for EPF matters of ICAR-CIFE, Mumbai"
14. Director, ICAR-CIFE reserves the right to reject any or all the quotations without assigning any reasons thereof.

**Sd/-  
Administrative Officer**





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## ANNEXURE – I

(Supporting documents to be attached)

Name and address of the Firm	
Firm's Trade License/Company's Registration Number (copy to be attached)	
Experience Certificates. (Minimum Experience of 15 years is required) (copy to be attached)	
Client list (copy to be attached)	
PAN/GST Registration No. (copy to be attached)	
Mandate form for E-Payment details Bank A/c No Account's Holder Name Account Type Name & Branch of the Bank IFSC/NEFT/MICR Code	
Contact No:-	
Email ID:	
Authorised Signature and Seal	



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**ANNEXURE – II**

**Name of the Firm:**

Sr. No.	Description of the Job	Rate Per Return (Rs.)	No. of Returns	Total Amount (Rs.)
1	Providing services (other than filing of challans/returns) as stated in scope of work	-	-	
2	Providing services for filing of periodical challans/returns (as applicable) a) up-to 100 nos. of contractual workers b) up-to 200 nos. of contractual workers c) up-to 321 nos. of contractual workers			

**Taxes will be charged extra.**

**Name:**

**Sign. & Seal:**