

Intelligent Communication Systems India Ltd. (ICSIL)

**(Joint Venture of TCIL – A Govt. of India Enterprise & DSIIDC – An Undertaking of
Delhi Govt.)**

**Administrative Building, 1st Floor, Above Post Office, Okhla Indl. Estate, Ph.-III,
New
Delhi -110020**

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Website :www.icsil.in**

TENDER

for

Appointment of Consultants for ESIC, EPS and EPF related work of ICSIL

Reference Number: ICSIL/08/105/2016-17/EPF

Date: 30-05-2016

Closing Date & Time of Submission of proposal 21-06-2016 at 03:00 PM

Important Information

| | |
|--|--|
| Name of the Work | Appointment of Consultants for ESIC, EPS and EPF related work of ICSIL |
| Ref. No. / Date | ICSIL/ |
| Nature of bid process | Two Bid System |
| Type of Tender | E-Tender |
| Availability of Tender document | Delhi Govt. E-Tender Portal https://govtprocurement.delhi.gov.in and website of ICSIL i.e. “ www.icsil.in ” |
| Earnest Money Deposit | Rs 10,000/- (Rupees Ten Thousand only) in the form of DD in favour of Intelligent Communication Systems India Ltd, New Delhi. To be submitted in original hardcopy at Tender Box placed at Reception, Ground Floor, M/s Intelligent Communication Systems India Ltd., Administrative Building, Okhla Industrial Estate Phase-III, Near Post Office, New Delhi-110020. |
| Issue of documents | 30.05.2016 |
| Contact person for seeking clarifications | Manager (F&A) |
| Contact details of the contact person | Email: manager.finance@icsil.in Mob: 9310010543 |
| Last date and time for submission of Bid | 21.06.2016 at 03:00 PM |
| Date and Time of opening of Technical Bid | 21.06.2016 at 03:30 PM |
| Date and Time of opening of Commercial Bid | To be communicated Later on |

TENDER ENQUIRY

Intelligent Communication Systems India Ltd. is a joint venture of Telecommunications Consultants India Ltd. (TCIL), a govt. of India enterprise, under Ministry of Communications & IT and Delhi State Industrial and Infrastructure Development Corporation (DSIIDC), an undertaking of Delhi government. From 1987, the year of its inception, it has provided exemplary service in the IT sector, specializing in providing complete solutions in computerization, networking and telecommunication. With a well-focused vision and a global mission, ICSIL look at greener pastures across the globe. Estimated turnover of ICSIL during the year 2015-16 will be Rs. 120 Crores, at present our total employees is around 7000 persons which is going to increase up to 10000 persons(approximately) during the financial year 2016-17.

1. Purpose

The Intelligent Communication Systems India Ltd (ICSIL) invites online tender from the Firms/Companies based at New Delhi / NCR as Consultants of ESIC, EPS and EPF related matters.

2. Scope of Work of Consultants of ESIC, EPS & EPF

A. Under ESIC:-

- i. Facility of online Registration of the employees for benefits under the ESI.
- ii. To provide online data entry of the employees & Insured persons.
- iii. Preparation of documents by scanning as per provisions of ESI Act.
- iv. To provide temporary Identity Card (TIC) by downloading and Printing of the same for use of employees & Insured persons.
- v. To support for receiving the Permanent Identity Card (PIC) of the Insured persons from the ESI Branch offices.
- vi. To support in drafting of the replies to the correspondence and keeping Liaison with ESI Department.

- vii. Arranging ESI camps for the employees for Permanent ESIC Cards.
- viii. Deals & Support in maternity & legal claims filed by Employees.
- ix. Liaising / Dealing with ESIC deptt. in respect of the Notice / Letter / Complaint / Other Legal matters received from the Department / Employees and getting it dismissed.
- x. Submission of Accident Reports, in the event of risk occurred.
- xi. To help the members in case of changes in the family, loss of identity cards, etc.
- xii. To advise the Employees in case of sickness, disablement, Maternity, etc.,
- xiii. Dealing with the Inspector for ESI Inspection.
- xiv. To provide opinion regarding any amendment/changes in the act and their implementation etc. in ICSIL.
- xv. Providing Day to day Consultancy on Matters pertaining to ESI.
- xvi. Explain objectives of the ESI Scheme and to decide ESI Acts applicability. Whenever and wherever applicable, to submit application to obtain ESI code number for an establishment / Labour Contractor.
- xvii. Submit all eligible employees' personal and family details on ESI website and register them for various benefits under ESI Scheme and get the employee ESI code number early.
- xviii. Making challans for ESI every month to facilitate deposit along with employers contributions on ESI website, on time. Also, depositing supplementary contribution of the employees, if required.
- xix. Preparation & Filing of Periodical returns as may be required under ESI Act. Submit yearly as well as half yearly ESI returns from time to time.
- xx. Ensure timely compliance and smooth working of the clients with ownership concept.
- xxi. Jobs shall be executed by the regular employees of the party (Consultant).
- xxii. Completing KYC formalities in respect of the employees.
- xxiii. To ensure adequate checks to avoid misuse of the benefit of ESI.
- xxiv. To ensure identification of frauds, if any, and to alert the management of the ICSIL, against suspicious transactions that could indicate frauds.

B. Under EPF and EPS:-

- i. Updation of Form 3 (PS)

- ii. Scrutiny, preparation and submission of ECR, challans through on-line EPFO portal with RPFC on monthly basis (for approximately 6,500 employees) and submission to Finance Department for further processing at least 3 working days before the due date.
- iii. Preparation of month wise / annual dues-deposit statement and reconciliation of member accounts as per requirement of EPFO in consultation with our Finance Department.
- iv. Examine, prepare and file applications in for 10-D/10-C with RPFC, New Delhi for eligible members and ensure their processing in a time bound manner. Obtain details of Pension Payment Order /Advice for such applications from EPFO.
- v. Scrutiny, preparation and submission of Form-13 for transfer of contribution and service records from other offices of EPFO to RPFC, New Delhi.
- vi. All job related to cases under Section 7 / 14 B etc. of EPF & MP Act, 1952 including past cases.
- vii. Handling jobs related to discrepancies in members' accounts.
- viii. Two representative to be deployed / made available at our office for instructions / jobs as per directions of Officer-in-Charge including collection of Appendix from Finance Department and submission to EPFO and obtaining the acknowledgement. One for ESIC and another for EPF & EPS.
- ix. Any other job related to Employees Pension Scheme – 1995 as per requirement of the Corporation or Employees Provident Fund Organisation. Cost of travelling charges for co-ordination and follow-up with EPFO, New Delhi (as required) shall be in the scope of party.
- x. Jobs shall be executed by the regular employees of the party(Consultant).
- xi. Filing of ECR & Challan for the current period as well as for the back period, if needed.
- xii. Completing KYC formalities in respect of the employees on the EPFO server.
- xiii. Assist in generating UAN No., EPF passbook of the employees and any query related to EPF / EPS.
- xiv. To provide opinion regarding any amendment/changes in the act and their implementation etc. in ICSIL.
- xv. Providing Day to day Consultancy on Matter pertaining to Employees' Provident Funds and Misc. Provisions Act and Pension Scheme.
- xvi. Submit all eligible employees' personal and family details by filing various forms such as Form-2, Form-11, Form-13 (revised) hard copies as well as on their website and register

them for various benefits under the Scheme. Taking declaration (PF) forms from employer wherever required and submitting to respected offices.

- xvii. Arrange and issue individual account number to all such eligible employees covered under scheme and maintain Form 9.
- xviii. Making challans, wages register and 12 A for PF on monthly basis to facilitate employer to deposit the same along with employer's contributions on time.
- xix. Submit returns on time as applicable from time to time which includes: Various forms - monthly as well as yearly returns - such as: Form 5, 10 and 12-A, 3-A, 6-A, Reconciliation statement, Form 10-C, Form 10-D, Form 19, Form 20, Form 5-if, and all other forms as per the requirement of the establishment as well as members.
- xx. Ensure timely compliances and smooth working of the clients with ownership concept. Attend PF Officers visits and remarks and submit the written explanation if any. Coordinate various matters, other legal matters and represent the clients to PF authorities.
- xxi. Ensure retirement benefits as well as pension benefits to all eligible members on time. Coordinate with PF authorities for better benefits to the employees covered under Scheme. Assistance to Employees in Withdrawals from EPF.
- xxv. Educate and update the clients with various developments and amendments by providing transparent support. Guide employer as well as employees to get proper benefits available under Scheme.
- xxvi. To ensure adequate checks to avoid misuse of the benefit of EPF and EPS.
- xxvii. To ensure identification of frauds, if any, and to alert the management of the ICSIL, against suspicious transactions that could indicate frauds.

3. Eligibility Criteria

- i. The Consulting firm/Company should be a competent team of professionals with at least 10 years old firm/Company as on tender issue date. Certificate of incorporation should be enclosed.
- ii. The Bidder should have at least Five years of experience and focus on related business i.e. Consultancy of EPF, EPS & ESIC, as on tender issue date. Proof of experience should be enclosed.

- iii. Experience of providing consultancy on EPF, EPS & ESI related matters to minimum 2 major parties out of which minimum of 3500 employees in any one organization during the last five years. Proof of work order/completion certificate should be enclosed.
- iv. The bidder should have office/branch office at Delhi/NCR.
- v. The bidder blacklisted/and or debarred on the basis of FIR lodged against him or any other fault connected with their services are not eligible. Bidder has to give a declaration to this effect.
- vi. Bidder should have Minimum Average annual turnover of last three years of Rs.25 Lacs from the business of consultancy. Copy of Audited Statement of Profit & Loss and Balance sheet of FY 2014-15, 2013-14 and 2012-13.
- vii. The applicant should have valid Service Tax Registration in the name firm/Company. Copy of registration should be enclosed.
- viii. Number of Qualified registered Partners/Directors should be minimum of Four. Copy of certificate in the name of the Partners/Directors should be enclosed.
- ix. Number of Qualified staff having minimum qualification of B.Com/Inter CA/Inter CMA with atleast One year of post qualification experience. Self declaration by the Managing Director/Partner/Proprietor should be enclosed.
- x. The applicant should have valid PAN No. in the name firm/Company. Copy of PAN card should be enclosed.

4. Terms and conditions

These terms and conditions are applicable to Tender Enquiry , technical bid, and commercial bid and the scope of work. In the interests of Equity of treatment, Tender , technical bid, and commercial bid will be processed strictly as per Standard prescribed formats enclosed. Non-adherence to the formats shall lead to rejection of such bids. Further correspondence in respect of non standard bids will not be entertained.

- i. No overwriting, corrections and cutting on the Annexures are permitted.
- ii. Evaluation will be done on total cost method & L1 will be awarded the contract.
- iii. The rate should be quoted in the Annexure–III and should be indicated clearly in figures. The bid having any scoring or overwriting should be rejected. The rates quoted should be firm and should not be subject to any variation clauses.
- iv. Bid not submitted as per Format (Annexure-I to VI) and as per prescribed specifications shall be straight away rejected.

- v. 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.
- vi. Bids received up to 3.00 PM on 21/06/2016 will be opened at 3.30 PM on 21/06/2016 in the presence of those Bidders or their representatives who may be present at the time of opening.
- vii. ICSIL reserves the right to reject any or all of the proposals or accept them in part or to reject lowest proposal without assigning any reason thereof.
- viii. Proposals once submitted shall not be allowed to be withdrawn. Any default after acceptance of proposal shall be deemed to be non compliance to the terms of contract and would be liable to cancellation of contract.
- ix. In the event of any dispute arising at any time during the contract, the decision of the MD, ICSIL, shall be final and binding.
- x. Payment will be made by the ICSIL to the Consultant on monthly basis on receipt of monthly bill from the Consultant along with progress/compliance report for the respective month.
- xi. Income tax shall be deducted at source from the payment made to the Consultant from time to time, in accordance with the Income Tax Act/Rules as applicable.
- xii. The Security Deposit equivalent to the 10% of the Contract Value will be retained by ICSIL till the arrangement between ICSIL and consultant is in force and will be refunded to consultant on expiry of the arrangement.
- xiii. ICSIL shall review the arrangements based upon the performance of the Consultant in all respects from time to time.
- xiv. ICSIL reserves the right to terminate the contract at any time and for any reason, whatsoever but not limited to breach of any of the terms and conditions of the contract by the Consultant, without assigning any reasons thereof after giving one week's notice in writing.
- xv. The successful bidder shall execute an agreement with ICSIL containing all these terms and conditions and other conditions which ICSIL may like to incorporate with mutual consent of parties.
- xvi. The contract shall remain in force for a period of one year from the date of award and the period may be extended on the same terms & conditions at the sole discretion of the ICSIL based on the satisfactory performance of the agency and with the mutual consent of the parties in writing.
- xvii. Firms/Companies should make only one commercial bid. In case more than one bid is received, it will be straight away rejected.
- xviii. Tender should reach us on or before due date and time through Online.

- xix. Respondent if desire, may participate in tender opening after producing authorization/identity.
- xx. Tender submitted should be free from correction, over-writing, erasures etc. Each page should be suitably numbered.
- xxi. Authorized Signatory should sign the tender submitted indicating the name and designation with official seal.
- xxii. Canvassing by respondents in any form, including unsolicited letters on tender submitted or post corrections shall render their tender submitted liable for summary rejection.

5. Instructions Regarding Online Submission of Offer

Participation in this tender shall be through online submission only. The following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the E-procurement portal of Govt. of NCT of Delhi i.e. <http://www.govtprocurement.delhi.gov.in>.

A. Preparation & Submission of Offer

Detailed tender documents may be downloaded from e-tender portal of Govt. Of Delhi <http://www.govtprocurement.delhi.gov.in> as per tender Notification and offer is to be submitted online following the instruction appearing on the screen. A buyer manual containing the detailed guidelines for e-tendering system is also available on e-tender portal of <http://www.govtprocurement.delhi.gov.in>.

B. On-Line Submission

The On Line Submission will have the following activities:

- i. Submission of particulars of EMD.
- ii. Submission of Eligibility Part.
- iii. Submission of Financial Proposal as per Annexure – III.

Technical Offer must contain the signed & scanned copy which is required to be submitted as per requirement of Tender and the list of documents is as under:-

- i. Company Profile of the bidder as per Annexure-I.
- ii. Copy of Certificate of incorporation.
- iii. Proof of experience. Statement of Experience as per Annexure-V.

- iv. Proof of work order/completion certificate.
- v. Proof of office/branch office at Delhi/NCR.
- vi. Self-certificate regarding blacklisting of the company as per Format on Annexure–VI.
- vii. Copy of registration of Service Tax.
- viii. Copy of PAN card.
- ix. Copy of Audited Statement of Profit & Loss and Balance sheet of FY 2014-15, 2013-14 and 2012-13.

C. Offline Submissions:

The Company is requested to submit the following documents offline (i.e. physically) either in the Tender Box kept at the Reception , ICSIL, Ground Floor, Okhla Phase –III,(Near Post Office) New Delhi-110020 or by post to reach before the due date & time of submission in a Sealed Envelope, the envelope shall bear, the TENDER No. & Description and the words ‘DO NOT OPEN BEFORE’ (due date & time):

- i. Earnest Money Deposit (EMD) in original for prescribed amount by Demand Draft / Banker’s Cheque in favour of “Intelligent Communication Systems India Ltd.” from a scheduled bank from its branch at Delhi/New Delhi.
- ii. Furnished hard copies of scanned documents submitted online alongwith applicant company’s brochures/ literature, or any other additional information to substantiate the applicant capability, only for reference purpose.

D. Modification/ Substitution/ Withdrawal of Tender:

- i. The Company may modify, substitute or withdraw its e-tender after submission prior to the tender due date. No tender shall be modified, substituted or withdrawn by the Company on or after the tender due date.
- ii. Any alteration/ modification in the tender or additional information supplied subsequently to the tender due date, unless the same has been expressly sought for by the Authority, shall be disregarded.
- iii. For modification of e-tender, Company has to detach its old tender from e-tendering portal and upload/ resubmit digitally signed modified tender.

- iv. For withdrawal of tender, Company has to click on withdrawal icon at e-tendering portal and can withdraw its e-tender.
- v. Before withdrawal of a tender, it may specifically be noted that after withdrawal of a tender for any reason, Company cannot re-submit e-tender again.

6. Confidential

- i. The firm shall not disclose the documented management systems to any third party including their internal department.
- ii. The ICSIL may permit the Consultant firm to come into possession of confidential records as per the needs of the project and the Consultant Firm shall maintain the highest level of secrecy, confidentiality and privacy with regard there to. Additionally, the Consultant Firm shall keep confidential, all the details and information with regard to the Project, including systems, facilities, operations, management and maintenance of the systems/ facilities
- iii. The ICSIL shall retain all rights to prevent, stop and if required take the necessary punitive action against the Consultant Firm regarding any forbidden disclosure, which punitive action may include at the discretion of the ICSIL termination of appointment

7. Data Protection:

- i. In the course of providing the Services the Consultant Firm shall be compiling, processing and storing Project Data relating to the beneficiaries or ICSIL. The selected firm and each user are responsible for complying with its respective obligations under the applicable data protection laws and regulations governing the Project Data.
- ii. The selected firm is required to perform or adhere to only those security measures concerning the Project Data which ICSIL deemed fit.
- iii. The selected firm shall not transfer any Project Data unless otherwise authorized by the ICSIL in this regard.

8. Personnel

- i. Personnel assigned by selected bidder to perform the Services shall be employees of selected agency, and under no circumstances will such personnel be considered

employees of client/ICSIL. Selected agency shall have the sole responsibility for supervision and control of its personnel and for payment of such personnel's entire compensation, including salary, worker's compensation, employee and disability benefits and shall be responsible for all employer obligations under all applicable laws including obligations for withholding tax under the Income Tax Act and other social security taxes under the relevant laws.

- ii. Selected agency shall use its best efforts to ensure availability of selected bidder's personnel to perform the Services, and that such personnel have prescribed qualifications to perform the Services. The ICSIL shall have the right to direct selected agency for removal or replacement of any personnel performing work under this appointment of Consultant Firm for EPF, EPS and ESI. In the event that the ICSIL's requests that any deputed personnel be replaced, the substitution of such personnel shall be accomplished within a period of 3 working days.
- iii. In the event the client identifies any personnel of selected firm as "Key Personnel", then the selected firm shall not remove such personnel without the prior written consent of the ICSIL.

9. Sub-Contracting

The firm to whom work is awarded is not allowed to sub contract the work to any other parties either in part or full. In case it is subsequently revealed at any stage of the appointment process / post appointment that outsourcing has been resorted to, the appointment is liable to be summarily cancelled with immediate effect.

10. Validity of Proposal

The proposal is valid for a period of six months (i.e.180 days) from the last date of submission of the bid. The validity time may be extended by ICSIL in confirmation with the bidder.

11. Selection Criterion

- i. The Committee will examine all the documents enclosed with the proposal regarding Eligibility criteria, etc.
- ii. The firm has to fulfill all the eligibility criteria given in the Document. If fails to achieve 80% marks in the technical evaluation then proposal shall be rejected and shall not be processed for further evaluation.

- iii. After technical evaluation, Price bid will open. 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.
- iv. In case of tie in price of two bidders then whose technical points are higher shall be declared accepted.

12. Evaluation Criteria

| Sr . No | Particulars | Points per criteria | Total Points per criteria | Response by bidder | Supporting documents required |
|---------|--|--|---------------------------|--------------------|--|
| 1 | No. of years of Firm/Company old (minimum 10 years) | 5 Points for minimum experience. Additional 1 point per Year. | 10 | | Copy of Certificate of Incorporation. |
| 2 | No. of qualified registered partners/Directors (minimum four) | 5 Points for minimum four Partner/Director . Additional 2 point per partner. | 10 | | Copy of Certificate in the name of the Partners/Directors. |
| 3 | No. of Qualified staff (Minimum qualification B.Com / Inter CA/CMA) and post Qualification experience of at least 1 Year) | 3 point per qualified staff | 15 | | Self declaration by the Managing Director/Partner/Proprietor. |
| 4 | Experience of EPF/ESIC consultant's assignment in Central / State Govt. PSU/ Departments and other Company where as minimum 3500 no. of employees outsourced for a period of more than One Year. | 15 point per assignment | 30 | | Work Order and copies of completion certificate / proof of final payment received. |
| 5 | Average Annual Turnover of last three years (minimum Rs. 25 Lakh) | 10 Points for minimum. Additional 5 points per 5 Lakh average turnover | 20 | | Statement of Profit and Loss duly audited stating Membership no. of such auditor/firm for FY 2014-15, 2013-14 and 2012-13. |
| 6 | Minimum 5 years of experience in field of EPF, EPS & ESIC. | 10 Points for minimum experience. Additional 1 point per Year | 15 | | Documentary evidence required. |

Professional firms which obtain at least 80% marks based on the technical parameters would be considered for opening financial bids for selection of bidder based on the lowest commensurate fees quoted by the professional firm.

13. Termination for Default

- i. The ICSIL may without prejudice to any other remedy for breach of contract, (including forfeiture of Performance Security) by written notice of default sent to the agency, terminate the Contract in whole or in part after sending a notice to the agency in this regard. if the agency fails to perform any or all of the obligation under this contract within the time period(s) specified , or any extension thereof granted by the ICSIL.
- ii. In the event the ICSIL terminates the Contract in whole or in part, ICSIL may procure, upon such terms in such manner, as it deems appropriate, to perform unfulfilled obligations similar to those undelivered, and the agency shall be liable to pay excess cost of such similar services to the ICSIL. This liability will be in addition to forfeiture of performance guarantee and any other legal proceedings, which the ICSIL may initiate as per rules.

14. Arbitration

ICSIL and firm will make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any matters the decision of which is specially provided for by the special conditions, such dispute will be referred to two arbitrators, one to be appointed by each party and the third to be appointed by the Chairman, ICSIL, New Delhi and the award of the arbitration, as the case may be, will be final and binding on both the parties. Such arbitration will be governed in all respect by the provision of the Arbitration and Conciliation Act, 1996 or later and the rules there under and any statutory modification or re-enactment, thereof. The arbitration proceedings will be held in New Delhi only, wherein appropriate Appellate Authority shall also be the Hon'ble High Court of Delhi at New Delhi.

Description of the works : Engagement of Consultant for EPF, EPS & ESI related matters

| | | |
|-----|--|--|
| 1. | Name of the Bidder (Firm / Company Name) | |
| 2. | Address of Corporate Office | |
| 3. | Address of Dealing Branch Office | |
| 4. | Telephone No | |
| 5. | Fax No. | |
| 6. | Contact Person for the services with Telephone No, Email id | |
| 7. | Details of work experience with proof(Also attach list of present and past Clients) a) with Govt. bodies/PSUs b) with any other company | |
| 8. | Type of Business | |
| 9. | Details of Firm / Company : a) Number of proprietors/Directors/Partners of the Firm / Company | |
| 10. | Constitution of the Firm. 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. | |
| 11. | PAN No. Service tax no. | |
| 12. | Details of proprietor or partners or Directors i.e. their names, address, telephone numbers, CV | |
| 13. | Does your company have an existing relationship with ICSIL? Describe the nature and extent of this relationship. OR If worked with ICSIL earlier, give details of the period for which worked and under what name & style | |
| 14. | 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 IV) | |
| 15. | Whether having office/branch office at Delhi NCR ? If yes, give address. | |
| 16. | No.of years of experience (Also submit the documentary evidence) | |
| 17. | Details of services with regard to EPF, EPS & ESI related matters provided companies other than ICSIL, during the last 5 years(Attach proof) | |
| 18. | 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:-

We confirm that the information furnished herein is correct and fair in all respects and we have the necessary documentary proof to substantiate the same. It is further confirmed that in case any of the contents contained herein are found to be incorrect, ICSIL is free to initiate any appropriate action against us.

Signature of Authorized Signatory:_____

Name and Title Of Authorized Signatory:_____

Name of Firm/Company:_____

Contact Details of The Bidder

| | |
|----------------------------|--|
| Name of the company | |
| Company's address in India | |
| Contact Person | |
| Telephone no. | |
| Fax no. | |
| E-mail address | |

FINANCIAL PROPOSAL FORM

Quotation for engagement of Consultant for EPF, EPS & ESI related matters

- 1. Monthly charges for providing consultancy
on EPF, EPS & ESI related matters :
- 2. Taxes, if any :
- 3. Total :

Declaration: 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.....

Annexure IV

Manpower Details

a. Details of CA / CMA

| Sr. No | Name of Partner | Qualification | Membership No. | Member since | Date of Joining the firm / Company |
|--------|-----------------|---------------|----------------|--------------|------------------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

b. Details of Other Staff : Total....no. of Staff out of which.... no. are B.Com/ Inter CA or CMA

| Sr. No | Name of staff | Qualification | Membership No., if any | Member since | Date of Joining the firm |
|--------|---------------|---------------|------------------------|--------------|--------------------------|
| | | | | | |
| | | | | | |
| | | | | | |

Annexure V

Details of Professional Experience

| Sr. No | Name of the Company | Operating turnover in Rs. Cr. (in the year of assignment) | Type of Industry | Period of the assignment | Remarks, if any |
|--------|---------------------|---|------------------|--------------------------|-----------------|
| | | | | | |
| | | | | | |
| | | | | | |

Declaration:-

It is to confirmed that we are not blacklisted/and or debarred on the basis of FIR lodged against us or any other fault connected with our services.

Signature of Authorized Signatory:_____

Name and Title Of Authorized
Signatory:_____

Name of Firm/Company:_____