

## **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**

**Phone: 26929051, 26830338, Fax: 26830347, e-mail: [manager.finance@icsil.in](mailto:manager.finance@icsil.in),**

**Website: [www.icsil.in](http://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, ESIC**

**Date: 18-08-2017**

**Closing Date & Time of Submission of proposal 07-09-2017 at 03:00 PM**

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**SECTION- 1****Notice Inviting Tender**

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 2016-17 will be around Rs. 140 Crores. At present our the total no. of employees is outsourced by ICSIL is around 6000 persons which is to be expected increase up to 10000 persons( approximately) in the next year.

The Intelligent Communication Systems India Ltd. (ICSIL) invites online participation from the Firms/Companies based at New Delhi / NCR as Consultants of Employees' Provident Fund Scheme (EPF), Employees' Pension Scheme (EPS) & Employees' State Insurance Scheme (ESIC) related matters through e-tender.

Further details has been given in the Tender Document which is to be downloaded from the E-portal <https://govtprocurement.delhi.gov.in> and ICSIL website: [www.icsil.in](http://www.icsil.in)

Further details/clarifications, if any, Sh.Praksh Kumar Singh, Manager (F&A) to be contacted on any working day at the following address:

**INTELLIGENT COMMUNICATION SYSTEMS INDIA LTD.**  
**Administrative Building, Ist Floor, Above Post Office Industrial Estate,**  
**Phase-III, New Delhi -110020**  
**PH. 011-26929051, 26830338 FAX. 011-26830347**  
**E-MAIL: [manager.finance@icsil.in](mailto:manager.finance@icsil.in)**

Last date of submission of e-tender is 07/09//2017 up to 15:00 hours following address and documents to be submitted off line at the following address by the due date 07/09/2017 & time upto 15:00.

Name of the Work	Appointment of Consultants for ESIC, EPS and EPF related work of ICSIL
Tender No	ICSIL/08/105/2016-17/EPF-ESIC/2
Bidding System :	E-Tender. Delhi Govt.e-portal <a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> and ICSIL Website <a href="http://www.icsil.in">www.icsil.in</a>
Nature of bid process	Two bid systems shall be followed; Part I shall be "Techno-Commercial Offer" and Part II shall be the "Financial Offer".
Type of Tender	Open Tender, E-Tender
Availability of Tender document	Delhi Govt. E-Tender Portal

	<a href="https://govtprocurement.delhi.gov.in">https://govtprocurement.delhi.gov.in</a> and website of ICSIL i.e. "www.icsil.in"
Issue of documents	18.08.2017
Contact person for seeking clarifications	Manager (F&A)
Contact details of the contact person	Email: <a href="mailto:manager.finance@icsil.in">manager.finance@icsil.in</a> Mob: 9310010543
Last date and time for submission of Bid	07.09.2017 at 03:00 PM
Date and Time of opening of Technical Bid	07.09.2017 at 03:30 PM
Date and Time of opening of Commercial Bid	To be communicated Later on
Earnest Money Deposit (EMD)	Rs 18,000/- (Rupees Eighteen Thousand only ) in the form of DD in favour of Intelligent Communication Systems India Ltd.

### Eligibility Criteria:

#### The bidder shall fulfill the following Eligibility Criteria:

1. The bidder should be registered as a company in India as per Companies Act 1956/Indian Partnership Act 1932/Indian Registration Act 1908 or amended as on date and should be in competent team of professionals operation in the last 10 years as on date of publication of this notice. The certificate of Incorporation issued by the Registrar of companies along with copies of Memorandum and Articles of Association are to be submitted along with Technical bid.
2. The bidder should have its office (head office/ regional/Branch Office) in Delhi/NCR).
3. Company should have valid Copy of PAN Card, Service Tax Registration/GST Registration, etc.
4. A self-undertaking that the bidder has not been black listed and debarred on the basis of FIR lodged against him or any other fault connected with their services by any department/autonomous body/PSU of the Central/State Government/ Private or any agency in India.
5. The bidder should not be insolvent, in receivership, bankrupt or being wound up, not have had their business activities suspended and not be the subject of legal proceedings for any of the forgoing. (Self attested declaration).
6. Minimum Average Annual Financial Turnover during the last three years, ending 31<sup>st</sup> March 2017, should be at least 25 Lakhs from the business of consultancy.  
(Please submit Annual Report (C.A. certified Audited Balance Sheet and Profit & Loss Account) for the last three financial years & ITR).
7. Experience of providing consultancy on EPF, EPS & ESI related matters to minimum 2 major parties out of which minimum of 2500 employees in any one organization during the last five years. Proof of work order/completion certificate should be enclosed.

8. The Bidder should have Experience of having successfully completed similar work/services during the last 3 years ending 30<sup>th</sup> June 2017 as per following below:-

Two similar work/supply orders consisting not less than the amount of Rs. 2.5 lakh each.

**OR**

One similar work/supply orders consisting not less than the amount of Rs. 4 lakhs.

Similar Work means “Providing Consultancy services in the matter of Employees’ Provident Fund Scheme (EPF), Employees’ Pension Scheme (EPS) & Employees’ State Insurance Scheme (ESIC)”

(Please submit copy of Work Order and Satisfactory Completion Certificate from the Client).

9. Number of Qualified registered partners should be minimum of four. Copy of certificate in the name of partners should be enclosed.
10. Number of Qualified staff having minimum qualification of B.Com/Inter CA /Inter CMA with at least one year of post qualification experience. Self declaration by the Managing Director/Partner / Proprietor should be enclosed.
11. Power of Attorney in favour of person authorized to sign the tender document.
12. A demand draft of Rs.18,000/- drawn in favour of “**Intelligent Communication Systems India Ltd.** as Bid Security.
13. MSE’s having UDYOG Aadhar Memorandum and Micro & Small Enterprises (MSE’s) registered with the NSIC/MSME are exempted from submission of EMD/Bid Security Deposit on production of requisite proof in the form of valid certification from NSIC / MSME for the tendered items/services.

- Please note that Tender document to be downloaded from E-portal <https://govtprocurement.delhi.gov.in> of Delhi Govt./ICSIL Website [www.icsil.in](http://www.icsil.in) is mandatory and that the bidder will in no case be able to participate in the tender without having downloaded the official copy of the tender from E-portal <https://govtprocurement.delhi.gov.in> of Delhi Govt. /ICSIL Website [www.icsil.in](http://www.icsil.in) before the due date and time for the same.

**Contact Information:**

ICSIL Contact person - Manager (F&A),

Telephone: 011-2692 9051, 2683 0338

E-mail ID: [manager.finance@icsil.in](mailto:manager.finance@icsil.in)

- The price Offers of only those parties who qualify in the first stage i.e. Techno Commercial shall be opened at time and date to be notified separately.
- ICSIL reserves the right to accept or reject any or all the tenders without assigning any reason.

**FINANCIAL BID:**

1. The bidders shall quote their monthly charges inclusive of All Taxes and any other statutory dues etc., if applicable, separately both in figures and words.
2. Tenders will be finalized based on the suitability of the agency with reference to the prescribed eligibility criteria. Bidders are advised to quote their most competitive rates.

**-END of SECTION – 1**

## **SECTION-2 INSTRUCTION TO BIDDER**

### **1. BIDDER TO BEAR COST OF PURCHASE OF TENDER**

The Bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser in any case will not be responsible or liable for these costs regardless of the conduct of the bidding process.

### **2. AMENDMENT TO BID DOCUMENTS / WITHDRAWAL**

- a. At any time, prior to the date of submission of bids, the Purchaser may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bid documents by amendments.
- b. The amendments/Corrigendum will be notified on **e-portal of Delhi Govt. and ICSIL Website** and these amendments will be binding on them. Bidders are advised to visit **Delhi Govt. e-portal and ICSIL Website** regularly for updates on this Tender.
- c. 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.
- d. 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.
- e. For withdrawal of tender, Company has to click on withdrawal icon at e-tendering portal and can withdraw its e-tender.
- f. It may specifically be noted that after withdrawal of a tender for any reason, Company cannot re-submit e-tender again.

### **3. EXTENSION OF TIME**

In order to give prospective bidders required time in which to take the amendments into action in preparing their bid, the Purchaser may at its discretion extend the deadline for submission of bid suitably.

### **4. EMD (Earnest Money Deposit)**

- a. The Earnest Money Deposit (EMD) of Rs. 18,000 /- is required to be deposited by Demand Draft in favour of "Intelligent Communication Systems India Ltd." payable at New Delhi or Bank Guarantee in the prescribed format from a Scheduled Bank from its branch at Delhi/New Delhi shall be submitted along with the tender.
- b. The EMD of the unsuccessful bidder will be discharged/ returned without any interest.
- c. Tenders received without EMD shall be summarily rejected.
- d. The EMD may be forfeited, if at any point of time it is found that the bidder has made a statement which is factually incorrect/wrong or if the bidder doesn't fulfill any of the contractual obligations, ICSIL may take a decision to cancel reject/terminate the contract with immediate effect, forfeit the EMD deposited by the bidder.
- e. The EMD of the successful bidder will be returned after submission of Performance Bank Guarantee as defined in this Tender Document and obtaining confirmation thereof from the issuing bank in acceptable form.
- f. No interest is payable on EMD.
- g. In case of inadequacy or non-submission of prescribed EMD, the tender shall be deemed to be disqualified and shall be summarily rejected in the technical evaluation.

**5. VALIDITY PERIOD OF BID**

Bid shall remain valid for 90 days after the date of bid opening. The bid valid for a shorter period shall be rejected by the ICSIL as non-responsive.

**6. CLARIFICATION OF BIDS**

- a. To assist evaluation and comparison of the bids, ICSIL may at its discretion may ask the bidder for clarification of the bid. The clarification and response from bidder shall be in writing. The clarification will be asked through the email or registered letter. The clarification and response from bidder shall also be through the E-mail or registered letter.
- b. ICSIL does not bind himself to accept the lowest or any tender and reserves to himself the right to accept the whole or any part of the tender.

**7. NOTIFICATION OF SUCCESSFUL BIDDER**

- a. Prior to the expiration of the bid period, ICSIL will notify the successful bidder in writing by registered letter or email, to be confirmed in writing by registered letter that its bid has been accepted.
- b. Upon successful bidder furnishing of Performance Guarantee, the ICSIL will notify each successful bidder and will discharge its bid bond.

**8. ISSUE OF LETTER OF INTENT**

- a. The issue of Letter of Intent/Work Order shall constitute the intention of the ICSIL to place the Work Order with the successful bidder. Time schedule will commence from LOI date. ICSIL may place Work Order in place of Letter of Intent.
- b. The bidder shall within 15 days of issue of Letter of Intent give its acceptance along with Performance Guarantee in conformity with the bid documents.

**9. CANCELLATION OF LETTER OF INTENT**

Failure of the successful bidder to comply with the requirement of submission of Performance Guarantee in time shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the bid bond, in which case ICSIL may make the offer to any other bidder at the discretion of the ICSIL or call for new bids.

**10. SUBMISSION OF BID**

- a. **Only the following shall be accepted in physical form:**
  - EMD in the form of Demand Draft/Bank Guarantee. (Original)
  - Copy of Valid Certificate issued by MSME /NSIC.
  - Bid Submission Form (Original).
  - Power of Attorney (Original).

All other documents shall have to be submitted in Electronic/Soft form and shall not be accepted in physical form. For detail instructions please refer to Clause.

**b. Preparation & Submission of proposal**

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

**c. On-Line Submission**

The On Line Submission will have the following activities:

- i. Submission of **Techno-commercial Part** as under:
  - Copy of PAN No. and Copy of Service Tax Registration No., GST Registration No. (Attach attested copy).
  - Certificate of Registration of firm/Incorporation Certificate /Partnership Deed (Attach attested copy)
  - Copy of EPF Registration and Copy of ESI Registration (Attach attested copy)
  - Copy of Audited Statement of Profit & Loss and Balance sheet of FY 2016-17, 2015-16 and 2014-15.
  - EMD Particulars.
  - Power of Attorney.
  - Documentary proof of Head office/Operating/ Branch office in Delhi/NCR.
  - Copy of valid certificate from NSIC / MSME for the tendered items/services.
  - Copy of certificate in the name of partners should be enclosed.
  - Self attested document agency having minimum 05 qualified employees.
  - Self under taking that the bidder has not been blacklisted and debarred.
  - Copy of certificate of Experience of providing consultancy on EPF, EPS & ESI related matters to minimum 2 major parties out of which minimum of 2500 employees in any one organization during the last five years.
  - Copy of successfully completed similar work/services during the last 3 years as per statement of Experience as per Annexure-III.
  - Copy of any other necessary documents related to Eligibility Criteria.
  - Submission of Financial Proposal as per given Section 5 of this tender.

d. **Instruction regarding Offline Submissions:**

The bidder is requested to submit the following documents offline (i.e. physically) either in the Tender Box kept in ICSIL office, New Delhi-110 020 or by post to as reach ICSIL 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) and the same envelope must contain EMD and Technical Proposal in different sealed envelope with heading and Technical proposal.

- i. EMD/Bid Security (Original) for Rs. 18,000/- (Rs. Eighteen Thousand only) by Demand Draft in favor of “Intelligent Communication System India Ltd.” / Bank Guarantee in the prescribed format from a scheduled bank from its branch at Delhi/New Delhi.
- ii. Original Bid Submission Form.
- iii. Power of Attorney (Original).

**11. General Instructions**

- 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 Section – 5 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 (Sections & Annexure-I to IV) 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. Bidder shall confirm acceptance by returning a signed copy of WO/PO.
- vi.** The successful bidder shall enter into formal agreement in the form specified in Annexure duplicate with this office within 3 (three) days from the date of submission of Performance Security/ Bank Guarantee.
- vii.** ICSIL shall not be obliged to furnish any information/ clarification/ explanation to the unsuccessful bidder as regards non-acceptance of their tender.
- viii.** EMD to be paid by Demand Draft should be in favor of “Intelligent Communication Systems India Ltd.” payable at New Delhi. Tenders without Earnest Money are liable be rejected. Parties as per MSME or NSIC Registered parties. In such cases, the certificate to be submitted by the MSME/ NSIC Registered parties and shall be valid on the date of tender opening and must cover the nature of works for which tender is invited.
- ix.** The details as called for in the bidding documents shall be filled and completed by the Bidders in all respect and shall be submitted with requisite information and Annexures.
- x.** Although all details presented in this bid documents have been complied with all reasonable care, it is the Bidder’s responsibility to ensure that the information provided is adequate and clearly understood.
- xi.** The bidding document that is downloaded shall be submitted on-line as per the procedure stipulated in the website. The bidding document shall not be transferred to any other agency.
- xii.** The Security Deposit equivalent to the 10% of the Contract Value will be retained by ICSIL till the agreement between ICSIL and consultant is in force and will be refunded to consultant on expiry of the agreement.
- xiii.** Tender submitted should be free from correction, over-writing, erasures etc. Each page should be suitably numbered.
- xiv.** Authorized Signatory should sign the tender submitted indicating the name and designation with official seal.
- xv.** Tender should reach us on or before due date and time through Online.

**-END of SECTION -2**

## SECTION – 3

### GENERAL (COMMERCIAL) CONDITIONS OF THE CONTRACT

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.

#### 1. PRICE APPLICABILITY

Prices in the Purchase Order shall remain valid for the period of delivery schedule or extended delivery schedule. In case of delayed supplies, after delivery period, the advantage of reduction of taxes/duties shall be passed onto the Purchaser and no benefit of increase will be permitted to the Supplier.

#### 2. STANDARDS

The documents supplied under the contract shall confirm to the standards mentioned in Section-6 of this Tender document.

#### 3. PERFORMANCE SECURITY

- a. The bidder shall be required to furnish PBG for a value equivalent to 10% of Work Order value within 10 days of issue of Work Order in the form of BG in favor of “Intelligent Communication Systems India Ltd,” New Delhi, Payable at New Delhi in the prescribed ICSIL format from a scheduled bank in India from the branch of bank in Delhi.
- b. The PBG shall be valid up to a period of 60 (Sixty days) beyond the date of completion of service period.
- c. Performance security shall be forfeited by ICSIL in the event of Successful Bidder failure to complete its obligations under the Contract or breach of contract conditions. This may be in addition to the application of Penalties which ICSIL may recover.
- d. No interest shall be payable on the performance bank guarantee.

**Note:**

- a. All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee (PBG) shall be borne by the bidder. If the project implementation period is delayed, the PBG shall be extended by the bidder for such additional duration.
- b. The performance bank guarantee may be discharged/ returned by ICSIL upon being satisfied that there has been due performance of the obligations of the bidder under the agreement. However, no interest shall be payable on the performance bank guarantee.

#### 4. CHANGE ORDER

- a. ICSIL may at any time by written order given to the Consultant make changes within the general scope of the contract.
- b. If any change causes an increase or decrease in the cost or the time required for the execution of the contractor, an equitable adjustment shall be made in the contract price or time schedule or both and the contract shall accordingly be amended.

#### 5. 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.

#### **6. LIQUIDATED DAMAGES**

- a. For late services, as liquidated damages, a sum equal to 2% of the price of services not provide or total order value, for a week or part of a week subject to maximum limit of 10% of the total work order will be recovered from the Service provider. ICSIL also reserves the right to cancel the order in such cases and forfeit the EMD/Performance Bank Guarantee and may also debar the Supplier for future services.
- b. LD can be recovered from any dues of the bidder.

#### **7. 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.

#### **8. RISK FACTOR**

- a. In the event of Service Provider's failure to execute the contract to the satisfaction of the ICSIL, ICSIL reserves the right:
  - i. To reject any part of the Contract executed and withhold payment for such portion of the Contract till such time the defects are rectified to the satisfaction of the ICSIL
  - ii. To terminate the Contract by giving 30 days' notice in writing without assigning any reason and to get the Contract executed by other agency at the risk and cost of the Service Provide.

#### **9. APPLICABLE LAWS**

This contract shall be interpreted, construed and governed by the laws of the Republic of India and the parties hereby submit to the exclusive jurisdiction of the Court at Delhi and to all Courts at Delhi having jurisdiction in appeal there from.

#### **10. TERMINATION FOR DEFAULT**

- a. ICSIL, may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Service Provider, terminate this contract in whole or in part.
  - i. If the service provider fails to provide any or all the services within the time period (s) specified in the contract, or any extension thereof granted by the ICSIL.
  - ii. if the Service Provider fails to perform any obligation(s) under the contract; and
  - iii. The Supplier shall not retract from the responsibilities under this tender once the

Work is awarded. However, in the unlikely case of violation, the ICSIL will be at liberty to forfeit the Contract Performance Bank Guarantee/Performance Security and make recoveries from the firm besides initiating legal proceedings against the firm

- iv. If the Service Provider, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as ICSIL may authorize in writing) after receipt of the default notice from the ICSIL.
- v. On a notice period of 30 days.
- vi. ICSIL reserve the right to reject/cancel/terminate work order awarded to bidder in case of unsatisfactory services/work as per the requirement of ICSIL will not release any payment to the bidder/agency/vendor in this particular case.

## **11. TERMINATION FOR INSOLVENCY**

ICSIL may at any time terminate the Contract by giving written notice to the Service Provider, without compensation to the service provider if the service provider becomes bankrupt or otherwise insolvent as declared by the competent court provided that such termination will not prejudice or effect any right of action or remedy which has accrued or will accrue thereafter to the ICSIL.

## **12. GENERAL TERMS AND CONDITION**

- a. 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.
- b. In the event of any dispute arising at any time during the contract, the decision of the MD, ICSIL, shall be final and binding.
- c. 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.
- d. ICSIL shall review the arrangements based upon the performance of the Consultant in all respects from time to time.
- e. 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.
- f. 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.
- g. Firms/Companies should make only one commercial bid. In case more than one bid is received, it will be straight away rejected.
- h. Respondent if desire, may participate in tender opening after producing authorization/identity.
- i. Tender submitted should be free from correction, over-writing, erasures etc. Each page should be suitably numbered.
- j. Canvassing by respondents in any form, including unsolicited letters on tender submitted or post corrections shall render their tender submitted liable for summary rejection.

**End of Section – 3**

**SECTION – 4**  
**SPECIAL CONDITION**

**1. PRICE BASIS**

- a. F.O.R. ICSIL Office, Okhla Industrial Estate Phase 3, NEW DELHI-110020 (All Inclusive).

**2. EVALUATION CRITERION**

Sr. No	Particulars	Points per criteria	Total Points per criteria	Response by bidder	Supporting documents required
1	No. of years of Firm/Company (minimum 10 years)	-5 Points for minimum period of 10 years. -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	Minimum 5 No. of Qualified staff (Minimum qualification B.Com / Inter CA/CMA)	-5 point minimum 5 qualified staff -Additional 1 point per qualified staff	10		Self declaration by the Managing Director/Partner/Proprietor of the firm/company.
4	Minimum experience of qualified key professional at least 5 year	-2 point minimum 1 year experience -Additional 1 point per year	5		Self declaration by the Managing Director/Partner/Proprietor of the firm/company.
5	Experience of EPF/ESIC consultant's assignment in Central / State Govt. PSU/ Departments and other Company where as minimum 2500 no. of employees outsourced for a period of more than Five Year.	15 point per assignment	30		Work Order and copies of completion certificate / proof of final payment received. ending 31st January 2017
6	Average Annual Financial Turnover during the last three years, ending 31st March 2016, should be at least Rs.25 Lacs from the business of consultancy.	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 2015-16, 2014-15 and 2013-14.

7	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.
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**Note:-**Professional firms which obtain at least 70% 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.

### 3. SELECTION CRITERION & AWARD OF WORK

- a. The Committee will examine all the documents enclosed with the proposal regarding Eligibility criteria, etc.
- b. The firm has to fulfill all the eligibility criteria given in the Document. If fails to achieve 70% marks in the technical evaluation then proposal shall be rejected and shall not be processed for further evaluation.
- c. 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.
- d. In case of tie in price of two bidders then whose technical points are higher shall be declared accepted.
- e. ICSIL shall not be obliged to furnish any information/ clarification/ explanation to the unsuccessful bidder as regards non-acceptance of their tender.

### 4. PAYMENT TERMS

- a. 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.
- b. The Successful bidder submits the bill duly authenticated by authorized representative.
- c. The bills shall be authenticated by the authorized representative of the Successful bidder supported with copy of challans each as proof of deposit of Provident Fund (PF) & Employees State Insurance (ESI) contributions.
- d. The monthly Payment bills will be paid within 15 (fifteen) days from the date of submission of the bill and relevant document.
- e. No advance payment will be made to the firm.
- f. Tax will be deducted at the prevailing rates applicable from time to time.
- g. ICSIL shall effect payments to the vendors through cheques or E-payments at its discretion, during operation of the said contract/WO. For this purpose, the vendor/contractor shall provide his bank details.

### 5. Taxes

The responsibility of applicable statutory taxes in the current date lies with the bidder. However, the change of taxes (increase/ decrease) will be on actual and proportionate to the current statutory taxes quoted by the bidder, unless the government regulation changes the regime of the statutory taxes altogether (e.g Introduction of G.S.T).

### 6. PAYING AUTHORITY

Manager (F&A) ICSIL,  
Okhla Phase -3  
NEW DELHI-110020.

**7. TIME SCHEDULE OF COMPLETION OF WORK**

- a. Duration of contract would be one year from the date of award of work, which may be extended on the same terms & conditions at the sole discretion of ICSIL maximum up to Three Years after review agency satisfactory performance and with the mutual consent of the parties in writing at end of each year.
  - i. Work completion time will be reckoned from the date of handing over the site.
  - ii. Two representatives to be deployed / made available at ICSIL 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.

**8. PENALTY**

- a. Notwithstanding anything contained in scope of work, if the nature of failure to perform a particular activity requires specific performance, Successful bidder must ensure to perform the concerned activity within a reasonable time. Failure to perform within a reasonable time, depending upon the importance of the activity, may result in termination of the contract.
- b. If the Officer-in-Charge is satisfied about non-performance of any of above obligations, a penalty of Rs.5000.00 or 0.5% of the monthly amount whichever is higher shall be paid..

**9. CONSIGNEE**

To be intimated at the time of issue of Work Order.

**10. All Tax invoices should be raised in the name of**

Intelligent Communication Systems India Ltd. (ICSIL),  
Administrative Building, 1st Floor, Above Post Office,  
Okhla Industrial Estate Phase-III, New Delhi -110020.

**11. CONFIDENTIAL**

- a. The firm shall not disclose the documented management systems to any third party including their internal department.
- b. 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.
- c. 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.

**12. DATA PROTECTION**

- a. 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.
- b. The selected firm is required to perform or adhere to only those security measures concerning the Project Data which ICSIL deemed fit.

- c. The selected firm shall not transfer any Project Data unless otherwise authorized by the ICSIL in this regard.

**13. PERSONNEL**

- a. 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.
- b. 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.
- c. 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.

**End of Section – 4**



**SECTION – 5**

**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.....

**End of Section – 5**

**SECTION – 6**  
**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 representatives 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.

**End of SECTION – 6**

**SECTION – 7**  
**BID BOND (EMD FORMAT)**

Whereas ..... (hereinafter called “the Bidder”) has submitted its bid dated ..... For the supply of ..... Vide Tender No. .... dated .....

KNOW ALL MEN by these presents that WE ..... OF ..... Having our registered office at ..... (hereinafter called “the Bank”) are bound unto Telecommunications Consultants India Limited (hereinafter called “the Purchaser”) in the sum of Rs. .... for which payment will and truly to be made of the said Purchaser, the Bank binds itself, its successors and assigns by these present.

THE CONDITIONS of the obligation are:

1. If the Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid form or
2. If the Bidder, having been notified of the acceptance of his bid by the Purchaser during the period of bid validity
  - a. **fails or refuses to execute the Contract, if required; or**
  - b. **fails or refuses to furnish the Performance Security, in accordance with the instructions to Bidders.**

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the purchaser having to substantiate its demand, provided that in its demand, the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force upto and including THIRTY (30) days after the Period of bid validity and any demand in respect thereof should reach the Bank not later than the specified date/dates.

Signature of the Bank Authority

Name

Signed in Capacity of

Name & Signature of witness

Full address of Branch

Address of witness

Tel No. of Branch

Fax No. of Branch

**End of SECTION – 7**

## SECTION – 8

**PERFORMANCE SECURITY FORMAT**

Guarantee No. \_\_\_\_\_  
 Amount of Guarantee Rs. \_\_\_\_\_  
 Guarantee cover from (Name of Bank) \_\_\_\_\_  
 Last date for lodgment of claim(s) \_\_\_\_\_  
 B.G. in No. of pages including this page \_\_\_\_\_

**THIS DEED OF GUARANTEE** made this \_\_\_\_\_ day of \_\_\_\_\_ 2016 by \_\_\_\_\_ having one of its Branch at \_\_\_\_\_ acting through its Manager (hereinafter called 'The Bank' which expression shall whenever the context so requires include its successors and permitted assigns) in favour of M/s Intelligent Communication Systems India Ltd. (A joint Venture of TCIL-A Govt. of India Enterprise & DSIIDC –An Undertaking of Delhi Govt.) registered under the Company's act 1956, having its office at ICSIL Administrative Building, 1st Floor, above post office, Okhla Industrial Estate, Phase-III, New Delhi -110020. (hereinafter called the ICSIL) which expression shall include its successors and assigns.

**WHEREAS ICSIL** has entered into an agreement/agreements with M/s \_\_\_\_\_ having its Office at \_\_\_\_\_ (hereinafter called the "Contractor" which expression shall includes its successors, executors and permitted assigns) for construction \_\_\_\_\_ awarded to Contractor against Tender No. \_\_\_\_\_.

**AND WHEREAS** in accordance with the terms of the said contract the contractor has agreed to furnish an irrevocable and unconditional Bank Guarantee for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for due performance of this contract awarded to the contractor.

**AND WHEREAS THE BANK** at the request of the contractor has agreed to give this guarantee.  
**NOW THEREFORE THIS DEED OF GUARANTEE WITNESSETH AS FOLLOWS:**

1. We the bank hereby irrevocably and unconditionally guarantee that the contractor will duly comply with his obligation during the guarantee period in accordance with the said contract agreement and the general terms and conditions forming part of the work agreement, failing which the bank undertake to pay ICSIL on demand and without demur, such amount or amounts as the bank may be called upon to pay not exceeding a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on invocation of this guarantee. Any claim made by ICSIL on us within the sanctioned guarantee amount shall be final and binding on us.
2. Notwithstanding anything contained hereinbefore, the liability of this bank in respect of this guarantees is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) only and shall remain in force till \_\_\_\_\_ unless an action/claim is made on us in writing within 90 days from this date i.e. up to \_\_\_\_\_ all rights under the said guarantee will be forfeited and we shall be relieved and discharged from all liabilities hereunder.

***IN WITNESS WHEREOF THE BANK HAS SUBSCRIBED AND SET ITS NAME AND SEAL  
HEREUNTO.***

DATE :-

Name

Address

**End of SECTION – 8**

**SECTION - 9**

**BID SUBMISSION FORM**

I / We, Shri / M/s.....of (address in full).....  
 .....

have read and examined the Notice Inviting Tender, Terms & Conditions of contract, Scope of work and other documents pertaining to the work to be executed as per your NIT Ref. No. : ICSIL/08/105/2016-17/EPF dated.

I / 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.

I / We agreed to abide by all terms and conditions for the execution of the said work and offer the rates in this regard as mentioned in the annexed sheet.

**DATE:**

**(AUTHORISED SIGNATORY ON BEHALF OF THE FIRM OR SELF)**  
**FULL ADDRESS:** .....  
 .....  
 .....

**Contact Details of the Bidder**

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



**SECTION – 10****Format of Agreement**

This agreement made on the \_\_\_\_\_ of \_\_\_\_\_, 2017 between Intelligent Communication Systems India Ltd. having its registered office at ICSIL, Administrative Building, 1st Floor, Above Post Office Industrial Estate, Phase-III, New Delhi -110020. Hereinafter referred to as the First Party

\_\_\_\_\_ having registered office at \_\_\_\_\_ through its \_\_\_\_\_ hereinafter referred to as the Second Party.

WHEREAS the Second Party of the intends that the providing consultancy for ESIC, EPS and EPF related work for the ICSIL office shall be as per the detailed scope of work (hereinafter referred to as the WORK) mentioned in NIT No. .... dated ..... and whereas pursuant to the total quote of Rs. \_\_\_\_\_/- per month submitted by the Second Party commencing from \_\_\_\_\_, the First party has by its Letter of Acceptance no. \_\_\_\_\_ dt. \_\_\_\_\_ accepted the OFFER submitted by the Second Party for the providing consultancy for ESIC, EPS and EPF related work on the terms & conditions set forth in this Contract.

**NOW THIS AGREEMENT WITNESSETH and is hereby agreed by and between the parties hereto as follows:**

In this Agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms and Conditions of contract hereinafter referred to.

**1. MAN POWER DEPLOYMENT**

That the Second Party will deploy ..... No's manpower for the persons engaged at the ICSIL Office, will be the employees of the Second Party for all intents and purposes and the Second Party will be responsible for payment.

**2. Authorised Representative:**

Any action required or permitted to be taken and any documents required or permitted to be executed under this contract, may be taken or executed by:

- i. The Admin Officer, ICSIL, or his authorized representative on behalf of the Company /First Party.
- ii. The \_\_\_\_\_ or his authorized representative on behalf of the Second Party

**3. Period of Contract:**

The period of contract will be one year commencing on and from \_\_\_\_\_ which may be extended on the same terms & conditions or curtailed as per sole discretion of ICSIL maximum up to Three Years after review agency satisfactory performance and with the mutual consent of the parties in writing at end of each year.

#### **4. Terms of Payment:**

- i. No advance payment will be made to the firm.
- ii. 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.
- iii. The Successful bidder submits the bill duly authenticated by authorized representative.
- iv. The bills shall be authenticated by the authorized representative of the Successful bidder supported with copy of challans each as proof of deposit of Provident Fund (PF) & Employees State Insurance (ESI) contributions.
- v. The monthly Payment bills will be paid within 15 (fifteen) days from the date of submission of the bill and relevant document.
- vi. Tax will be deducted at the prevailing rates applicable from time to time.
- vii. ICSIL shall effect payments to the vendors through cheques or E-payments at its discretion, during operation of the said contract/WO. For this purpose, the vendor/contractor shall provide his bank details.

#### **5. Care & Caution :**

- i. The staff deployed by the Second Party at the Company shall at all times maintain the decorum of the Company and the Second Party shall be solely responsible for all acts and omissions of its employees deployed including insurance for their life, safety and fidelity. The Second Party shall be liable to indemnify the First Party for all losses/damages etc. caused by the act & omissions of employees of the Second Party.
- ii. The staff deployed by the Second Party shall take proper care in maintaining the standards as per scope of work & terms & conditions of tender documents.

#### **6. Facilities to be provided by ICSIL**

The First Party shall provide sufficient office space for the manpower at the office to enable them to discharge their duties effectively. No charges will be taken from the agency for the said space. The agency shall be self sufficient to carry out the service/assigned jobs.

#### **7. The following documents shall be deemed to form and be read and construed as part of the Agreement viz:**

- i. Form of Tender duly filled in / submitted by the Contractor.
- ii. Letter of Acceptance award of contract given by Department.
- iii. Terms and Conditions
- iv. Notice to proceed with work.
- v. Bill of Quantities;
- vi. Scope of work;
- vii. Addendums, if any; and
- viii. Any other documents forming part of the contract.

In WITNESS WHEREOF, the Parties hereunto through their duly authorized representative have set their hands and seal this \_\_\_\_\_ the above written at \_\_\_\_\_

FOR AND ON BEHALF OF

FOR AND ON BEHALF OF the Agency

Intelligent Communication Systems India Ltd.

Agency Name \_\_\_\_\_

In the presence of:

In the presence of:

WITNESS \_\_\_\_\_

WITNESS \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

**End of SECTION – 10**

**SECTION – 11****ANNEXURES****Annexure-I****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.	
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 date and the Nationalized Bank on which drawn. (Cheque will not be accepted)	

I/We hereby certify that the information furnished above is full and correct to the best of our knowledge. I/We understand that in case found any deviation in the above statement at any stage, our company can be black-listed and will not have any deal with the ICSIL in future.

**Signature, name and designation of authorized signatory**

**Date:-**

**Annexure II****Manpower Details**

a. Details of CA / CMA /Legal Professional

b.

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

c. 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 III**

**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

Annexure IV

**Declaration that the bidder has not been blacklisted**

(To be submitted on the Letterhead of the responding agency)

{Place}

{Date}

To,

Managing Director  
Intelligent Communication Systems India Ltd. (ICSIL)  
Administrative Building, 1st Floor, Above Post Office, Okhla Industrial Estate,  
Ph-III New Delhi -110020

Ref: RFP Notification no <xxxx> dated <dd/mm/yy>

Subject: Self Declaration of not been blacklisted in response to the selection of agency for Design“Supply of Office Stationery and printing”, File No <xxx>>

Dear Sir,

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: \_\_\_\_\_

Bidder's Company Seal: \_\_\_\_\_

Name and Designation of Authorized Signatory: \_\_\_\_\_

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