

CENTRAL ELECTRICITY REGULATORY COMMISSION (CERC)
Ground Floor, Chanderlok Building,
36, Janpath, New Delhi-110 001

No. 2/14(9)/2015/Adm/CERC

Dated, the 23rd February, 2016

Sub: Quotation for Annual Contract for providing consultancy Service and maintenance of Statutory records under EPF Scheme in respect of the officials of Central Electricity Regulatory Commission (CERC).

Sealed quotations are invited for annual contract for providing consultancy services and maintenance of statutory records under EPF Scheme in respect of officials of the CERC.

2. The description of work and other terms and conditions are mentioned as under:-

Scope of work: Maintenance and Submission of following statutory Records>Returns etc. under Employees' Provident Fund & Miscellaneous Provisions Act, 1952 in respect of permanent officials of the Central Electricity Regulatory Commission:-

- (i) Nomination & Declaration Form in Form No.2 (Revised) of the new employees.
- (ii) Form No.9 (Revised)
- (iii) Form No. 11 (Revised)
- (iv) Form No.5-A (Return of ownership)
- (v) Form No.12-A (Monthly Return)
- (vi) Form No. 5 (addition of New Member)
- (vii) Form No.10 (Detail of the officials (s) who has left the services)
- (viii) Form.3-A (Monthly contribution of the officials)
- (ix) Form.6-A (annual Return)
- (x) Monthly PF Challan
- (xi) Eligibility Register
- (xii) Soft data in "DBF & "CSV" file format in Floppy/DVD as per the latest requirement of the RPFC.
- (xiii) Correspondence and Liaison with P.F Department relating to all issues including withdrawal of advance and final settlements.
- (xiv) Maintenance/submission of any other forms prescribed by RPFC from time to time
- (xv) Communication of latest updates in the Act, Rules, Regulations and Circulars issued by the EPFO.
- (xvi) Registration of Digital Signature certificate (DSC) with EPFO.

3. The firm shall provide the afore mentioned services on regular basis to CERC.

4. **Eligibility-cum-Selection Criteria:** The firm should have at least eight years of relevant experience in the field - preferably handling Government Departments/Organisations. On fulfillment of the above eligibility, the selection shall be based on L-1 bidder.

5. **Tenure of Contract:** The tenure of the contract shall ordinarily be one year. However, the competent authority in CERC, may at the discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory services of the firm.
6. **Prohibition of Sub-Contract:** The Firm shall not appoint any sub-contract for this work under any circumstances.
7. **Release of Payment-** The payment shall be released on quarterly basis after availing services by way of cheque/NEFT on production of pre-receipted bills.
8. **Deduction of income Tax at source:** Since professional service of the firm are being hired, Income Tax shall be deducted at source from all the accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
9. **Secrecy and Confidentiality:** The Firm shall not disclose or divulge any business secrets, information's, facts relating to CERC acquired or gained while discharging their professional duties under this agreement without the prior written permission of the CERC. Even after the termination of the contract, the firm shall not make the business information's, facts, data and/ or similarly matter to the outsider without the prior written permission by the CERC.
10. **Satisfactory Services:** The decision of Assistant Secretary (P&A), CERC or any other officer authorized by Secretary, CERC in this regard shall be final and binding on the firm for the purpose regarding satisfactory services of the firm.
11. **Resolution of Dispute:** In case of dispute, the decision of Secretary, CERC shall be final.
12. **Termination:** Either of the parties can terminate the contract by giving one month notice in writing. In the event of termination of the contract, all the records (including the updated records) maintained for and on behalf of the Commission and belonging to the Commission will be handed over by the firm to Assistant Secretary (P&A), CERC immediately.
13. **LAST DATE:** The quotation complete in all respects should reach the Assistant Secretary, CERC up to 3.00 P.M. on Friday, the 18th March, 2016.
14. CERC reserves the right to reject any or all of the quotation without assigning any reason or what so ever.


(P. Ramamoorthy)
Assistant Secretary (P&A)

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Contract for providing consultancy and maintenance of statutory records under EPF Scheme in respect of officials of the Central Electricity Regulatory Commission

Name of Firm/Consultant	
Complete Address & Telephone No.	
Name of Consultant/Proprietor	
Contact No. of Consultant/Proprietor	
Name and address of places/offices where the Consultant/Proprietor/Firm has maintenance contract.	
Whether the firm is a registered firm ? Yes/No (Pl. attach copy of certificate)	
PAN No. (Pl. enclose an attested copy of PAN Card)	
Service Tax No. (Pl. enclose an attested copy of Service Tax Certificate)	
VAT No. (Pl. enclose an attested copy of VAT Certificate)	
Details of Experience in the field. Note: The service provider should have a minimum of eight years experience in the operational area. (Pl. attach a separate sheet giving complete details in this regard)	

Signature of authorized signatory
Full Name:
Designation:
Seal:

Date:
Place: