



GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH & FAMILY WELFARE
NATIONAL HEALTH MISSION

5TH FLOOR, PRAYAAS BUILDING, DAKSHIN MARG, SECTOR 38-B, CHANDIGARH-160036
Tel. No. 0172-4012011-13, fax: 0172-4012013



No. NHM/PB/2021/Fin/AO2/70480

Dated:25/06/2021

NOTICE INVITING QUOTATION

Quotations are hereby invited from the Provident Fund Consultant to look after the provident fund matters of State Health Society (SHS), Punjab by 05.07.2021. Details & scope of work can be downloaded from the State's website <http://nhm.punjab.gov.in/nhmwebsite/tender.php>

**Mission Director,
State Health Society,
Punjab.**



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Tel. No. 0172-4012011-13, fax: 0172-4012013



No. NHM/PB/2021/Fin/AO2/ 70545

Dated:25/06/2021

Sub.: Quotations for Annual Contract for providing consultancy Service and Maintenance of Statutory records under EPF Scheme in respect of the employees of State Health Society (SHS) - under National Health Mission (NHM)

Sealed Quotations for Annual Contract for providing consultancy Service and Maintenance of Statutory records under EPF Scheme in respect of the employees of State Health Society (SHS) - under National Health Mission (NHM)

2. The description of work and other terms & 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 contractual employees of State Health Society Punjab and outsourced employees (past & present)

1. Filing of Challans.
2. Returns, up-dation of 5A.
3. Doing KYC (seeding ADHAAR, PAN,Bank details etc) as required by EPF Act.
4. To defend the cases of department in relevant courts/offices.
5. Consultation to the department on EPF matters.
6. Support the employees for withdrawing their EPF.
7. To look after any other issues related to EPF from time to time.
8. Correspondence and Liaison with P.F Department relating to all issues including withdrawal of advance and final settlements.
9. Maintenance/submission of any other forms prescribed by RPFC from time to time.
10. Communication of latest updates in the Act, Rules, Regulations and Circulars issued by the EPFO.
11. Registration of Digital Signature certificate (DSC) with EPFO.
12. To take up the matter with outsource agencies (past or present) for non deposit of EPF in PF account of employees when the same has been released from the department.

3. The firm shall provide the aforementioned services on regular basis.
4. **Eligibility-cum –Selection Criteria:** - The firm should at least eight years of relevant experience in the field –preferably handling Government Departments/ Organizations. On fulfillment of the above eligibility, the selection shall be L-1 bidder.
5. **Tenure of Contract :** The tenure of the contract shall ordinarily be one year. However, the competent authority in SHS , may at the discretion, allow extension of the tenure contract subject to satisfactory services of the firm.
6. **Release of Payment-** The payment shall be released by way of PFMS on receipt of bills after considering GST deductions.
7. **Deduction of income tax at source:** Since professional services of the firm are being hired, Income Tax shall be deducted at source from all the accepted payments, in accordance with the provisions o Income Tax Act 1961 as amended from time to time.
8. **Secrecy and Confidentiality:** The Firm shall not disclose or divulge any business secrets, information, and facts relating to SHS acquired or gained while discharging their professional duties under the agreement. Even after the termination of contract the firm shall not make the business information’s, facts, data and/or similarly matter to the outsiders.
9. **Satisfactory services:** The decision of Mission Director (NHM), or any other officer authorized by Mission Director (NHM) in this regard shall be final and binding on the firm for the purpose regarding satisfactory services of the firm.
10. **Resolution of Dispute:** In case of dispute, the decision of Mission Director (NHM) shall be final.
11. **Termination:** Either of the parties can terminate the contract by giving one month notice in writing. In the event of termination of contract, all the records (including the updated records) maintained for and on behalf of SHS and belongings to the SHS will be handed over by the firm to the authorized person of the SHS immediately. In case contracting firm found to indulge in fraudulent practices SHS has right to terminate the contract without any notice.
12. **Last date:** Quotation complete in all the respects should reach the o/o Mission Director NHM upto 3.00 PM on

13. State health Society reserves the right to reject any or all the quotation without assigning any reason or what so ever.

Sealed Quotations should reach this office by 05.07.2021 in the office of:

Mission Director,
State Health Society, Punjab.
Prayaas Building, 5th Floor, Sector 38-B, Chandigarh.
Email id: accounts.nrhm@gmail.com
FAX: & Phone: 0172-4012012, 0172-2012027

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Mission Director,
State Health Society,
Punjab.

Quotations in the prescribed format in a sealed envelope clearly marked QUOTATION FOR PROVIDENT FUND CONSULTANT shall reach the office of Mission Director NHM, PARYAAS BHAWAN Sector 38 B, Chandigarh on or before 05.07.2021.

Contract for providing consultancy and maintenance of statutory records under EPF Scheme in respect of employees of the State Health Society Punjab

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)	
GST No.(Pl enclose an attested copy of GST Certificate)	
Details of Experience in the field. Note. The service provider should have a minimum of eight years' experience in the operational area. Please attach a separate sheet giving complete details in this regard)	

Signature of authorized signatory

Full name:

Designation:

Seal:

Date:

Place:

FORMAT FOR FINANCIAL Qoute

Particulars	Total Amount (in Rupees)
a. Consultancy Fees----- b. GST----- c. Total Fees-----	Both in Numeric and in Words. Rs. _____/- (Rupees _____).

Note: In case of change in the rate of GST the revised GST shall be paid.