



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 2252 1031 / 1034 / 1035, 2252 1492 / 1602 FAX +91 33-2252 1026

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/HR/ESIC/2024

13.09.2024

Market Survey for Engagement of consultant to process relevant accounts under ESIC and maintenance of documents under Contract Labour Act, 1970

Reputed and authorized agencies who serves on various issues related to Statutory Compliance, Tax and Regulatory Services under Human resources / ESIC / Labour Laws and multiple structures of Taxation Processes prevalent in the Centre, States & Local Municipals are invited to place their quotations. Further details are given below -

RESPONSIBILITY OF THE AGENCY

Under ESIC

To carry out the relevant accounts of the employees under ESIC, and any other related work as may be assigned by the concerned department.

- a) Maintenance of Register in Form XII.
- b) Issue of Form V to Contractors.
- c) Submission of Form VI – B.

Under CLR & A Act

- d) Amendments of Registration Certificate in relation to engagement of new contractors and any other charges.
- e) Submission of Annual Returns in Form XXV.
- f) Maintenance of date in relation to Form VI (License).
- g) Attend at the time of any pre-fixed Inspection in office premises.
- h) Display of Abstracts and Notices under the Act.
- i) Replies to all notices.
- j) All other related compliances related to Act.
- k) To carry out the relevant accounts of the employees under ESIC.
- l) To maintain documents under PF & Misc. Provision Act.
- m) Any other related work as may be assigned by the concerned department.

Eligibility of applicants:

The applicant has to have at least the following qualifications:

- Must be having an experience of at least 5 years in this field.
- Complete biodata of the applicant (the chief person) has to be submitted.
- Testimonials from at least 3 clients have to be submitted with the application having work order details in their letterhead.
- The applicant / firm should have sufficient manpower to handle the activities.
- Necessary documents have to be enclosed with the application / Annexure B.



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Disqualifications:

- The applicant or his firm should not have any pecuniary or other interest in the Institute.
- The applicant or his firm should have not been convicted for any offence by any court of law in the last five years.

Other terms & conditions:

- The payment will be made on quarterly basis after completion of three months' services; on submission of bills through e-payment within 15 days
- The rate quoted should include all incidental charges such as labour, transportation, etc.
- Taxes as applicable will be paid extra.
- If bidder is found to have any of the above disqualifications during the period of service, it will lead to immediate termination of service
- Validity of the contract will stand for 1 year from the date of commencement of the contract.
- Submission of bids should strictly be as per format, bids not as per format would be summarily rejected.
- The Institute shall not be responsible for financial loss or other injury to any person deployed by the contracting firm in the course of their performing the duties to the Institute in connection with this Tender.
- **A copy of Trade License / Certificate of Incorporate along with GST registration is to be compulsorily submitted along with Annexure 1.**
- Tenderers are directed to fill in Annexure 1 and 2 along with their signature, stamp and seal and submit the same to the details below.
- No advance payment would be made in form of consultancy charges. The consulting charges are subject to TDS as per the rules.
- **L1 would be based on the rate quoted in the darkened box in Annexure 2**
- The contract may be renewed one more time for a period of one year at the same rate, terms & conditions.
- Those bidders who qualify in the qualifying criteria would be eligible for participating in Financial bid.



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Payments :

All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.

For any queries the intending Tenderers are requested to contact Shri Anil Bhuja, Sr.Officer (HR), ICMAI, 12, Sudder Street, Kolkata – 700 016 during office hours 9.30am to 6.00pm on any Monday – Friday except National Holidays.

Submission of Bids:

The quotations STRICTLY AS PER PRESCRIBED FORMAT (Annexure 1) have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: Local Purchase Committee, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed "Tender Notice for Engagement of consultant to process relevant accounts under ESIC and maintenance of documents under Contract Labour Act, 1970" (Bid Reference – LPC/HR/ESIC/2024) on or before 4th October, 2024 (up to 3.00 p.m.).

CONVENER
LOCAL PURCHASE COMMITTEE



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Annexure 1

Information Sheet

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the office	
4.	E- Mail Address	
5.	Year of Incorporation/ Establishment	
6.	GSTN	
7.	PAN (Company / Proprietor)	
8.	Manpower of Consultancy/firm (Nos)	

Annexure 2

Description	
Rate for one (1) year contract order for Engagement of consultant to carry relevant accounts under ESIC and maintenance of documents under Contract Labour Act, 1970	

Declaration:

- (i) We / our firm is not having any pecuniary or other interest in the Institute.
(ii) We / our firm should have not been convicted for any offence by any court of law in the last five years.
- We / our firm agree to all the terms and conditions as indicated in this EOI.

In case it is found that we have any of the above disqualifications during the period of service, it will lead to immediate termination of the contract.

Signature of bidder:

Seal:

Date: