

e-Tender

For

PF Consultancy Services for

Pharmaceuticals & Medical Devices Bureau of India

(PMBI)

Pharmaceuticals & Medical Devices Bureau of India (PMBI) is the implementing agency for Pradhan Mantri Bhartiya Janaushadhi Pariyojana of Department of Pharmaceuticals, Ministry of Chemicals & Fertilizers, Government of India.

PMBI is seeking End-to-End Consultancy Services for the Employee Provident Fund Compliances as per The Employees' Provident Funds and Miscellaneous Provisions Act, 1952 for PMBI Employees. Accordingly, PMBI invites online bids in two covers (Technical and Financial) as per details in the tender document.

Tender documents may be downloaded from the CPPP e-Procurement Portal

<https://eprocure.gov.in> and from website of PMBI: janaushadhi.gov.in as given in Critical Date Sheet as under: -

CRITICAL DATE SHEET

Published Date	04.03.2024 (Monday)
Bid Document Download Start Date	04.03.2024 (Monday)
Online submission End Date & Time Bids in two covers (Technical and Financial)	01.04.2024 (Monday) till 10:00 AM
Cover A (Technical Bid) Opening Date & Time	02.04.2024 (03:00 PM)
Bid/ Tender Should be valid for acceptance at least up to	90 days after opening of technical bid

Note:

1. Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in> Manual bids shall not be accepted.
2. Bidders are advised to follow the instructions being given in the tender document. Bidder shall not modify the downloaded tender form.
3. Bidders are advised to check the website of PMBI: <https://janaushadhi.gov.in> and CPPP website <https://eprocure.gov.in> at least 2 days prior to closing date of submission of tender for any corrigendum, addendum, or amendment to the tender document.
4. The detailed terms and conditions have given in tender document. Self-attested documents as required in tender document should be uploaded while submitting online bid. In absence of above document, the bid will be liable to be ignored and not considered.
5. Tender cost: The tender document can be downloaded free of cost from the CPPP e-Procurement Portal <https://eprocure.gov.in> and from the website of PMBI: <https://janaushadhi.gov.in>

Pharmaceuticals & Medical Devices Bureau of India (PMBI)

(SET UP UNDER THE DEPARTMENT OF PHARMACEUTICALS, GOVERNMENT OF INDIA)

8th Floor, Videocon Tower, Block - E1, Jhandewalan Extension, New Delhi-110055,

Telephone: 011-49431800, Website: janaushadhi.gov.in

A. TECHNICAL BID

1. NAME OF COMPANY	
2. WHETHER THE FIRM IS A REGISTERED FIRM YES/NO (PLEASE ATTACH COPY OF REGISTRATION CERTIFICATE)	
3. PAN NO. (PLEASE ENCLOSE AN ATTESTED COPY OF PAN CARD)	
4. GST NO. (PLEASE ENCLOSE AN ATTESTED COPY OF GST CERTIFICATE)	
5. COMPLETE ADDRESS & TELEPHONE NO: BIDDES MUST HAVE OFFICE IN DELHI/NCR NOTE: BIDDER NOT HAVING OFFICE IN GURUGRAM WILL BE DISQUALIFIED	
6. MINIMUM AVERAGE ANNUAL FINANCIAL TURNOVER DURING THE LAST TWO YEARS, SHOULD NOT BE LESS THAN RS. 10 LAKH PROOF OF TURNOVER (BALANCE SHEET/ITR ETC.) MUST BE GIVEN ALONGWITH BID.	
7. DETAILS OF EXPERIENCE OF PROVIDING PF CONSULTANCY FOR MINIMUM TEN YEARS NOTE. THE SERVICE PROVIDER SHOULD HAVE A MINIMUM OF TEN YEARS' EXPERIENCE OF PROVIDING PF CONSULTANCY PLEASE ATTACH EXPERIENCE CERTIFICATES. BID WITHOUT CERTIFICATE WILL BE DISQUALIFIED	
8. BIDDER MUST HAVE PROVIDED PF CONSULTANCY SERVICES TO ANY TWO COMPANIES/FIRMS WHICH ARE HAVING 250 EMOLOYEEES DURING LAST TWO FINANCIAL YEARS. (EXPERIENCE CERTIFICATE FROM SUCH COMPANIES NEED TO BE GIVEN ALONG WITH BID)	

9. NON-BLACKLISTING CERTIFICATE

NOTE: BIDDER ORGANIZATION MUST ATTACH
NON-BLACKLISTING CERTIFICATE ON THEIR
LETTER HEAD

**10. BIDDER MUST SUBMIT THE SIGNED TERMS &
CONDITIONS (ANNEXURE A) AND SCOPE OF
SERVICES (ANNEXURE B) COPY ALONG WITH THE
BID.**

Signature and Stamp of Organization

B. FINANCIAL BID

<p>TOTAL MONTHLY CHARGES FOR END-TO-END CONSULTANCY SERVICES FOR THE EMPLOYEE PROVIDENT FUND COMPLIANCES AS PER THE EMPLOYEES' PROVIDENT FUNDS AND MISCELLANEOUS PROVISIONS ACT, 1952 FOR PMBI EMPLOYEES.</p> <p>(NOTE: RATES SHOULD BE GIVEN AS PER BOQ FORMAT)</p>	
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(Financial bid shall be uploaded in the format given in BoQ at CPP portal)

Signature and Stamp of Organization

EVALUATION IF BIDS

- A. **EVALUATION OF TECHNICAL BID**: TECHNICAL BID OF THE BIDDERS WILL BE EVALUATED BASED ON THE ELIGIBILITY CRITERIA GIVEN IN THE TECHNICAL BID AND BASED ON THE GENERAL TERMS & CONDITIONS GIVEN ON ANNEXURE A
- B. **EVALUATION OF FINANCIAL BID**: FINANCIAL BID WILL BE OPNED OF TECHNICALLY QUALIFIED BIDDERS ONLY. THE BIDDER WILL BE SLECTED ON THE LOWEST RATES BASIS. THE CONTRACT WILL BE AWARDED TO THE LOWEST PRICE BIDDER.

NOTE:

1. TECHNICAL BID IS OF QUALIFYING NATURE ONLY. THE BIDDER MEETS ALL ELIGIBILITY CRITERIA AND TERMS & CONDITIONS WILL BE QUALIFIED FOR SECOND STAGE OF FINANCIAL BID OPENING.
2. IN CASE PMBI DO NOT FOUND THE L1 RATES GENUINE, PMBI WILL CANCEL THE BID.
3. PMBI RESERVES THE RIGHT TO CANCEL/MODIFY THE BID AT ANY STAGE.

ANNEXURE A

GENERAL TERMS & CONDITIONS

THE BIDDER SHOULD MEET ALL THE FOLLOWING GENERAL TERMS & CONDITIONS:

1. THE BIDDER SHOULD BE A REGISTERED COMPANY IN INDIA AS PER COMPANIES ACT 1956/INDIAN PARTNERSHIP ACT 1932/INDIAN REGISTRATION ACT 1908/ OR A PROPRIETARY FIRM.
2. THE BIDDER SHOULD BE PROVIDING PF SERVICES SINCE LAST 10 YEARS.
3. THE BIDDER MUST HAVE ITS OFFICE IN DELHI/NCR.
4. THE BIDDER COMPANY SHOULD HAVE VALID COPY OF PAN CARD, SERVICE TAX REGISTRATION/GST REGISTRATION, ETC. IN CASE OF PROPRIETARY FIRMS' VALID COPY OF PAN CARDS OF PROPRIETOR TO BE PROVIDED.
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 FOREGOING. (SELF-ATTESTED DECLARATION TO BE SUBMITTED).
6. THE FINANCIAL BID WILL BE OPENED OF TECHNICAL QUALIFIED BIDDERS ONLY.
7. TENURE OF CONTRACT: THE TENURE OF THE CONTRACT SHALL ORDINARILY BE ONE YEAR. HOWEVER, THE COMPETENT AUTHORITY IN PMBI, MAY AT THE DISCRETION, ALLOW EXTENSION OF THE TENURE CONTRACT UP TO 05 YEARS SUBJECT TO SATISFACTORY SERVICES OF THE FIRM.
8. RELEASE OF PAYMENT- THE PAYMENT OF CHARGES WILL BE DONE IN 10 WORKING DAYS AFTER RECEIPT OF BILLS AFTER DEDUCTION OF TAXES AS PER APPLICABILITY.
9. SECRECY AND CONFIDENTIALITY: THE FIRM SHALL NOT DISCLOSE OR DIVULGE ANY BUSINESS SECRETS, INFORMATION AND FACTS RELATING TO PMBI ACQUIRED OR GAINED WHILE DISCHARGING THEIR PROFESSIONAL DUTIES UNDER THE AGREEMENT. EVEN AFTER THE TERMINATION OF CONTRACT THE FIRM SHALL NOT SHARE THE BUSINESS INFORMATION'S, FACTS, DATA AND/OR SIMILARLY MATTER TO THE OUTSIDERS. IN CASE CONTRACTING FIRM FOUND TO INDULGE IN FRAUDULENT PRACTICES PMBI HAS RIGHT TO TERMINATE THE CONTRACT WITHOUT ANY NOTICE.

10. TERMINATION: EITHER OF THE PARTIES CAN TERMINATE THE CONTRACT BY GIVING THREE MONTHS NOTICE IN WRITING. IN THE EVENT OF TERMINATION OF CONTRACT, ALL THE RECORDS (INCLUDING THE UPDATED RECORDS) MAINTAINED FOR AND ON BEHALF OF PMBI AND BELONGINGS TO THE PMBI WILL BE HANDED OVER BY THE FIRM TO THE AUTHORIZED PERSON OF THE PMBI IMMEDIATELY.
11. PMBI RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL THE TENDERS WITHOUT ASSIGNING ANY REASON

NOTE: BIDDER MUST PROVIDE NECESSARY SUPPORTING DOCUMENTS AS PROOF IN RESPECT OF THE ELIGIBILITY CRITERIA MENTIONED ABOVE.

ANNEXURE B

SCOPE OF PF CONSULTANCY SERVICES

SELECTED BIDDER WILL BE RESPONSIBLE FOR PROVIDING END TO END SERVICES OF EPF COMPLIANCES AS PER EMPLOYEES' PROVIDENT FUND & MISCELLANEOUS PROVISIONS ACT, 1952 FOR PMBI EMPLOYEES. FEW SERVICES ARE MENTIONED AS FOLLOWS:

1. FILING OF CHALLANS, MONTHLY/YEARLY RETURNS
2. UPDATION OF ALL TYPE OF KYC (SEEDING ADHAAR, PAN, BANK DETAILS ETC) AS REQUIRED BY EPF ACT.
3. TO DEFEND THE CASES OF DEPARTMENT IN RELEVANT COURTS/OFFICES.
4. CONSULTATION TO THE DEPARTMENT ON EPF MATTERS.
5. SUPPORT THE EMPLOYEES FOR WITHDRAWING THEIR EPF.
6. TO LOOK AFTER ANY OTHER ISSUES RELATED TO EPF FROM TIME TO TIME.
7. CORRESPONDENCE AND LIAISON WITH PF DEPARTMENT RELATING TO ALL ISSUES INCLUDING WITHDRAWAL OF ADVANCE AND FINAL SETTLEMENTS.
8. MAINTENANCE/SUBMISSION OF ANY OTHER FORMS PRESCRIBED BY EPFO FROM TIME TO TIME.
9. COMMUNICATION OF LATEST UPDATES IN THE ACT, RULES, REGULATIONS AND CIRCULARS ISSUED BY THE EPFO.
10. REGISTRATION OF DIGITAL SIGNATURE CERTIFICATE (DSC) WITH EPFO.
11. 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.
12. ANY SERVICES NOT MENTIONED ABOVE RELATED TO EPF WILL ALSO BE PROVIDED BY THE SELECTED BIDDER TO PMBI.

CONTACT DETAILS FOR ANY CLARIFICATION AND QUERIES

BIDDERS MAY CONTACT TO THE FOLLOWING OFFICIALS FOR THEIR QUERIES OR ANY CLARIFICATION, IF ANY:

S. NO.	NAME OF OFFICIAL, DESIGNATION	EMAIL-ID	TELEPHONE
1	SHRI MANOJ KUMAR DUBEY, ASSISTANT MANAGER (HR & ADMIN)	ADMN1@JANAUSHADHI.GOV.IN	<u>011-49431887</u>
2	SHRI SATYAJIT RAY, ASSISTANT MANAGER (HR & ADMIN)	ADMN3@JANAUSHADHI.GOV.IN	<u>011-49431847</u>
3	SHRI ABHILASH SHARMA, EXECUTIVE (HR & ADMIN)	ADMN4@JANAUSHADHI.GOV.IN	<u>011-49431890</u>