



To,

MSACS/Proc/Admin/EPF/2023-24

Date : 23-01-2024

Sub: Invitation for Quotations for appointment of Agency for “EPF Consultancy services for MSACS year 2024-25”

Dear Sir,

- 1) You are invited to submit your most competitive quotation for EPF consultancy services for year 2024-25 for MSACS Office, Mumbai.
- 2) **Bid Price :**
 - a) The contract shall be for the service as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
 - b) All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
 - c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.
 - d) The prices shall be quoted in Indian Rupee- only.
- 3) **Validity of Quotation:**

Quotation shall remain valid for a period of not less than 45 days after the deadline date specified for submission.
- 4) **Quoted has to submit copy of following documents along with the quotation.**
 - PAN Card details
 - Signed with stamp copy of inquiry letter.
 - Price schedule on letterhead.
- 5) **Each bidder shall submit only one quotation in prescribed format attached with this inquiry letter in a sealed envelope superscripting.**

Confidential

**“Quotation for EPF consultancy services for year 2024-25 for MSACS Office, Mumbai
Do not open before 29-01-2024.”**

- 6) **Evaluation of Quotations:**

The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which

 - a. are properly signed; and
 - b. conform to the terms and conditions and specifications.

The quotations would be evaluated for all the items together / would be evaluated separately for each item.
- 7) **Award of Contract:**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

 - 7.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.



Maharashtra State AIDS Control Society,

GOVERNMENT OF MAHARASHTRA

R. A. Kidwai Marg, Near Wadala OverBridge,
Wadala (West), **Mumbai-400031**

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- 7.2 The bidder whose quotation is accepted will be notified about the award of contract by the purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
- 8) Payment shall be made after completion of monthly EPF work.
- 9) Non-execution of this work in order of poor or unsatisfactory performance will entitle penalty, @ 0.5 % of the whole yearly contract for each incidence.
- 10) **You are requested to provide your offer latest by 29-01-2024 upto 5.30 p.m.**
- 11) **Quotations will be open in the presence of the bidders or their representative who choose to attend 3.30 pm on 30-01-2024 in the office of the MSACS.**
- 12) We look forward to receiving your quotations and thank you for your interest in this project.

**Assistant Director Procurement
Maharashtra State AIDS Control Society**



Maharashtra State AIDS Control Society,

GOVERNMENT OF MAHARASHTRA

R. A. Kidwai Marg, Near Wadala OverBridge,
Wadala (West), **Mumbai-400031**

On your letterhead

Date :-

To,
The Project Director
Maharashtra AIDS Control Society
R. A. Kidwai Marg, Near Wadala Overbridge,
Wadala (W), Mumbai – 400 031.

Sub :- Submission of quotation for “EPF consultancy services for year 2024-25 for MSACS Office, Mumbai.”

Ref :- Your inquiry no. _____ date _____
Due on _____

Quotation

Sr. No.	Description	Quantity	Amount
1	Preparation of monthly EPF challans after calculation of correct dues in respect of each EPF account and sending the concerned ECR statement and EPF challan to the employer and/or authorized representative of the employer for online payment.	Approx. 1100 employees	Per month charges @ Rs. _____
2	Preparation of form no. 9,5,10 and other connected forms such as nominations.		
3	Preparation of yearly returns in form no. 3A & 6A		
4	To attend periodical EPF inspection.		
5	To facilitate cordial relation between EPF authorities and the employer and/or the employer’s authorized representative.		
6	Any other incidental work relating to EPF matters		
Total yearly charges of 12 months			
GST @ _____%			
Grand Total for yearly charges in Rs.			

We agree to provide above service in accordance with the requirements given in your inquiry letter for a contract price of Rs. _____ (amount in figures) Rupees _____ (amount in words)

Other terms & conditions mentioned in the invitation of quotation are acceptable to us.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Name & Address of supplier

Signature of supplier