



Uttar Pradesh State AIDS Control Society

4th Floor, 'A', Block, PICUP Bhawan, Gomti Nagar, Lucknow - 226 010

Phone: 0522 - 2720360 Fax: 0522 - 2721135

E-mail: procurement.upsacs@gmail.com Website: www.upsacs.in

File Ref No.: AFU/EPF/1754

Dated: 27.09.2019

To,

As per attached list

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Sub: Invitation to offer for Engagement of Consultant for EPF related works/matters.

Uttar Pradesh State AIDS Control Society (UPSACS) is a registered society constituted for implementation of National AIDS Control Programme in the state of Uttar Pradesh. Sealed bids under single bid system, are invited by UPSACS from professional/firms/companies in Annexure I to II. You are requested to submit your offer which should reach UPSACS office on or before 10.10.19 up to 3.30 PM. Your tender should be addressed to Project Director, Uttar Pradesh State AIDS Control Society, PICUP Bhawan, 4th Floor, A-Block, Vibhuti Khand, Gomti Nagar, Lucknow. Please super scribe your tender as **"Short Term Limited Tender for Engagement of Consultant for EPF related matters."** All tender received within the due date and time shall be opened on the same day i.e. on 10.10.2019 at 04.00 PM. In case of any holiday on the day of opening, the limited tenders will be opened on the next working day at the same time as scheduled above.

You are invited to submit your most competitive rates for the following:-

Monthly Charges for providing consultancy on EPF related matters for approx. 1000 employees

1. Scope of Work:

- i. Monthly challan generation and insure to deposit before 5th of every month of already registered approx. 1000 employees.
- ii. To provide Form-9-for new employee.
- iii. To provide Form-2- for new employee details & nominations form with PF & UAN no.
- iv. To provide Form-11- declaration form which given previous employment for new employee.
- v. To maintain register which consists of employee information (PF eligibility), KYC form-23 (EPF slips).
- vi. To provide PF statement (Employee/employer) as per salary register.
- vii. Online member ID & UAN generation.
- viii. UAN Activation and transfer cases.
- ix. Reply to PF queries after inspection of PF audit.
- x. To provide opinion regarding new notifications and their implementation etc. in UPSACS.
- xi. Liaison between client & EPF officials. To provide opinion regarding PF & ESI related matters.
- xii. To help & provide opinion for Non-refundable and other loans applied by employees from their PF accounts.
- xiii. Helping employees claiming withdrawals and advances.
- xiv. Any other work as necessary to achieve desired compliance.

2. Eligibility criteria as per annexure –I:

- i. Proof of local office address for better co-ordination
- ii. Contact Person with mobile no. and E-mail ID
- iii. Copy of GST registration certificate

UPSACS/2019-20

53