

FOOD CORPORATION OF INDIA

HEADQUARTERS: CPF DIVISION

BRIEF BACKGROUND & NATURE OF WORK

Food Corporation of India (FCI) is the largest organization dealing in food grains in the country having its Head Office at 16-20 Barakhamba Lane, New Delhi- 110001 and five Zonal Offices, each at Noida, Mumbai, Kolkata, Chennai & Guwahati. It has around 100000 employees covered under the EPS 95 scheme, spread over five Zones and Headquarters. It has already filed the EPS returns in shape of 3PS to 8PS upto the period of 31.03.2006, till which pension contribution was being remitted centrally to RPFC New Delhi.

With effect from 01.04.2006 the work relating to EPS in respect of Category -II, III, IV employees and Labourers was decentralized to Zonal offices. Separate Pension Code numbers were allotted to the North, North East, West and South Zones by the local RPFCs. The East Zone is however yet to be allotted separate Pension Code number.

The Food Corporation of India intends to out source, all the work relating to Employees' Pension Scheme 1995 under EPF & MP Act 1952 and related data entry/processing, in respect of it's category I employees at Headquarters, New Delhi, (number of members approximately 650) and in respect of Category II/III/IV employees and DPS/Departmental labourers at Zonal Office North, Noida, (number of members approximately 47000), East, Kolkata, (number of members approximately 17000), West, Mumbai, (number of members approximately 11000), South, Chennai, (number of members approximately 17000) and North East, Guwahati (number of members approximately 6000) and finalization of CPF Trust's Accounts along with fulfillment of all the requirements under the above Act/Scheme/Rules including compliance of all statutory/Administrative requirements. The detailed description of the nature of work to be done is available at **Appendix – I & II.**

Sealed bids are, therefore, invited under two bid systems (Technical Bid & Financial Bid) in the prescribed formats enclosed with the bid document.

THE FOOD CORPORATION OF INDIA
HEADQUARTERS: CPF DIVISION: NEW DELHI

PART-I

BID NOTICE

Food Corporation of India invites Sealed Bids under two bid system (Technical Bid and financial Bid) for the following work from bonafide and registered firms/companies engaged in work relating to Employees' Pension Scheme'1995 under EPF & MP Act 1952, as detailed in the bid document, for at least 5 years and having a minimum annual turn over of Rs. 25 Lakhs out of the above activity, during each of the last three financial years, i.e. 2005-2006 to 2007-2008.

Sl. No.	Name of the Work	Earnest Money (Rs.)	Time of completion
1.	All work relating to Employees' Pension Scheme '95 under EPF & MP Act -1952 and related data entry/processing and fulfillment of all requirements under the above Act/Scheme/Rules including statutory/administrative, in respect of Cat. I employees at Head Quarter, New Delhi and Cat.II/III/IV employees and DPS/Deptt. Labourers at various Zonal Offices level and Finalization of FCI – CPF Trust Account.	Rupees Two Lakh only.	For clearance of backlog work maximum 6 months from the date of award of contract and for regular work within the time period prescribed in the EPF and MP Act, 1952

Bid Documents containing the details of the terms and conditions can be obtained from the Office of the Assistant General Manager (CPF), Food Corporation of India, CPF Division, 13th Floor, Khadya Sadan, 16-20, Barakhamba Lane, New Delhi-110001 on payment of sum of Rs. 500/- (Rupees Five Hundred only) each in cash/DD in favour of Food Corporation of India payable at New Delhi on any working day during normal office hours from the date of this publication till next 21 working days. The bid documents may

also be downloaded from the Food Corporation of India Website – www.fciweb.nic.in, in which case a Demand Draft for Rupees 500/- drawn in favour of FCI Headquarters is to be enclosed with the technical bid towards cost of tender documents. Last date for receipt of bids is upto 12 noon of 24th June 2008. The Technical Bid will be opened on the same day at 3.00 P.M. FCI reserves the right to reject any or all of the bids without assigning any reason, whatsoever.

ASSISTANT GENERAL MANAGER (CPF)

FOOD CORPORATION OF INDIA
HEADQUARTERS: CPF DIVISION

KHADYA SADAN
16-20, BARAKHAMBA LANE
NEW DELHI-110001

BID DOCUMENTS

NATURE OF WORK:

All Work relating to Employees' Pension Scheme'95 under EPF & MP Act, 1952 and related data entry/processing and fulfillment of all requirements under the above Act/Scheme, Rules including statutory/administrative, in respect of category-I employees at Headquarters and in respect of Cat. II/III/IV and DPS/Departmental Labourers at various Zonal offices and finalization of FCI - CPF Trust Account.

TERMS & CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. Sealed bids are invited only from large, reputed, financially sound and experienced firms/companies who have acted at least for last five years as Service Provider for work relating to Employees Pension Scheme, 1995 under EPF & MP Act, 1952 and related data entry/processing, fulfillment of all requirements under the above Act/Scheme/Rules including Statutory and Administrative and Compilation of the CPF Accounts etc. in the organizations, out of which two must have minimum 15000 members, for similar work execution in respect of Category-I employees at FCI Headquarters New Delhi and in respect of Cat.-II/III/IV employees and DPS/Departmental Labourers at Zonal Offices – North, East, West, South and North-East pertaining to the period from 16.11.95 to 31.03.08 (Details of nature of work is at **Appendix I & II**).

2. The contract will be valid for a period of two years, from the date of award of the contract which can be extended on mutual consent for one more year on the same rates, terms & conditions.

3. The bidder may submit bid against this bid enquiry only if it has its offices/branch offices located at Delhi, Mumbai, Kolkata, Chennai and Guwahati and has been undertaking similar work as under the Bid for at least 5 years, having a minimum annual turn over from such work of Rs. 25 Lakhs during each of the last three financial years. The bid document consists of the following:-

Part-I

- (i) NIT
- (ii) Bid documents, Terms & Conditions and instruction
- (iii) Technical Bid
- (iv) Appendix I & II

Part –II

- i) Financial Bid
- ii) Annexure I & II

4. After duly filling the bid document, each part of the bid document shall be sealed in separate envelopes. Both the sealed envelopes indicating clearly on each envelope **"Part-I – "Technical Bid"** and **Part-II – "Financial Bid"** be kept in another sealed envelope superscribing **"Bid for Employees Pension Scheme 1995 Work"** which **should reach the Assistant General Manager (CPF), Food Corporation of India, 13th Floor, CPF Division, Khadya Sadan, 16-20, Barakhamba Lane, New Delhi-110001, upto 12.00 Noon on 24.06.2008.** The sealed envelopes of the bidders containing "Technical Bid" shall be opened on the same date at 3.00 PM. The bidders will be at liberty to be present either in person or through authorized agent at the time of opening of the Bids. Financial Bids of only such bidders whose technical bid are found acceptable, will be opened subsequently which will be intimated separately.

5. **The following details/documents are mandatory to be enclosed along with Technical Bid:-**

- a. Earnest Money of Rs. Two Lakh must be enclosed along with the technical bid in the form of a Demand Draft/Pay Order payable at Delhi in favour of Food Corporation of India, Headquarters issued by any scheduled bank. No exemption in deposit of Earnest Money shall be given on any ground whatsoever. The bids submitted without requisite amount of Earnest Money shall be rejected and their financial bids shall not be opened.
- b. Attested copy of the Registration Certificate with registrar of Firms and attested copy of Partnership Deed, incase of partnership Firm, attested copy of Article of Association in case of Company.
- c. Solvency certificate issued by any scheduled bank. Balance sheet and profit and loss account for the last 3 years i.e. 2005-2006 to 2007-2008 duly audited by a firm of Chartered Accountants and a certificate from the auditor confirming the amount of annual turnover from work relating to Employee's pension scheme 1995 under EPF & MP Act 1952.

d. Details with documentary proof of satisfactory work done/executed in the name and style of the Bidder, (Copies of work orders indicating nature of work, value & completion certificate to be enclosed) during the preceding 5 financial years (2003-04 to 2007-08).

e. Credentials i.e. certificate of satisfactory execution of work, issued by at least two Organizations having minimum 15,000 Employee's for the work done during the last three financial years (2005-06 to 2007-08)

f. Demand Draft for Rupees 500/- towards cost of tender documents if the bid Documents have been downloaded from website.

g. Address of offices of Delhi, Mumbai, Kolkata, Chennai & Guwahati along with name of the Nodal Officer with Phone Number and e-Mail address.

6. The financial Bid would be evaluated on the basis of the total value of the work as indicated at Sl. 3 (c) of Part-II.

7. The successful bidder (Service provider) shall have to furnish a Security Deposit of Rs 5,00, 000/- by way of bank draft issued by a scheduled bank in favour of FCI within seven days from the date of communication of acceptance of the bid by the Corporation failing which the contract is liable to be terminated/cancelled at the risk & cost of the Bidder, in which case the Earnest Money Deposit (EMD) of the bidder lying with the FCI will be forfeited.

8. The Earnest Money of unsuccessful bidders will be refunded without interest after a decision on the bid is taken. The Earnest Money deposited by successful bidder would be converted to Security Deposit without bearing any interest and kept till the satisfactory completion of the work. The successful bidder in that case, has to deposit the balance Security Deposit by way of Bank Draft issued by a Scheduled Bank in favour of the Corporation within seven days from the acceptance of the bid by the Corporation failing which the contract is liable to be terminated/cancelled at the risk & cost of the Bidder, in which case the Earnest Money Deposit (EMD) of the bidder lying with the FCI will be forfeited.

9. The Security Deposit thus kept will be refunded without interest after satisfactory completion of the work and all other obligations under the contract and or production of no dues certificate from FCI, subject to such deduction from Security deposit as may be

necessary towards FCI's claims against the contractor. The entire Security Deposit is also liable to be forfeited in the event of the termination of the contract as envisaged in clause 30. In the event of Security Deposit being insufficient at any time or has been forfeited, the balance recoverable amount will be recovered from the service provider from any sum thus due or which may become due thereafter and should that sum also be insufficient, service provider shall pay the Corporation on demand.

10. Submission of more than one bid by the same person/agency/firm /company under different names is prohibited.

11. The bid submitted by the bidders should be valid and kept open for acceptance for a minimum of 12 weeks from the date of opening of the tender. If any bidder withdraws/ alters/ or modifies his bid before expiry of the said period, the FCI shall be free to forfeit the EMD of such bidder.

12. The bidder should submit the Bid Documents including Bid Notice intact, without detaching any page or pages, duly filled in/ completed and duly signed on every page of the Bid Document by, in case of Partnership Firm/ Proprietary/ Companies, all the Partners /Proprietor or duly constituted attorney/ authorized Director, as the case may be having authority to bind all the directors in the matter of contract.

13. In the event of the space on Part I (technical Bid) & II (Financial Bid) to be filled being insufficient for the required purpose, additional pages may be added. Each such additional page must be numbered serially and should have full signature. In such cases reference to the additional pages must be made in the relevant part of the bid.

14. The bid is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the relevant part of the bid, are not completely filled in.

15. For the purpose of data entry from the records maintained in the form of schedules, registers, broad sheets etc., the records are required to be manually cleaned, sorted and arranged in order, with proper identifying stickers by the Service provider. In case of non availability of any record/information, it has to be obtained from the Zonal Office by the Service provider through its branch offices. The necessary/suitable authorization shall be given by the FCI to the Service provider in this regard. In case of any delay in obtaining data, information, records the service provider should bring the matter to the notice of the FCI Officials for timely action. However

the responsibilities for data entry, data processing/all necessary calculation, successful liaison with RPFC and other statutory authorities on behalf of FCI in a timely manner, will be the sole responsibility of the Service provider.

16. The Service provider shall be solely responsible to return the records/registers/schedules etc in proper condition to the concerned office of FCI after completion of work and shall have no lien on such records, for release of any dues from FCI.

17. Arranging suitable software for data entry of pension contribution, processing, printing of statutory pension returns, contribution card etc. would be the responsibility of the Service Provider.

18. In addition to the software programme, hardware like data entry machines/ printers & data storage floppies, printing stationery and any other item required for the work shall also be arranged by the Service provider.

19. Primarily the backlog work relates to the period up to 31.03.2008 and current work relates to period starting from 01.04.2008. However any work which has already been completed shall not be considered for payment and the work done /completed by the firm on actual basis, will have to be got certified from concerned office of Zones. The payment will be released only after having satisfied both qualitatively and quantitatively about the correctness of the data entered and satisfactory completion of work based on confirmation by the RPFC's as indicated at Para 23. The statutory deductions towards income tax or any other tax applicable shall be made, before releasing the payment.

20. The Service provider shall ensure confidentiality and security of data. The FCI will have full right to counter check over these activities and would have supervision of the same on regular basis.

21. Collection and returning of data sheets/input document/ printed Proforma of any type for data entry work from the premises (within same building/ outside the building) of any office of the FCI shall be responsibility of the Service provider.

22. The Service provider has to ensure complete accuracy of the work to the satisfaction of both FCI and the RPFC. Whatever intermediary processing/ printing/ checking/ verification/ validation are involved to ensure 100% accuracy, will be the responsibility of the Service provider. No extra charge will be paid to the Service provider for such work.

23. In case, the work done/returns/pension claims or information submitted to RPFC is rejected or any shortcomings arise, the entire lot of such work will have to be corrected by the Service provider without any additional charge. The work will be treated as "COMPLETE" only on acceptance of statutory returns/claim cases and confirmation of all required statutory compliance under the EPF & MP Act, Scheme & Rules thereunder by the RPFCs. The Service Provider shall submit to the FCI the soft copy of the work undertaken and completed from time to time.

24. Any expenditure incurred for getting the work completed from the open market due to the failure of the Service provider to complete the job within the stipulated time and satisfactorily, will be at the risk and cost of the Service provider and the same will be recovered from the Service provider.

25. The FCI reserves the right to deduct any amount from the bill, security deposit etc. as may be considered reasonable for unsatisfactory execution of the work. The decision of the FCI will be final in this regard.

26. The backlog work as detailed in Appendix – I has to be completed within a period of six months and the current work detailed in Appendix – II within the time frame prescribed in the EPF and MP Act, 1952. The number of Pension cases in respect of Headquarters/Zones indicated in this bid document and its appendices are only indicative and likely to vary. FCI do not guarantee any volume of work and reserves the right to appoint one or more Service Providers at any time, i.e. at the time of award of the contract or any time thereafter and to divide the work between such Service Providers in the manner the Corporation may decide and no claim shall lie against the Corporation in this regard.

27. The FCI reserves the right to terminate the contract at any time on seven day's notice for breach of any of the terms & conditions of this contract or if it feels that the Service provider is not performing the job satisfactorily or would not be able to complete the job satisfactorily within the stipulated time. The decision of FCI on this regard shall be final and binding.

28. The Service provider shall not assign or sublet the contract or any part of the job to any other party.

29. Any dispute or difference in respect of either the interpretation, effect or application of the terms and condition appearing herein this Bid Document or of the amount recoverable

there under by the FCI from the Service provider, shall be decided by the FCI whose decision thereon shall be final and binding on the Service provider.

30. The FCI may at any time by seven day's notice in writing summarily determine the contract without compensation to the Service provider in any of the following events:-

- a. If the Service provider being an individual or if a firm, any partner thereof, at any time is adjudged insolvent or if the firm is dissolved under the Partnership Act; or
- b. If the Service provider being a company is wound up voluntarily or by the order of a court or a receiver, liquidator or Manager is appointed.
- c. If the Service provider commits any breach of the contract not herein specifically provided for.

Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the FCI and provided also that the Service provider shall be liable to pay to the FCI for any extra expenditure.

31. It would be in the interest of the bidders to study the nature of work and various clauses of this bid document thoroughly before quoting. Contract will be governed by the terms and conditions & instructions to bidders covering the entire Bid Document.

32. The FCI is not bound to accept the bid and reserves the right to reject any or all the bids without assigning any reason and to scrap the tender Inquiry.

33. The conditional bids as well as the bids submitted by Telex, Telegram, Fax or E-Mail will not be considered and subsequent withdrawal of conditions/modifications is also not permissible.

34. FCI will not be responsible for any delay in obtaining the bid documents by the bidder from the FCI or submission of the completed bid document to FCI.

35. The bidder is expected to examine all instructions, forms and terms and conditions in the bid document. Failure to furnish all the information required as per bid document or submission of the bid not substantially responsive to the bid document in every respect will be at the bidder's risk and may result in rejection of the bid.

36. The rate quoted should be mentioned neatly and without any correction/ error. The rate quoted should be unambiguous and unconditional and excluding service tax. The rate quoted should be in figures as well as in words. In case of difference between figures and words, the amount in words will be considered as the rate quoted.

37. No document/ undertaking/ representation/ request, after submission of bid document or at the time of bid opening, shall be accepted. The FCI will not be responsible for delayed receipt of bid document in case bid document is sent through Post/Courier.

38. On demand by FCI, the Service provider shall pay to FCI such other sum or sums as may become payable to the FCI towards loss /damage or other dues , within 15 days, failing which interest at the prevailing P.L.R. of the S.B.I. would be charged on the dues payable to FCI.

39. The liabilities of the personnel engaged by the Service Provider shall solely vests with Service Provider. The Service Provider shall be liable for all the cost, damages, expenses, fines, penalty, fee etc. suffered by the Corporation due to any act or omission or negligence of the Service Provider or his agents or team members. Corporation reserves the right to recover such amount from the security deposit/pending bills of the Service Provider without further notice.

40. The Service provider will comply with all relevant laws of the land applicable from time to time. Statutory benefits like minimum wages, EPF, ESI etc. to the employees employed for the work will be the sole responsibility of the Service Provider. The Service provider has to produce proof of remittances of EPF, ESI etc. to the appropriate authority, failing which the Corporation reserves the right to withhold the payment @ 30% from the monthly bills

41. The Service provider will duly provide, execute and complete the works on or before the dates mentioned in the bid documents and perform all other acts and things mentioned or described or which are to be implied there from or may be reasonably necessary for the completion of the said works and in the manner and subject to the terms and conditions or stipulations mentioned in the bid document. .The tenure of contract will be 2 years from the date of award of the contract which can be extended on mutual consents for one more year on same rates, terms & conditions.

42. The time being the essence of the contract, if the Service provider fails to deliver and satisfactorily implement the proposed items of work within the stipulated time, it will be treated as breach of contract. In such a case, the Service provider shall be liable to pay Liquidated Damages (LD) which would be 0.5% of the contract value for the delay of each week or part thereof from the stipulated time for completion, subject to ceiling of 10% of the Contract Value, without prejudice to the rights of FCI to terminate the contract under risk & cost and to initiate legal proceedings against the Service Provider.

43. The Service provider has to make good any loss and/or damage sustained by the Corporation due to the fault directly or indirectly involving the Service provider.

44. The contract will be governed by the Laws of India for the time being in force. Any disputes arising out of the contract shall be resolved in Courts of competent jurisdiction in Delhi.

45. The Service Provider shall indemnify, defend and hold harmless the Corporation during and after the term of this contract from and against all liabilities damages, losses, expenses, demands, actions, proceedings, cost and claims of any nature whatsoever arriving out of the acts, omissions, negligence and breach of this contract. The Service Provider shall also indemnify the Corporation against all claims whatsoever arising in respect of the personnel engaged by him.

46. The Service Provider shall not without prior written consent of the Corporation, at any time divulge or disclose to any person or use for any purposes unconnected with the implementation of the Project, any information covering the project, the services, the employee information/data base of the Corporation, proprietary material except to their employees, professional advisors on a need to know basis or as may be required by any law, rule, Scheme, regulation or any judicial process.

This clause shall not apply to:

- i) Information already in the Public domain, otherwise than any breach of this Agreement.
 - ii) Acts as necessary for implementation of this Contract.
47. Other things remaining same, preference will be given to the service providers/bidders with proven track record of professional interaction with all the 5 Regional RPFs.

Documentary evidence thus need to be enclosed in support of the same.

48. The Service Provider has to submit a Business Report to FCI Headquarters by 7th of each month on the status of the job in the format to be prescribed by FCI
49. The Service provider has also to undertake any other work related to completion of the job leading to issuance of PPO by concerned RPF.
50. The Service Provider shall open a dedicated help line for all employees' queries regarding EPS 1995 in Headquarters & Five Zones.
51. Corporation reserves the right to reject the Bids of those Bidders who have been black-listed/ whose Contract has been terminated earlier by Govt./FCI/PSUs.
52. The Service Provider shall furnish a brief methodology of work-plan indicating the approach to the assignment, degree of detail, main activities of the assignment, its content and duration, milestones etc. This should be in conformities to the time line proposed by the Corporation.
53. The payment terms/schedule will be as per **Annexure I & II** of the Financial Bid.
54. Bidders may contact **Shri K K Bhandari, Assistant General Manager (CPF), 13th Floor, Food Corporation of India, Headquarters, 16-20, Barakhamba Lane, New Delhi-110001, Phone No 43527672** for further details/clarification required, if any, about the nature of work etc. up to **10th of June 2008 between normal office hours.**

TECHNICAL BID

1. Name & Address of the Bidder :
2. Constitution of the Bidder :
(Whether company, partnership
Firm or proprietary concern)
3. Year in which incorporated :
4. PAN No. /GIR No. :
5. Service Tax Registration No. :
6. Names & addresses of proprietor/
Partners/Director (as the case may be) :
7. Turn-over of the company only from work relating to
employee's pension Scheme 1995 under EPF and MP Act 1952
during last three financial years.*

Sl.No.	Financial Year	Turn-over in Lacs (in Rs.)
1.	2005-2006	
2.	2006-2007	
3.	2007-2008	

- * Certified financial statements of Balance sheet & Profit & Loss A/c. along with certificate from the Auditor in support of claim made in the above table, financial year wise to be enclosed.
8. List of major organizations where the EPS '95 work has been executed in the last five years. (Work orders along with certificate, out of which at least two organizations must have minimum 15000 employees, in support of carrying out the EPS'95 work satisfactorily will have to be attached).

Sl. No.	Name of the Organization, Contact person & Telephone No.	Year of Execution	Number of members covered under EPS '95	Nature of EPS 95 Work carried out	Whether completed satisfactorily
1	2	3	4	5	6
1.		2003-2004			
2.		2004-2005			
3.		2005-2006			
4.		2006-2007			
5.		2007-2008			

9. Address of offices with details of Nodal Officers (5) is to be given in the below mentioned format:

Sl.No.	Place	Name of the Nodal Officer	Qualification	Experience in EPS works. (name of organization for whom worked be indicated along with nature of work)
1.	New Delhi			
2.	Mumbai			
3.	Chennai			
4.	Kolkata			
5.	Guwahati			

10. Note describing the proposed strategy, approach to carry out the work giving details of software, hardware to be used etc.

11. Details of EMD

- a) Amount :
- b) Name of Bank :
- c) DD No. & Date :

12. Details towards cost of tender documents if obtained from Website:

- a) Amount :
- b) Name of Bank :
- c) DD No. & Date :

13. Whether blacklisted by FCI/Govt./PSUs etc.

14. Whether contract ever terminated by FCI/Govt./PSUs earlier.

15. Power of Attorney/authorization letter to sign the document

16. Any other information which may be relevant

Signature of the Tenderer

Seal of the Firm

Appendix-I

Arrear Work:

Sl. No.	Description of work	Time Frame
1.	Reconciliation of monthly due-deposit under EPS-1995 with the RPFC, New Delhi for the period 1995-96 to 2005-06 & for arriving at the payable/receivable amount.	Within two months of award of the contract
2.	Transfer of pension account and EPS contribution in respect of CAT II, III, IV staff and labour numbering around 90000 to RPFC located at NOIDA, Mumbai, Chennai, Guwahati and Kolkata, prior to date of decentralization and fulfilling all statutory & administrative requirements in that regard.	Within six months of award of the contract.
3.	To scrutinize and submit and get settled all the pending pension cases numbering around 10000 by issue of PPA/PPO.	Within four months of award of the contract.
4.	To get allotment of separate pension code number in respect of ZO (East)	Within one month of award of the contract
5.	Finalization of CPF Trust Account from 2004-05 to 2007-08.	Within one month of submission of Annual Accounts by all Zones.

Appendix - II

Regular/Current Work:

Sl. No.	Description of work	Time Frame
1.	Preparation and submission to respective RPFC's challans /statutory returns under EPS 95 scheme such as Form 4PS,5PS, 6PS, 7PS, 8PS etc monthly/annually	Within the time period prescribed under EPS-95 Scheme
2.	Maintenance of database of all the eligible pensionable employees along with their nominees with all relevant details such as bank details, children's date of birth details, nominees identification details, contact details and any other details required under EPS 1995.	-do-
3.	I. File claims with RPFC for the employees who attain 58 years /pensionable age, on monthly basis and ensure to include all necessary details in claims. II. On death of a member, service the claim for his widow/children/nominees. III. Ensure time bound claim processing & sanction of pension at respective RPFCs. IV. Collection of PPO/PPA details from concerned RPFCs with reference number and compilation and maintenance of PPO generated database.	-do- -do- -do- -do-

PART – II

FINANCIAL BID

1. Name of the Bidder:

2. Address of the Bidder:

3. Rate:

	Name of the Work	Amount Rs. (all inclusive)* In figures
a.	Arrear work: As per Annexure-I **	
b.	Current/Regular Work (As per Annexure-II)	
c.	Total value of the work [3 (a) + 3 (b)] = Arithmetic sum total of the total Value of Annexure-I and Annexure-II)	

(**Please quote against each item of work separately taking into consideration the basis of payment as indicated in Annexure-I &II).

* The amount to be quoted shall be inclusive of all taxes /duties/cess/levies etc. which Service provider is required to pay to the concerned authorities except service tax which shall be payable by FCI at the applicable rate. TDS will be deducted as per prevailing rate /rules.

Date:

Authorized Signatory

Place:

Name:

Office:

Seal:

Annexure-I

Arrear Work:

Sl. No.	Description of work	Basis of payment	Time Frame	<u>Rate in Rs</u>	<u>Value</u>
1.	Reconciliation of monthly due-deposit under EPS-1995 with the RPFC, New Delhi for the period 1995-96 to 2005-06 & arriving at the payable/receivable amount.	One time lump sum to be paid after completion of reconciliation and ascertainment of the payable/receivable amount.	Within two months of award of the contract	A	A
2.	Transfer of pension account and EPS contribution in respect of CAT II, III, IV staff and labour numbering around 90000 to RPFC located at NOIDA, Mumbai, Chennai, Guwahati, Kolkata, prior to date of decentralization and fulfilling all statutory/administrative requirements in that regard.	One time payment per member, (payable Zone-wise, after transfer of all pension accounts & EPS contribution pertaining to the Zone).	Within six months of award of the contract.	B (Rate per employee)	90000 X B

3.	To scrutinize and submit and get settled all the pending pension cases numbering around 10000 by issue of PPA/PPO.	Per member, Mode of payment would be as follows : For correct claim papers a) 30% on submission of claim papers with the RPFC b) 70% on issue of PPA/PPO by RPFC. For incorrect claims c) 15% on completion of scrutiny, identifying mistakes, and forwarding of the claims to the respective Zones for correction. a) 20% on forwarding the resubmitted corrected claims, to RPFC. b) 65% on issue of PPA / PPO by RPFC.	Within four months of award of the contract.	C	10000 X C
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4.	To get allotment of separate pension code number in respect of ZO (East)	One time lump sum payment.	Within one month of award of the contract	D	D
5.	Finalization of CPF Trust Account from 2004-05 to 2007-08.	Per Year	Within one month of submission of Annual Accounts by all Zones.	E	4 X E
	Total Value (To be indicated, in 3 (a) of part-II which is the Financial Bid.)				

Annexure – II

Regular/Current Work:

Sl. No.	Description of work	Basis of payment	Time frame	Rate	Value
1.	Preparation and submission to respective RPFC's challans /statutory returns under EPS 95 scheme such as Form 4PS,5PS, 6PS, 7PS, 8PS etc monthly/annually	A lumpsum payment per month would be made only after satisfying that all the stated work have been completed.	Within the time period prescribed under the EPS-95 Scheme	F	24x F
2.	Maintenance of database of all the eligible pensionable employees along with their nominees with all relevant details such as bank details, children's date of birth details, nominees identification details, contact details and any other details required under EPS 1995.	-do-	-do-		
3.	I. File claims with RPFC for the employees who attain 58 years /pensionable age on monthly basis and ensure to include all necessary details in claims. II. On death of a member, service the claim for his widow/children/nominees. III. Ensure time bound claim processing and sanction of pension at respective RPFCs.	-do-	-do-		
		-do-	-do-		
		-do-	-do-		

	V. Collection of PPO/PPA details from concerned RPFCs with reference number and compilation and maintenance of PPO generated database.	-do-	-do-		
	Total Value (To be indicated in 3 (b) of part-II which is the Financial Bid.)				