

TENDER NOTICE

Tender No. : HR/PEN/273/5/

Sealed Tenders are invited within 21 days of publication from experienced and reputed Chartered Accountant Firms as Retainer to undertake proper implementation and compliance of Employees' Pension Scheme, 1995 under the EPF & MP Act 1952 in respect of all employees of GRSE Ltd.

Interested parties may buy Tender papers from the office of the Addl. General Manager (HR&IR), GRSE, Main Unit on payment of ` 500/- by DD drawn in favour of Garden Reach Shipbuilders & Engineers Ltd.

For details please visit our website www.grse.nic.in or Govt. website www.tender.gov.in.



Garden Reach Shipbuilders & Engineers Limited

A Government of India undertaking under the Ministry of Defence
43/46, Garden Reach Road, Kolkata – 700 024. Phone : 2469 8100 –14 (PBX), 2469 8153
Fax : 24698150/8133 <> E-mail: hra.sm1@grse.co.in <> Homepage: www.grse.nic.in

NOTICE INVITING TENDER FROM CHARTERED ACCOUNTANT FIRMS FOR HANDLING PENSION MATTERS OF GRSE EMPLOYEES UNDER EPF & MP ACT. 1952

1. Sealed offers in two Part (Techno Commercial bid and Price bid) are invited from Chartered Accountant Firms, who have past experience in handling pension related matters of PSUs, under the EPF and MP Act 1952, for engagement as Retainer in GRSE to handle all pension related matters.

- | | | | |
|-----|--------------------------------------------|---|--------------------------------------------------------------------------------------------------------------------|
| (a) | Date of issuance of Tender | : | 26 Sep 14 |
| (b) | Last date of submission of offer | : | Within 21 days from the date of publication in GRSE website i.e. by 18 Oct 14 10.30 AM. |
| (c) | Opening of Tender (Techno-commercial bids) | : | 01 hr. after closing time of tender submission. |
| (d) | Opening of Price Bid | : | Date of opening shall be notified after conclusion of TNC & CNC meeting and acceptance of techno-commercial offer. |

2. Bidders meeting the techno-commercial requirements / sound credentials as per tender terms will be intimated to attend price-bid opening.

3. Incomplete offers are liable for rejection. Submission of offer shall not entitle an organization for engagement.

4. Combined offer will be rejected forthwith.

5. GRSE reserves the right to cancel the tender at any time without assigning any reason.

(B. Urma)
Addl. General Manager (HR&IR)



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INVITATION TO TENDER

Tender No. : HR/PEN/273/5 Dated : 26 Sep 14

Due Date : 18 Oct 14 (10:30 AM)

APPOINTMENT OF CHARTERED ACCOUNTANT FIRMS AS RETAINER FOR HANDLING PENSION MATTERS OF GRSE EMPLOYEES UNDER EPF & MP ACT. 1952

Dear Sir / Madam,

1. Garden Reach Shipbuilders & Engineers Ltd. invites bids from Chartered Accountant firms, who have past experience in handling pension related matters of PSUs, for engagement as Retainer in GRSE to handle all pension related matters under the EPF and MP Act 1952. You are hereby requested to submit sealed quotation for the above work as detailed in subsequent paragraphs.
2. We intend to engage qualified Chartered Accountant Firm with the competency to certify various records / statements etc. as Retainer on contractual basis, in order to ensure proper implementation of Employees' Pension Scheme 1995 under EPF & MP Act 1952 and other relevant statutes, as applicable, for implementing and for better co-ordination of such activities at all the Units.
3. The interested Tenderers may collect the Tender document from Corporate Human Resource Department or download from Company's website and drop the sealed offer in 2 Parts (Part – I Technical & Commercial Bid and Part – II Price Bid only) as envisaged in Tender Documents, addressed to the General Manager (HR), Garden Reach Shipbuilders & Engineers Ltd., 43/46, Garden Reach Road, Kolkata – 700 024 in the Tender Box kept in Corporate Human Resource Department. Tenderers are advised to submit their offer within 21 days i.e. 18 Oct 14 (10.30 AM). Tender fee of ` 500/- by DD drawn in favour of Garden Reach Shipbuilders & Engineers Ltd. would be payable for obtaining tender documents. Vendors who will download tender documents from GRSE website must attach tender fee of ` 500/- by DD drawn in favour of Garden Reach Shipbuilders & Engineers Ltd. alongwith Technical Bid.

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4. Tender Documents consist of the following items :
 - (a) Guidelines and General terms & Conditions for submission of Tenders.
 - (b) Scope of Work.
 - (c) Undertaking Form.
 - (d) Part – I Techno Commercial Bid.
 - (e) Part – II Price Bid.
 - (f) Monthly reports on statutory compliance.
5. Tenders without EMD shall not be considered.
6. Responsibilities of the prospective Retainer as enumerated in the scope of work of the Tender document are to be undertaken scrupulously so that the establishment may not have to suffer adversely on statutory or any other matter at any stage during the subsistence of the contract / order.

(B. Urma)
Addl. General Manager (HR&IR)



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Tender No. : HR/PEN/273/5 Dated : 26 Sep 14

**GUIDELINES FOR SUBMISSION OF TENDER BY CHARTERED
ACCOUNTANT FIRMS FOR ENGAGEMENT AS RETAINER FOR HANDLING
PENSION MATTERS OF GRSE EMPLOYEES UNDER EPF & MP ACT. 1952**

1. The Tender document consists of the following items :
 - (a) Scope of Work - Annexure – I
 - (b) Undertaking Form to be submitted alongwith Part – I
Techno Commercial Bid - Annexure – II
 - (c) Part – I Techno Commercial Bid - Annexure – III
 - (d) Part – II Price Bid - Annexure – IV
 - (e) Monthly report on statutory compliances in respect of
GRSE's employees' in each month to Salary &
Wages Section - Annexure – V
2. The mode of submission of Tender shall be in two parts.

(a) **Part – I Techno Commercial Bid (Annexure – III)**

In one sealed envelope super scribed with “Part – I TECHNO COMMERCIAL BID” containing Tender No., Technical & Commercial offer (Annexure – III), Undertaking Form (Annexure – II) and Demand Draft towards EMD (Applicable for vendors who are un-registered with GRSE) as well as Commercial Terms without any price element. EMD should be submitted in a separate envelope clearly super-scribing on the envelope “EMD for Engagement of Retainer”(Pension matter). Failure to submit EMD by the Tenderer as applicable, will call for rejection of Tender altogether.

(b) **Part – II Price Bid (Annexure – IV)**

Another sealed envelope super-scribed Part – II, PRICE BID (Annexure – IV), Tender No. and due date etc. should be submitted. This part should contain only the price element.

(c) Both these separate sealed envelopes i.e. Part – I TECHNO COMMERCIAL BID and Part – II PRICE BID should be put together in another sealed envelope super scribing “Part – I TECHNICAL BID and Part – II PRICE BID”.

(d) Tender Documents should be addressed to the General Manager (HR), Corporate Human Resource Department, Garden Reach Shipbuilders & Engineers Ltd., 43/46, Garden Reach Road, Kolkata 700 024 and should be dropped in the Tender Box placed in Corporate Human Resource Division within 21 days from date of publication in GRSE website by 10.30 AM.

3. Late Tenders shall be summarily rejected. The Company will not be responsible for any postal delay etc.

4. Tender (Part – I Bid) should be accompanied with photo copies of Party's valid Trade Licence, Income Tax Clearance Certificate alongwith acknowledgement / receipt of IT Returns for last three years, Tax payment proof (if applicable), Registration Certificate of the Firm, Labour Licence, ESI Registration Certificate and ESI Code No., PF Registration Certificate, PF Code No. and Service Tax Registration Certificate, if applicable. Tender is liable to be rejected in the absence of valid documents as stated herein.

5. Tender (Part – I Bid) should also be accompanied with the details of the Orders executed during the last three years of handling pension matter of Employees Pension Scheme 1995 under the EPF & MP Act 1952 in organization of repute alongwith performance Certificate from Principal Employer(s) to justify their credential and experience. Details of establishment / infrastructure such as office premises, telephone facilities, trained manpower (category wise) with their experiences, certificate on details of number of employees are / were being handled and nature of work carried out in those establishments, proof of financial capability must be incorporated in Part – I TECHNICAL BID.

6. Part – I bid must contain an interest free Earnest Money Deposit payable by the tenderer as applicable, amounting to ` 15,000/- (Rupees Fifteen Thousand Only) by Crossed Demand Draft in favour of Garden Reach Shipbuilders & Engineers Ltd. payable at Kolkata or in the form of Bank Guarantee in approved GRSE format issued by any scheduled Bank other than Co-Operative Bank.

7. The Earnest Money may be forfeited if :
 - (a) The Bidder withdraws the Bid after Bid Opening during the period of Bid validity.
 - (b) The bidder does not accept the correction of Bid price where there is a discrepancy between the rates in figure and words will govern and where there is a discrepancy between the unit rates and the line item total resulting from multiplying the unit rate by quantity. The unit rate as quoted will govern.
 - (c) The successful Bidder fails within the specified time limit :
 - (i) To sign the agreement or acknowledge receipt of the order.
 - (ii) Furnish the required performance security.
 - (d) EMD is also liable to be forfeited in the event successful bidder fails to and / or does not commence the service on receipt of the contract / order.
8. The Earnest Money of the unsuccessful Tenderers shall be refunded by cheque after finalization of the Tender on receipt of application for refund from the Tenderer.
9. Interest Free "Security Deposit" of 10% of the order value is to be submitted in the form of "Crossed Demand Draft" or "Bank Guarantee" in approved GRSE format from scheduled banks other than Co-Operative Bank towards contract performance within two weeks of receipt of contract / order. The Security Deposit can be released after successful completion of the contract. EMD deposited alongwith the Tender by the successful Tenderer shall form part of Security Deposit and balance amount to cover 10% shall be deposited within the time stated above. In the event of unsatisfactory service / gross negligence in given service and as a result of it caused loss to the Company or non-fulfillment of any of the contractual obligations, the Security Deposit will be forfeited.
10. Period of contract will be for two years which may be extended periodically depending on requirements of the Company based on satisfactory performance of the Retainer.

11. All Tenderer will fill in the Tender Forms correctly in blue ink. Overwriting must be avoided. Any correction should be clearly scored out and initialed (signed). Otherwise, Tender is liable to be rejected.

12. Tender Paper (Part – I) shall be opened on 18 Oct 14 at 11.30 AM, in HR Department, Main Unit, 43/46, Garden Reach Road, Kolkata – 700 024. One authorized representative of each Tenderer may be present at the time of opening the Tenders.

13. Tender documents are not transferable. Part offer is not acceptable. Combined Bid if submitted would be rejected outright.

14. The personnel deployed by the successful Tenderer / Party will directly work under the Tenderer and will be treated as their employees. They will not have any right to claim any employment in the Company. The successful Tenderer shall be liable to pay their Wages / Salaries, Provident Fund, Bonus, ESI and other allowances as per statutory provisions including Employees' Pension Scheme 1995 as applicable. The Party will have to maintain payment of wages and other relevant registers, records and accounts so far as compliance of statutes / obligations are concerned. The Tenderer will have to ensure remittance of PF & ESI contributions in respect of persons engaged by him/her with the respective authorities.

15. The rates quoted shall be held firm and fixed during the entire tenure of the contract and that no claim for escalation will be entertained on any reason whatsoever.

16. The Retainer shall keep adequate number of well experienced and trained staff to ensure satisfactory service from 8:00 AM to 5:00 PM on all working days except Saturdays when timing will be from 8:00 AM to 1:00 PM. Work may continue for extended period to cope up with the day to day job requirement, as may be necessary.

17. If Company is not satisfied with the services or conduct of any of the representatives of the Retainer for any reason, whatsoever, the Retainer shall replace such representative.

18. The Retainer shall ensure proper working of his/her representatives at the premises of the Company.

19. The Scope of Work for handling Pension Matters under Employees' Pension Scheme 1995 has been enumerated at Annexure - I.

20. GRSE reserves the right to accept or reject the lowest or any / all offers without assigning, any reason whatsoever.

21. No conditional offer will be accepted.

22. The Retainer shall not assign or sublet the contract or any part thereof in any manner whatsoever.

23. **Payment** :The Company will pay to the Retainer the payable bill amount within one month of submission of bills subject to verification of statutory compliances of PF, ESI and wage payment etc., in respect of the firm's employees.

24. The Retainer will keep the Company fully indemnified from and against all claims, costs, charges to which Company may be subjected to and in respect of any financial damages caused due to negligence of Retainer or his/her representatives.

25. The Retainer will be required to maintain an Office at Main Unit and ensure presence of a Site In-charge competent enough to deal with day to day matter regularly and to maintain liaison with GRSE and competent authorities of RPFC's Office. Infrastructure support at Retainer's Office at Main Unit i.e. Room, Furniture and Telephone etc. will be provided by the Company. All other office equipment including computer hardware & software to be arranged by the Retainer.

26. Company reserves the right to terminate the contract by giving one month notice.

27. **Arbitration**

If at any time, before, during or after the contract period any unsettled claim, question, dispute or difference arises between the parties the same shall be referred to the Chairman & Managing Director or the Managing Director (as the case may be) or his authorized representative of GRSE Ltd. for adjudication as sole arbitrator in accordance with Arbitration and Conciliation Act, 1996.

28. **Risk Purchase**

Penalty will be imposed in terms of the penalty clause specified in the Scope of Work. Such penalty, however, will not disentitle the Company to terminate the contract at the risk and cost of the Tenderer in case of repeated occurrence of such failures. For unsatisfactory performance and Retainer's failure to perform work GRSE also reserves the right to get the work done by alternative source at the risk and cost of the Retainer.

29. The Vendor shall arrange necessary safety gears /personal protective devices for their employees as necessary. In case of any accident /injury, necessary First Aid /Medical Aid / Hospitalization etc. as necessary and related expenses including compensation, if any, are to be borne by the Retainer.

30. The Retainer will not divulge or disclose any information, particulars or details of the job entrusted to them. In case the Authorities initiate any statutory or any other case against GRSE, such cases in relation to the Employees' Pension Scheme 1995 issues specifically mentioned in this Tender or not, will be handled by the Retainer from time to time as the case may arise. In case of failure to take appropriate step, non-maintenance of records, delay in submitting the Statutory Returns / Reports etc., the Retainer shall be wholly and solely responsible and expenses so incurred by the Company to defend the case(s) shall be recovered from the Retainer.

31. The Retainer shall submit monthly report on statutory compliances in respect of handling pension matter under Employees' Pension Scheme 1995 under EPF and MP Act 1952 for GRSE employees for each month to the Salary & Wages Section in the format as at Annexure – V.

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Addl. General Manager (HR&IR)



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Annexure – I

SCOPE OF WORK

Provide entire range of services in the area of Employees' Pension Scheme 1995 under the EPF and MP Act 1952 in respect of all employees of GRSE. The detailed scope of work of the Retainer is enumerated below :

1. Pension Claims

- (a) Claims received from Salary & Wages section must be scrutinized @ 5 claims per day. Incomplete claims should be returned to Salary & Wages section within two working days from the date of receipt indicating the shortcoming in the claim and reason for returning the claim.
- (b) All claims must be processed with all formalities and submitted to Salary & Wages section within 10 days from the date of receipt. In the event of receipt of more than 30 cases on a particular day, the processing may be completed by 20 days. If the number of claims submitted on a particular day exceed 40, processing may be completed on proportionate basis.
- (c) The Retainer must prepare and ensure to include all necessary details in claims viz. past service wages / pensionable salary / statement of accounts / necessary documents etc.
- (d) Maintain database in respect of all pension claims forwarded to EPFO along with the names of nominee and all other relevant details, such as bank details, children's date of birth details, contact details etc.
- (e) Prepare and complete contribution details for employees attaining pensionable age.
- (f) Regular interaction with RPFC and other related authorities, for expeditious settlement of pension claims, obtain data regarding settlement of number of pension claims and validate statement of dues, if necessary.

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- (g) On death of member during service, pension claims to be submitted on top priority. Pending pension claims for retired/expired members to be expedited.
- (h) Sort out claims returned by RPFC within three days from date of receipt and resubmit thereafter, subject to availability of records/documents etc.
- (i) Compile office copies of all the submitted pension claims on monthly basis and submit the month wise folder to In-charge Salary & Wages section within the next month.
- (j) Submit monthly report to In-charge Salary & Wages section with list of cases received by Pension Cell, list of cases submitted to RPFC and list of cases pending submission with reasons for non-submission.

2. **Current Compliance of Employee Pension Scheme 1995**

- (a) Create database of eligible employees indicating month – wise & year – wise deduction of contribution and personal details relevant to the pension claim with monthly updates. The database should also contain details of amount deposited, if any, for past period, with cheque no., date, name of bank and details of deposit challan.
- (c) Update monthly pension contribution of individual employee in Form-7(PS) based on monthly data furnished by Pay Roll section. Prepare challans and statutory returns. Intimate Salary & Wages section to carry out adjustment in payment on account of change in Date of Membership / Date of Birth. Furnish soft / hard copy of all above documents to In-charge, Salary & Wages section.
- (d) Prepare / update and submit Form 3(PS), 4(PS) online and 5(PS) to RPFC on monthly basis within stipulated date, as per statute and submit receipted copy to HR Department.
- (e) Upload Form-7(PS) online on monthly basis within 15th of every month as per statute. Reconciliation statement must be specified in Form-7(PS) and Form-8(PS).
- (f) Prepare statement of contribution towards Pension Fund for the last and current Financial Year for distribution to individual employees.

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(g) Prepare Form 13(R) for transfer of service from another organization to GRSE Ltd. and from GRSE to GRSE Ltd.

(h) Online access to employee-wise pension records and relevant personal records for authorized Company officials, for which system up-gradation, if necessary, may be carried out.

3. **Reconciliation of Accounts and Reports towards Family Pension Scheme 1971 / Employees' Pension Scheme 1995**

(a) Prepare revised Form-7(PS)/Form-8(PS) with revised database for FPS contribution from 1971 to 15 Nov 95 and EPS contribution from 16 Nov 95 to 31 Mar 08 incorporating all the corrections made till date. The amount deposited subsequently should clearly be indicated in revised Form-7(PS)/Form-8(PS) alongwith amount, cheque no. & challan details.

(b) All related jobs pertaining to reconciliation of 'Pension Suspense Account' lying with PF Account to be sorted out on urgent basis.

(c) The date of membership of some employees with reference to their date of appointment differ in Form 3(PS) submitted to RPFC's Office in the year 2000. Those cases will be prepared as per correct date of membership according to records available in the service file i.e. appointment letter etc. and other relevant records such as Form 7(PS), Form 8(PS) and challan through which payment of EPS / FPS contribution has been made.

(d) Other pending reconciliation jobs.

(e) Uploading of details of PAN Card, Bank A/c no. etc of all members for getting Universal Code Number (UCN)

4. **Penalty**

The Retainer should settle minimum 40 pension claims in each month inclusive of all formalities. Any shortfall in performance i.e. if the number of cases settled fall below 40 nos. in a month, this will attract levy of penalty by way of deduction @ 5% of monthly fees upto a ceiling of 10 nos. cases and beyond which the levy of penalty shall be 10% of the monthly fees. If the submitted cases to the firm by the Company are less than 40 in number in any month, the provision of penalty will not be imposed. The cases, once returned by the Office of RPFC shall not be reckoned for calculation of minimum 40 claims stipulated for processing in a given month.



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Annexure – II

UNDERTAKING FORM (TO BE SUBMITTED ALONG WITH PART - I OF THE BID)

1. I / We hereby undertake to abide by the terms and conditions of the tender for engagement as Retainer for handling pension matters, for all employees of M/s. Garden Reach Shipbuilders & Engineers Ltd., under Employees' Pension Scheme 1995, at the rates specified in the Price Bid in Annexure – IV enclosed with the Tender in accordance with the instructions and specifications given in general conditions of the Tender document, including special condition of contract, if any.
2. I / We agree to commence execution with immediate effect or from subsequent dates as may be fixed by the Company.
3. I / We agree to deposit a total sum of ` 15,000/- (Rupees Fifteen Thousand) only as Earnest Money deposit which will be adjusted towards security deposit in case the contract is awarded in my / our favour.
4. I / We agree to keep my / our offer open for acceptance for a period of 90 days from the date of opening of this Tender.
5. Should this Tender be accepted, I / We hereby agree to abide by and fulfill all the Terms and Conditions and Guidelines indicated in the "conditions of contract" and default thereof, including the forfeiture of my / our Security Deposit held with the Company.
6. A sum of ` 15,000/- (Rupees Fifteen Thousand) only is hereby forwarded through Demand Draft No..... drawn on Branch in favour of Garden Reach Shipbuilders & Engineers Ltd., Kolkata as Earnest Money. Should I / We withdraw the offer before expiry of the validity period of the Tender or fail to commence and / or continue the said service on receipt of the letter of acceptance of my / our Tender, the Earnest Money converted as Security Deposit would be forfeited.

7. I am / We are not related to any of the Officers of the Company.
8. Copies of the current Trade Licence, Acknowledgement and Receipts of submission of Income Tax Returns of last three years, Registration Certificate of the firm, Labour Licence, ESI and PF registration certificate and code no. etc. and other Terms and Conditions as per the Tender document are enclosed. It is also hereby confirmed that under no circumstances, any revision in Rates shall be claimed by me / us during the subsistence / tenure of the contract.
9. I / We agree to indemnify and hold the Company harmless from any liability or penalty which may be imposed by the Central, State or Local Authorities by reason of violation of Labour Laws and Regulations. I / We also agree to indemnify and hold the Company harmless from all claims, suits or proceedings brought by my / our employees or by Third parties relating to this Tender / Contract.
10. I / We hereby declare that the Firm consists of qualified Chartered Accountants with the competency to certify various records / statements.

Date: Signature of the Bidder in full with Rubber Stamp and Date

Name:_____

Designation _____

Company's / Firm's Name _____

Telephone / Cell No._____

Address: _____

List of enclosures:

DECLARATION FORM

1. We / I hereby declare that our Firm M/s.
(Address).....is
having / not having own PF and ESI Codes.

(a) Firms having PF & ESI Code Numbers ;

i) PF Code Number

ii) ESI Code Number

(b) Firms not having their own PF & ESI Codes ;

(i) "I / We hereby declare that I /We will deduct PF & ESI contributions of our employees from wages who are deployed on contractual engagement every month and deposit the PF contribution (Employer's & Employees') under Code No. WB / 301 (Un – exempted Category) of GRSE and ESI contributions (Employer's & Employees') under ESI Code No. 41 / 3771 / 71 of GRSE in each month and produce duly acknowledged copies of challans by the authorities concerned to the Retainer of GRSE for verification of compliance".

(ii) "We also authorize GRSE Ltd. to retain the bills payable to us till we furnish the challans, depositing PF & ESI dues. GRSE is also authorised to deduct all such statutory dues from our bills in case of our continued default in depositing PF & ESI dues and deposit the same with the respective statutory authorities."

2. Our Trade Licence number / Date
Trade Licence is valid upto (Date).....

3. I / We shall follow the Company's regulation on deployment of contract labour and shall comply with the statutory provisions as envisaged under the CL(R&A) Act 1970 read with Central Rules, Factories Act 1948, West Bengal Factories Rules 1958, EPF & MP Act 1952, ESI Act 1948, Payment of Bonus Act 1965, Minimum Wages Act 1948 and Payment of Wages Act 1936 and the Rules thereunder as applicable including payment of contributions (Employers & Employees) in respect of each of our employee.

Place: _____ Signature of the Proprietor _____

Date _____ Name of the Proprietor _____

Stamp / Seal of the Firm _____



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Annexure – III

Tender No. : HR/PEN/273/5 Dated : 26 Sep 14

PART – I TECHNO COMMERCIAL BID

(To be submitted with EMD as applicable)

Interested Tenderer is requested to provide the following information which are required for Techno Commercial Bid

1. Name of the Firm/Company :
(In full)
2. Type of Firm / Company : Necessary supportive
(Proprietary / Partnership / Company) : documents to be enclosed
3. Name(s) of Proprietors / Partners :
4. a) Address :
b) Telephone Nos. :
Office
Residence
Mobile No.
5. Name of Contact persons :
(with designation)
6. Date of commencement of :
establishment
7. Name of Manager or other :
authorized representative
8. Details of facilities / equipment / :
accessories owned by the Tenderer
required for providing services.

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9. Weekly off day of the Firm / Company :
10. Category wise strength of employees :
engaged in your Firm
11. Income Tax and PAN No. :
12. Income Tax acknowledgement receipt of
submission of IT Returns for last three years.
13. PF and ESI codes of the establishment : Xerox copies of PF/ ESI
registration / Code No. / Date
of Registration to be furnished
14. Vendor Registration No. / : a) No.
Registration No. / Licence No b) Date of issue
of the establishment c) Issued by
d) Valid till
15. Details of Trade Licence (if any) : a) Trade Licence No.
b) Date of Issue
c) Issued by
d) Valid till
16. PF and ESI membership Nos. : a) Copies of last challans of
employees submitted
with PF and ESI
authorities to be
enclosed(Please furnish
separately).
b) Address of ESI Local
Office
17. VAT Registration No. : a) Issued by
b) Date
18. Whether registered for Service Tax : Yes / No
(If Yes please specify following)
a) Service Tax Registration No.
b) Date of Registration
c) Issued by
d) Valid till

19. Details of Contractor / Retainership / Consultancy held with other Establishment / Factories for last 3 years. : Please furnish supportive documents.
20. (a) Duration of earlier Retainership with annual order value. : To furnish Order copies from PSU & other organization as supporting documents.
- (b) Full Postal address of the Clients :
- (c) Scope of work :
- (d) Name and Rank of the Officer- In- charge with Telephone no. :
- (e) Category wise employee strength: worked/ working in different organizations.

A Demand Draft / Bank Guarantee of ` 15,000/- (Rupees Fifteen Thousand) only towards Earnest Money deposit with following details enclosed :

- a) Money Receipt / DD No.
- b) Date
- c) Name of the Bank

I hereby declare that the above details are correct to the best of my knowledge and belief.

Date :

Signature (With Seal) of the Tenderer / Retainer

Designation _____

Company's / Firms Name _____

Address _____

Telephone No / Cell No. _____

- N.B : (a) Please attach Xerox copies of relevant document in support of information.
- (b) Any other information deemed proper may also be attached.



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PART- II Price Bid

I have understood and agree to abide by the contents of guidelines and general terms and conditions regarding Retainership for Employees' Pension Scheme 1995 under EPF & MP Act 1952. I also agree to accept Retainership as per the following rates:

Rate to be charged for handling the GRSE employees' pension matters as envisaged in the guidelines and general terms and conditions of the tender enquiry.....
(rate to be quoted in lump sum per month basis and taxes & duties, if applicable, are to be mentioned clearly)

I have enclosed a Demand Draft / Bank Guarantee
dated for ` 15,000/- (Rupees Fifteen Thousand) only towards Earnest Money Deposit with the PART - I Techno Commercial Bid.

The rate quoted is firm and will remain valid till completion of the contract. The price is inclusive of statutory taxes / levies and other charges as applicable. Service Tax will be paid extra as per ruling rate.

Date:

Signature (With Seal) of the Tenderer I Retainer

Designation _____

Company's / Firms Name _____

Address _____

Telephone No / Cell No. _____

Annexure – V

STATUS REPORT AS ON LAST DAY OF THE
MONTH YEAR .

1. No. of cases received during the month :
2. No. of cases carried forward from last month :
3. No. of cases submitted during the month :
4. No. of cases pending :
5. Out of pending cases, list of cases, pending for more than 6 months :

Sl. No	Name	A/c No.	Reason for Delay

Signature of Retainer with Date