

Inquiry for PF Consultants at DIC

Digital India Corporation

1) Digital India Corporation is a not for profit Company set up by **Ministry of Electronics and Information Technology (MeitY), Govt. of India**, registered under section 25 of the Companies Act, 1956 (now, Section 8 of Companies Act 2013) and having its registered and corporate office at 4th Floor, Samruddhi Venture Park, Central MIDC Road, Andheri (East), Mumbai, Maharashtra – 400 093. The Company also operates from Electronics Niketan Annexe, 6 CGO Complex, Lodhi Road, New Delhi 110 003.

Digital India Corporation (DIC) leads and guides in realizing the vision, objectives and goals of the Digital India program. It provides the strategic support to Ministries/Departments of Centre/States for carrying forward the mission of Digital India by way of Capacity Building for e-Governance projects, promoting best practices, encouraging Public-Private Partnerships (PPP), nurturing innovation and technology in various domains. To ensure autonomy and viability of the organisation in the long run, DIC, will also collaborate and mobilize partnerships with the industry, to evolve revenue based models for service delivery.

2) Digital India Corporation is seeking the services of Professional Provident Fund (PF) Consultants for assisting DIC in PF related matters. Digital India Corporation is registered with Employees' Provident Fund Organization (EPFO), India at Bhavishya Nidhi Bhavan, Plot No.222, Sector No.3, Charkop Market, Malad (Kandivali), Andheri East, Mumbai City, Maharashtra – 400093 with Establishment Code: KDMAL0094629000

3) **SCOPE OF WORK:**

- i. Employee enrollment / registration of new employees under PF scheme, creation of PF Numbers & UAN for new enrolments under PF.
- ii. Obtaining nomination forms / e-nomination under the EPF Act, 1952 and submitting the same to the EPF office in respect of all members of PF Scheme.
- iii. Monthly Challan generation and Electronic Challan Cum Return (ECR) for all employees.
- iv. Calculating employer's share for EPF and EPS, Provident fund charges, EDLI charges and subsequently generating combined monthly challan for A/c No.01, 02, 10, 21 & 22 and ECR for all employees.
- v. Submission of details pertaining to the contributions every year after the close of the financial year to PF authorities.
- vi. Processing of claim forms of members w.r.t. Provident Fund and Pension of EPF scheme and pursuing the same with PF authorities till the settlement of claims.
- vii. Submission of Joint Declaration to the PF Office as and when required.
- viii. Submission of Form 11 to the PF Office as and when required.

- ix. Updating Form 5A from time to time.
 - x. Pursuing the matter with PF authorities for issue of Annual Statement of Accounts of PF dues of members.
 - xi. Assisting employees w.r.t. rectification of personal details, e-KYC, etc.
 - xii. Assisting employees in transfer claims while leaving the services.
 - xiii. Assisting employees for PF withdrawal / loans from PF account and guiding the members to the various benefits available under the scheme.
 - xiv. Attending periodical statutory inspections carried out by statutory authorities and drafting replies to the queries raised by the department from time to time. Liaisoning with PF office during inspection and in all other matters.
 - xv. Separate Challans are required to be prepared for the divisions under DIC.
 - xvi. Any other matters pertaining to EPF / EPS (under EPF Act, 1952) required for compliance.
- 4) The details of the number of DIC employees (approx. 200) currently covered under PF are as follows:
- a) DIC employees - 67
 - b) MyGov-DIC employees - 67
 - c) NeGD-DIC employees - 63

Separate Challans are required to be prepared for the above three Divisions. The total number of DIC employees may increase.

5) Additionally, the Consultant is required to visit the PF office for attending hearings, assessments and inspection related issues by representing the company.

6) We request you to kindly quote your Professional Fees for the above services in the prescribed format, attached as Annexure I. Your quotation shall be sent in a sealed envelope with heading – “Quotation for the Services of PF Consultants” at the following address to reach us on or before **08th November, 2021** by **5:00 p.m.** at:

**Digital India Corporation
Electronics Niketan Annexe,
6 CGO Complex, Lodhi Road, New Delhi – 110003.
+91-11-24360199 / 24301756**

7) **TERMS & CONDITIONS:**

- i. TDS on Professional Fees will be deducted at applicable rates.
- ii. Digital India Corporation reserves the right to cancel the tender process at its discretion without assigning any reason.
- iii. Payment will be made monthly upon acceptance of tax invoice by DIC.

For Digital India Corporation

Financial Offer

Format for quoting the Professional Fee for Consultancy Services on Provident Fund Matters

Sr. No.	Description	Amount (In Rs.)
1)	a. Monthly Fees for the Professional Services being rendered as per Scope of Work mentioned at Point # 3 & # 4 above for 200 employees. b. Monthly Fees for the Professional Services being rendered as per Scope of Work mentioned at Point # 3 & # 4 above per employees above 200 employees.	
	GST as applicable a. For 200 employees b. Per employees above 200 employees	
	Total Amount in Rs. a. For 200 employees b. Per employees above 200 employees	
2)	Charges for visiting PF Office as and when required (per visit)	
	* Total Amount in Rs.	

* No other charges shall be payable by Digital India Corporation

* Please mention the amount in numeric as well as in words. In case of discrepancy between numeric & words, amount given in words will be considered.