

# ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

*A Statutory Authority of the Government of West Bengal*  
(Under Urban Development & Municipal Affairs Department)

1<sup>st</sup> Administrative Building  
City Centre,  
Durgapur -713216

Vivekananda Sarani, Senralliegh Road,  
Near Kalyanpur Housing,  
Asansol - 713305

Ref. No : ADDA / DGP / \_\_\_\_\_

DATE : \_\_\_\_\_

## NOTICE FOR EXPRESSION OF INTEREST (EOI)

Sub: Quotation Inviting Expression of Interest (EOI) providing consultancy Service and maintenance of Statutory records under EPF & ESIC Scheme in respect of the officials of Asansol Durgapur Development Authority (ADDA).

- 1) Sealed quotations are invited for annual contract for providing consultancy services and maintenance of statutory records under EPF & ESIC Scheme in respect of officials of the ADDA.
- 2) The description of work and other terms and conditions are mentioned as under:

**Scope of work:** Maintenance and Submission of following statutory Records>Returns etc. under Employees' Provident Fund, ESIC & Miscellaneous Provisions Act, 1952 in respect of permanent officials of the Asansol Durgapur Development Authority: -

- (i) Nomination & Declaration Form in Form No.2 (Revised) of the new employees.
- (ii) Form No.9 (Revised)
- (iii) Form No. 11 (Revised)
- (iv) Form No.5-A (Return of ownership)
- (v) Form No.12-A (Monthly Return)
- (vi) Form No. 5 (addition of New Member)
- (vii) Form No.10 (Detail of the officials (s) who has left the services)
- (viii) Form.3-A (Monthly contribution of the officials)
- (ix) Form.6-A (annual Return)
- (x) Monthly PF Challan
- (xi) Eligibility Register
- (xii) Correspondence and Liaison with P.F & ESIC Department relating to all issues including withdrawal of advance and final settlements.
- (xiii) Maintenance/submission of any other forms prescribed by RPFC from time to time
- (xiv) Communication of latest updates in the Act, Rules, Regulations and Circulars issued by the EPFO.
- (xv) Registration of Digital Signature certificate (DSC) with EPFO & ESIC.

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- 3) The firm shall provide the afore mentioned services on regular basis to ADDA.
- 4) **Eligibility-cum-Selection Criteria:** The firm should have at least eight years of relevant experience in the field - preferably handling Government Departments/Organizations. On fulfilment of the above eligibility, the selection shall be based on L-1 bidder.
- 5) **Tenure of Contract:** The tenure of the contract shall ordinarily be one year. However, the competent authority in ADDA, may at the discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory services of the firm.
- 4) **Prohibition of Sub-Contract:** The Firm shall not appoint any sub-contract for this work under any circumstances.
- 5) **Release of Payment-** The payment shall be released on quarterly basis after availing services by way of cheque/NEFT on production of pre-receipted bills.
- 6) **Deduction of income Tax at source:** Since professional service of the firm are being hired, Income Tax shall be deducted at source from all the accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
- 7) **Secrecy and Confidentiality:** The Firm shall not disclose or divulge any business secrets, information's, facts relating to ADDA acquired or gained while discharging their professional duties under this agreement without the prior written permission of the ADDA. Even after the termination of the contract, the firm shall not make the business information's, facts, data and/ or similarly matter to the outsider without the prior written permission by the ADDA.
- 8) **Satisfactory Services:** The decision of Chief Executive Officer, ADDA or any other officer authorized by Chief Executive Officer, ADDA in this regard shall be final and binding on the firm for the purpose regarding satisfactory services of the firm.
- 9) **Resolution of Dispute:** In case of dispute, the decision of Chief Executive Officer, ADDA shall be final.



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**10) Termination:** Either of the parties can terminate the contract by giving one month notice in writing. In the event of termination of the contract, all the records (including the updated records) maintained for and on behalf of the Asansol Durgapur Development Authority and will be handed over by the firm to the Chief Executive Officer, Asansol Durgapur Development Authority immediately.

**11) LAST DATE:** The quotation complete in all respects should reach the Chief Executive Officer, ADDA up to **3.00 PM on 23<sup>rd</sup> October, 2024**.

**12)** The Authority reserves the right to reject any or all of the quotation without assigning any reason or what so ever.

Sd/-

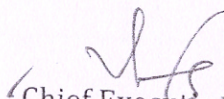
Chief Executive Officer  
Asansol Durgapur Development Authority

Memo No.: ADDA/DGP/ AES/1711

Date: 04/10/2024

Copy forwarded for kind information to:

- 1) The Sub-Divisional Magistrate, Durgapur.
- 2) The Sub-Divisional Magistrate, Asansol.
- 3) The Notice Board, Durgapur Municipal Corporation.
- 4) The Notice Board, Asansol Municipal Corporation.
- 5) The Notice Board, Asansol Durgapur Development Authority (Durgapur).
- 6) The Notice Board, Asansol Durgapur Development Authority (Asansol).
- 7) The Official Website ([www.addaonline.in](http://www.addaonline.in))

  
Chief Executive Officer  
Asansol Durgapur Development Authority



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## Form of Application

Expression of Interest (EOI) for Consultancy Services  
(To be given on Letter Pad of the Firm)

To,  
The Chief Executive Officer,  
Asansol Durgapur Development Authority,  
City Centre, Durgapur - 713216.

Sub: Expression of Interest (EOI) for the Consultancy Services.

Reg.: Maintenance of Records under EPF & ESIC Scheme in respect of  
Employees of your Organisation.

Dear Sir / Madam,

This is in response to your public notice published in [.....]  
on [.....], inviting expression of interest for the purpose mention  
under reference, we hereby submit our expression of interest. We have  
attached necessary information according to the standard form. Based on  
this Information, we understand you would be able to evaluate our  
proposal in order to per-quality for the above-mentioned assignment. We,  
however understand that the Asansol Durgapur Development Authority reserves  
the right to decide whether or not to pre-qualify our firm without disclosing the reason  
what so ever.

Name of Firm/ Consultant	
Complete Address & Telephone No.	
Name of Consultant/Proprietor	
Contact No. of Consultant/Proprietor	
Name and address of places/ offices where the Consultant/Proprietor/Firm has maintenance contract.	



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Whether the firm is a registered firm? Yes/ No (Pl. attach copy of certificate)	
PAN No. (Pl. enclose an attested copy of PAN Card)	
Service Tax No. (Pl. enclose an attested copy of Service Tax Certificate)	
VAT No. (Pl. enclose an attested copy of VAT Certificate)	
Details of Experience in the field.	
Note: The service provider should have a minimum of eight years' experience in the operational area. (Pl. attach a separate sheet giving complete details in this regard)	

**Declaraion:**

I/We hereby declare that the above information furnished by us in this Expression  
of Interest is correct to the best of our knowledge.

Signature of Authorized Signatory

Full Name:

Designation:

Seal:

Date:

Place: