

West Bengal Renewable Energy Development Agency

(An Organisation of Department of Power & NES, Govt. of West Bengal)

'Bikalpa Shakti Bhavan'

J1/10, EP & GP Block, Sector - V,

Salt Lake Electronics Complex, Kolkata - 700 091

Phone: 033-2357-5038/5348/6568

Tele FAX No - 033 2357 6569

Website: www.wbreda.org

Memo No.: WBREDA/181/EPF(16-17)/757

Dated :- 26.09.18

NOTICE INVITING QUOTATION

Subject: Engagement of a Consultant to look after the EPF Matters of WBREDA Employees (Regular & Contractual)

Sealed quotation is invited from the reputed and experienced individual/Firm/Agency/Company for the following Scope of Work i.r.o the Staff and Officers (Max. No.35) of WBREDA in the following PROFORMA.

Sl. No.	Description of the Work	Consolidated Monthly Rate (Rs.)
1	Uploading of monthly EPF Challans.	
2	UAN Claim Settlement	
3	Sorting out and reply thereof any EPF Related Queries.	
4	Any other related issues of the EPF matter of the WBREDA Employees.	
5	Processing of Pension Matters at the age of 58 years of any employee.	
6	Quarterly Meeting with D.D.O, WBREDA	

Monthly rate (in Rupees) may please be quoted for performing this job by the prospective applicants including G.S.T, if applicable.

Quotation may be made as per **PROFORMA** and rate should be quoted on monthly basis.

Quotation Form i.e **PROFORMA** may be accessed in the website of WBREDA (www.wbreda.org).

Preference will be given to the empanelled professionals as per list of EPF Authority.

WBREDA has the absolute right to reject any quotation without showing any reason.

Individual/Firm/Agency/Company must have at least five years of similar type of working experience in Government offices including Government undertaking PSU etc.

Individual/Firm/Agency/Company must have GSTIN, relevant documents of which are to be submitted alongwith Quotation.

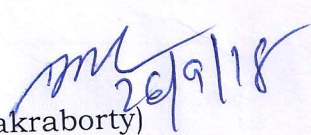
Bank ECS mandate form duly filled in along with one cancelled cheque, Pan, Adhar, is to be submitted.

Last Date of Application is 4th Oct 2018 upto 3.00 P.M. Sealed NIQ to be dropped in the Locked Tender Box on the 1st Floor of the 'Bikalpa Shakti Bhavan' J1/10, EP & GP Block, Sector - V, Salt Lake Electronics Complex, Kolkata - 700 091.

NIQ will be opened at 4.00 P.M. on 4th Oct 2018

Application receipt after due date and time will not be consider.

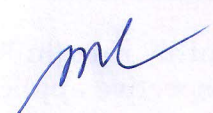
Applicants are requested to superscribe Sealed Envelope containing the Notice Inviting Quotation (NIQ) as "**Application for Engagement as Consultant, EPF of WBREDA**". Application should be addressed to the Additional Director & CEO, WBREDA.


(M. Chakraborty)
Administrative Officer,
WBREDA
Mobile No. 9830739855

Memo No. WBREDA/181/EPF(16-17)/757-(1-ii) Date: 26.09.18

Copy to:

1. Smt. R. Ghosh, Consultant (IT), WBREDA for uploading of the NIQ in the Website of WBREDA (www.wbreda.org).
2. Notice Board
3. Notice Board of EPFO


Administrative Officer,
WBREDA

