

Hotel Corporation of India Ltd.(a subsidiary of Air India Limited) invites quotations from P.F. Consultant who has more than 15 years experience as P.F. Consultant in reputed organization on contract basis for a period of two years, extendable by one year, if required, for its Mumbai Office.

2. P.F. Consultants are required to submit their quotations in the attached forms in **2 bid system** for engagement as P.F. Consultant within 15 days from the date of publishing Tender advertisement on **HCI's Website** www.centaurhotels.com to the following address:

Chief Financial Officer (CFO),
Hotel Corporation of India Ltd.
Transport Annexe Bldg., Air India Complex,
Old Airport, Santacruz (E), Mumbai-400 029.

HOTEL CORPORATION OF INDIA LIMITED.

Ref. No. HCI/HO/ADMN/ 01

16.01.2020.

Sub: Tender for Appointment of P.F. Consultant in Hotel Corporation of India Ltd. at Mumbai Office – Head Office, Chefair Flight Catering and D.F.C., Mumbai and monthly Challan Generation for Centaur Hotel, Delhi and Chefair Flight Catering, Delhi.

Hotel Corporation of India Ltd. invites bids under (TWO BID SYSTEM) from eligible bidders (here in after referred as P.F. Consultant) meeting the Bid Evaluation Criteria specified in this tender document, for recruitment of P.F. Consultant for the following :

- (a) All the work related to Provident Fund matters at Head Office, Chefair Flight Catering, Mumbai & Dining Facilities Centre, Mumbai for approx. 295 employees and
- (b) work related to monthly challan generation for Centaur Hotel Delhi and Chefair Flight Catering, Delhi for approx. 455 employees.

1. **Nature of Consultant:** Provident Fund Consultant.
2. **Experience:** More than 15 years experience as PF Consultant in the reputed organization.
3. **Contract Period:** Two years from the date of commencement after award of contract as detailed in the tender document with a provision for one year extension.
4. **Due date & time for bid submission:** 15 days from the date of publishing advertisement on HCI Website i.e. by January 31, 2020..
5. **Address where bid to be submitted:** : Hotel Corporation of India Ltd., Transport Annex. Bldg., 1st Floor, Air India Complex, Old Airport, Santacruz (E), Mumbai – 400 029.
6. **Technical Bid opening date & time:** 31.01.2020, 1500 hrs.

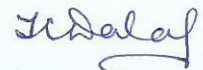
One set of Tender Documents containing following Annexures in respect of the above services may be forwarded to the above mentioned address:

Annexure - A : Bid evaluation criteria.

Annexure - B : Terms and conditions/functional aspect of the contract.

Annexure - C : Technical Bid – Part 'A'

Annexure - D : Price Bid – Part 'B'.



(T.C. Dalat)

Chief Financial Officer

Encl; a/a.

Annexure – 'A'

BID EVALUATION CRITERIA:

For Bidders to become technically qualified, it is necessary that he must have more than 15 years Experience as P.F. Consultant in a reputed organization. Knowledge of P.F. Scheme/maintaining PF Records, Registers, filling of Payment challans on receipt of the monthly contribution statement of employees. Necessary documentary proof in regard to the experience is required to be attached along with Technical Bid, failing which the bidder shall be disqualified.

The Tenderer must have PAN Number., GST Registration Number. He has to sign the two Tender Documents separately and forward in a sealed envelope mentioning "Technical Bid - Part 'A' & 'Price Bid – Part 'B' to the address mentioned in the advertisement.

Only the tenderers who shall qualify successfully in the technical bid as per above, shall be considered for their Price Bids.

Annexure B

TERMS AND CONDITIONS OF THE CONTRACT:

- 1) Selected consultant has to do the following work:
 - a) To complete preliminary work in respect of all the employees in compliance with P.F. Scheme.
 - b) To complete and maintain P.F. Records, Registers etc., for 295 employees (apprx.) of Mumbai units.
 - c) To fill up payment challans on receipt of the monthly contribution statement of employees.
 - d) To prepare Returns and Statements for submission to the concerned authorities periodically/annually.
 - e) To prepare monthly challans/ECR of Delhi units i.e. Centaur Hotel & Chefair Flight Catering, Delhi. apprx. 455 employees.
 - f) All other allied matters in respect of P.F. Work.
2. The contract to be awarded will be initially for a period of two years and extendable by another 1 year if required with 10% rise in professional charges.

HOTEL CORPORATION OF INDIA LTD.
HEAD OFFICE, MUMBAI

HCI/HO/ADMN/01

16.01.2020.

Tenderers are to submit this form duly completed and signed in a sealed envelope super scribed Tender No. HCI/HO/ADMN/01 dated 14.01.2020.

"Technical Bid – Part A"

1.	Name of Contract	Appointment of PF Consultant.
2.	Name of Bidder.	
3.	Complete Address of the Bidder.	
4.	Telephone No./Mobile No./Fax No./email ID.	
5.	Work Experience in the Organization in detail. i.e no. of years experience, name of organization.(encl. a copy of experience certificate)(Must)	
6	Are you already doing business with HCI or any of HCI Units under some other name? If so, what name?	
7.	PAN.	
8.	GST	
9.	Any other information which you feel to give.	

Undertaking: To be agreed & signed by the tender/s on the tenders Letter Head.

- a) It is confirmed that I have the capability & capacity to complete the work in the charges quoted by me in the Financial Bid Form – Part 'B' .

- b) It is also confirmed that I have carefully gone through and have understood and hereby agree to abide by all the General Terms & conditions mentioned in the tender.
- c) It is also confirmed that I am authorized to sign the tender documents and the information given is true and correct to the best of my knowledge and belief and nothing is concealed.
- d) It is also confirmed that the documents attached in support and details filled in the Technical Bid Part above are correct and nothing is concealed.

Date: _____

Place: _____

Signature: _____

Name : _____

ANNEXURE 'D'

PRICE BID:

Consultation Fee

Units	Apprx.no.of employees.	Monthly lump-sum fees (Rs.)
Mumbai	295	
Delhi	455	

It is certified that there are no hidden charges over and above Consultation Fee mentioned above.

The consultation charges quoted above shall remain for a period of two years contract and extendable by 1 year with 10% rise p.m.

Signature: _____

Name : _____

Date : _____

Place : _____