

NOTICE INVITING TENDER, MAY 2022

REQUEST FOR PROPOSAL FOR SELECTION OF SERVICE PROVIDER FOR  
PROVIDING PAYROLL COMPLIANCES SERVICES

FOR HARYANA KAUSHAL ROZGAR NIGAM (HKRN), GOVERNMENT OF  
HARYANA

Submission date-  
27.05.2022

## Important Information

S.no	Event	Details
1	Issue of RFP	18.05.2022
2	Last date for receiving queries/requests for clarifications	21.05.2022 1up to 17:00 Hours
3	Last Date of Submission of RFP (Application Due Date)	27.05.2022 up to 15:00 Hours
4	Opening of Applications	27.05.2022 after 15:30 Hours
5	Cost of RFP Document (nonrefundable)	Demand Draft of INR 3,000/- (inclusive of applicable taxes) of any scheduled bank in favour of CEO, Haryana Kaushal Rozgar Nigam Limited.
6	Place of Application Submission	Office of GM/HKRNL, Room No 415, Kaushal Bhawan, Sector-3, Panchkula.

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## 1. ABOUT

Haryana Kaushal Rozgar Nigam Limited (hereby referred to as Nigam) has been established under Companies Act, 2013 to carry on the business of deployment of skilled, semi-skilled and other manpower in Government Departments, Boards, Corporations, Statutory entities, Universities, State Educational Institutions, and other organizations owned and controlled by the State Government for meeting their temporary requirement of skilled, semi-skilled and other manpower and arrange for continuous skill training if required to meet the needs of the job role.

Haryana Kaushal Rozgar Nigam has been set up for achieving the following objectives:

- I. Deploying manpower for standardized job roles with qualification and experience as defined by the Nigam to fulfill the requirements of Government entities in a very transparent and systematic manner.
- II. Accumulating pool of candidates who have been previously employed with government entities on contractual roles and actively seeking employment through online registrations.
- III. Targeting socio-economically disadvantaged candidates for skilling and deployment based on predefined criteria.
- IV. Scientific and transparent selection and deployment process based on merit cum means scoring criteria.
- V. Ensuring compliance with Government instructions on the Reservation Policy issued from time to time while deploying manpower
- VI. Streamlined and transparent payment of salaries with full compliance to ESI/EPF and welfare funds.
- VII. Ensuring that full benefits are extended to the deployed contractual manpower as per the rules and norms applicable at the time.

## 2. BACKGROUND

For smooth and timely disbursement of Employee State Insurance (here referred to as ESI), Employee Provident fund (here referred to as EPF), and welfare funds, Haryana Kaushal Rozgar Nigam seeks to select a service provider offering the most competitive rates with the best ESI and EPF compliance-related services. The 'Service provider' should be able to provide value for money solutions in terms of cost effective, timing, data security, resolving issues.

### 3. SCOPE OF WORK

Nigam seeks to select a service provider for the one-time registration process of all Nigam employees on ESI and EPF portal on a monthly basis before monthly payment cycle. Nigam has approximately 50,000 employees on board and the quantum is expected to increase to ~1,50,000 employees over the next few months. The following services would be needed as and when required-

- I. Service provider must **sign a Nondisclosure Agreement (NDA)** with Nigam before starting the services.
- II. Service provider shall receive all employee details, required from registration from Nigam on fortnightly basis.
- III. For employees who don't have Employee state Insurance (here referred to as ESI) and Universal account number (here referred to as UAN) cards; Service-provider must register **all new employees hired by Nigam on ESI and Employee provident fund** (here referred to as EPF) **portal** and maintain and **submit the employee repository with their UAN numbers and ESI codes and registration status** to the Nigam on a fortnightly basis.
- IV. For all the new employees who already have ESI and UAN numbers, **service providers would link their existing accounts to Nigam's employer account.**
- V. Service provider shall immediately **flag discrepancies pertaining to details mismatch of employees or failed registration** on account of inaccurate employee details.
- VI. Service provider shall **notify Nigam and share SOPs for HKRN employees for KYC authentication, correction of personal details on UIDAI** in case of any mismatch
- VII. Service provider should **close the registration process of every new employee before the payment cycle** for which the employee's first salary is due.

#### TIME FRAME

The contract with the service provider shall be for a period of one year from the date of the contract unless terminated earlier and can be extended depending on satisfactory services.

### 4. ELIGIBILITY CRITERIA

- The 'Service provider' should:

- I. Be a domestic or multinational company registered with the Registrar of Companies(RoC);
- II. Have a valid Goods and Service Tax(GST) Registration and Permanent Account Number(PAN);

- III. Submit their annual IT and GST returns and audited Balance Sheet/ Profit & Loss Account and Income Tax Return filed for the last 3 Financial Years.
  - IV. Be equipped with the requisite IT infrastructure- workstations, servers, networks, and general software.
  - V. Have Payroll Management experience of more than 5 years
  - VI. Have adequate manpower to honor the time-based deadlines of the contract
- Note- The 'Service provider' should be in a position to make available a dedicated Point of contact to assist HKRN with SOPs for employees for KYC authentication and correction of details on UIDAI.

Note: Kindly provide the supporting documents/self-certificate/ declaration attested by the authorized signatory of the Agency. In case these are not provided shall not be considered for empanelment

## 5. SUBMISSION PROCEDURES

The Applications should be enclosed in envelopes as per the following:

- I. **Sealed Envelope A:** containing a hard copy of the Technical Proposal. The envelope should clearly provide the contents inside the envelope and should be superscribed as "Technical Proposal: Service Provider".
- II. **Sealed Envelope B:** containing only hard copy of the financial application. The envelope should clearly provide the contents of the envelope and should be superscribed as "Financial Proposal: Service Provider".
- III. **Sealed Envelope C:** All the above-mentioned sealed envelopes (i.e. Envelopes A and B) should be enclosed in another envelope 'C' stating the contents of the envelope. The envelope should also indicate the name and address of the Service Provider to enable the application to be returned unopened in case it is declared "late".
- IV. Response to this Request for Proposals as per (Annexures I & II) is required to be submitted on or before 17:00 hrs on 25.05.2022.
- V. HKRN will verify whether the application is in order as per the requirement. Thereafter the applications shall be reviewed against the eligibility criteria as specified in the section "ELIGIBILITY CRITERIA" Only those agencies who qualify this shall be considered for detailed technical evaluation.
- VI. The application has to be submitted in the form of a printed document.
- VII. The applications submitted by any other means shall not be entertained.
- VIII. Any condition put forth by the Agency non-conforming to the application requirements shall strictly not be entertained and such applications shall be rejected.

- IX. Incomplete application forms are liable to be rejected. No further correspondence will be entertained from rejected applicants.
- X. The application of the selected agency should be signed by the authorized signatory confirming that all the details furnished in the application are true and correct to the best of his/her knowledge and that in case any false information or suppression of any material information is furnished, the application shall be liable for rejection by HKRN.
- XI. Envelopes should be properly sealed and addressed to:  
**Room No. 415**  
**Kaushal Bhawan**  
Sector 3, Panchkula, 134111

## Proposal Contents

Proposals, together with letters of transmittal, should include the service provider's description of the work that would be performed and the following information:

- I. Contact information:
  - a) Name of the vendor/service provider;
  - b) Postal address;
  - c) Telephone/Fax;
  - d) Email address
- II. Copy of registration certificate in Goods and Service Tax, PAN Card.
- III. The contact information of a representative of your firm with whom HKRN, GOH can contact on a daily basis
- IV. **Audited financial reports for the last three financial years may be required from the shortlisted vendor.**
- V. Brief note on relevant past experience of your firm along with clientele.

## 6. OPENING, EVALUATION AND AGREEMENT

- I. Proposals may be opened by HKRN at any time after the submission deadline. All proposals satisfying the requirements of this RFP will be evaluated to establish which of the applicant(s) best fulfills the needs of HKRN
- II. HKRN anticipates entering into an agreement with the selected agency to execute the proposed work.
- III. This RFP does not commit HKRN to award a grant or to pay any costs incurred in the preparation of a proposal for the goods and/or services offered.
- IV. HKRN reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified applicant(s) or to cancel this RFP, if it is in the best interests of HKRN to do so. The decision of HKRN shall be final.

## 7. OTHER CONDITIONS

- I. 1. Decision of the HKRN with regard to selection of the vendors/service provider will be final and binding.
- II. HKRN reserves its right to accept or reject any or all applications without giving any reason thereof.
- III. The Service provider shall provide monthly online MIS giving detailed breakup of bill in the template provided by HKRN.
- IV. HKRN has reserves the right to
  - A. Add / delete / alter any of the services requested for, without assigning any reason(s) for the same.
  - B. Terminate the services of the Agency without assigning any reason whatsoever during any time during the tenure of the contract.
- V. HKRN may amend/add any of the terms and conditions included in the registration granted to vendors with effect from any date, without assigning any reason(s) for the same.
- VI. Termination in case of default:
  - a. If the Service provider fails to respond, after repeated reminders for services requested for within the time period(s) specified in the email/request by HKRN.
  - b. If the service provider fails to perform any other obligation(s) under this contract. If the service provider, in either of the above circumstances, does not take remedial steps within a period of 7 days after receipt of the default notice from HKRN, GOH, HKRN, GOH may terminate the empanelment/purchase order in whole or in part.

### **Payment Terms**

- I. Bills should be sent on a monthly basis and payment will be made within 15 days from the date of receipt of final bills.
- II. Payment would be made against the number of successful registration of employees of HKRN, no payment would be made for unsuccessful registrations.
- III. No advance payment will be made for any purpose.
- IV. Commissions/Fees quoted shall remain valid during the contract period since no variation will be allowed.
- V. The successful Vendor will enter into a service level agreement with HKRN, GOH.

## Annexure I

### TECHNICAL PROPOSAL FORMAT

S.no	Item	Information/Inputs to be filled/provided by the Service Provider												
<b>Service Provider/Company details</b>														
1.	Name and address of the agency/company, telephone number, fax, mobile number, email address													
2.	Type of organization (Whether Proprietorship, partnership firm, company or an association of person)													
3.	Year of formation of the agency/company													
4.	Company Identification Number													
5.	Permanent Account Number													
6.	Goods and Service Tax Number													
<b>Background and Relevant experience</b> As part of this proposal kindly provide information on the following aspects with documentary evidence:														
9.	Since when have you been working in this field													
10.	What is the financial strength of your firm (please provide your audited financials and copies of last Income Tax and Service Tax Returns as required by the RFP)													
11.	List of clients and successful assignments. Provide a list of 4 - 5 credible clients and the nature of association with them. Kindly also share a letter of award/ appreciation of the concerned clients as proof.	<table border="1"> <thead> <tr> <th>Client Name</th><th>Period of association</th><th>Assignment details</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table>	Client Name	Period of association	Assignment details									
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### **Undertaking**

**I/We have read the terms and conditions of RFP and understand that in case any of the statements furnished by the undersigned is found to be false OR if any / all the terms and conditions are not complied with, my/our Proposal is liable to be canceled by HKRN. I/We agree that the decision of the FCD, and GOH in this regard would be final and binding on the Proposal.**

**I/We also certify that, I/We have understood all the terms and conditions indicated in the Proposal document and hereby accept the same completely.**

**Date :  
provider  
Place :**

**Signature of the authorized signatory of the service  
official seal/ stamp**

## ANNEXURE II:

(To be submitted separately in sealed envelope, failing which, Bid is liable to be rejected)

### **FINANCIAL PROPOSAL FORMAT** (To be submitted on letterhead of Bidder)

Tender Document No.  
To

Sir,

I/We hereby submit our Proposal for the Selection of a Service provider for ESI and EPF Compliance Services for Haryana Kaushal Rozgar Nigam (HKRN) in accordance with the Terms and Conditions as well as the Scope of work.

Description	Proposed per employee/account fee in Rupees (in Numeric)	Proposed per employee/accountFee in Rupees (in Words)
Financial Quote for providing the Employee registration services for ESI and EPF as per the scope of work		

Note:

1. The financial quote shall include remuneration, fee, pocket expense and all other expenses towards the services.

The Financial quote shall be excluding the GST. The GST shall be paid by the authority as per the applicable rate