



REQUEST FOR PROPOSAL

FOR

"Empanelment for an agency for carrying out the Statutory Labour Compliance applicable to IIDL"

(Last date for submission of Proposal:
16.04.2024 up to 1100 Hrs. IST)

Registered Office

**IIDL Suites
4A, District Center, Sadhbhawna Marg,
Mayur Vihar, Phase-1, New Delhi-110091**

Empanelment for an agency for carrying out the Statutory Labour Compliance applicable to IIDL.

IFCI Infrastructure Development Ltd (IIDL) is an institutional endeavor of IFCI Ltd. (formerly known as Industrial Finance Corporation of India), IIDL was set up in the year 2007 by IFCI with a vision to leverage its expertise to reap dividend from emerging Real Estate and Infrastructure sector.

IIDL is looking for an Agency/Company who shall carry out all the jobs relating to compliance of IIDL with the statutory provisions under the Statutory Labour Compliance with the proposed terms and conditions.

1. Scope of Work & Timeline

To ensure 100% statutory compliance regarding all labour legislations which are applicable to regular/ contractual employees. The scope of work will include adherence of all compliances for the location concerned, as may be applicable or in force currently or which may be envisaged by the competent Government in future specifically linked to the employment /deployment of the employees /workforce. You shall provide necessary advice/ consultancy services to IIDL for any query or issue within the ambit of the Act as and when required by IIDL authority.

- a) The agency shall look after all the applicable Labour Statutory Compliances pertaining to HR matters and maintaining all the required records, registers, display of abstracts, filing of returns etc.
- b) The agency shall also look after all the documents with concerned labour department of State/UT department, updating and implementation of all amendments in Labour law required which includes all applicable compliance for obtaining any license, renewal/ amendment / handling hearing and inspection etc.

2. RECURRING ACTIVITIES

- a) Ensure availability of prominent display of statutory notices and abstracts, registration etc. as per legal requirements of the applicable laws. Timely submission of statutory notices.
 - b) **Returns & Forms** – Preparation and submission of All statutory forms / returns etc. presently in force or to be enforced / revised by the respective region/state/country from time to time shall be submitted / filed to the authorities by the compliance agency as per applicable laws within due dates. Timely remittance of all statutory payments periodical updation of all statutory registers and timely submission of all statutory returns.
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- c) Preparation and Maintenance of Registers and documentation.
- d) **Inspections / Notice** – Management of inspection by statutory authorities like inspectors of labour /PF/ESIC/PT/LWF authorities (assistance during inspection, replying to requests for documentation, replying to and closure of show cause notice (if any), assistance in the event of court proceedings, etc.). Further agency shall take utmost care in keeping us updated about the Employer's responsibilities and liabilities to be observed by us under the scope of the Act. Any amendment / addition / alteration / deletion etc. issued under the Act shall be immediately brought to our notice. Similarly, any Notice / Circular issued by the government, which concerns as an Employer, shall also be brought to our knowledge immediately after issuance of such Notice / Circular. This would require closure of inspection notices.
- e) **Assistance during Audit by Statutory Auditors/Internal Auditors.**
- f) The company shall provide necessary advice / consultancy services to IIDL for any query or issue within the ambit of the labour law matters as and when required by the IIDL authority. This would also require providing information on labour law notifications & amendments and providing possible exemptions under labour laws.
- g) Continuous liaison with statutory authorities and compliance support as may be required.

3. MIS AND SERVICE GOVERNANCE

- a) Preparation and submission of monthly MIS on status of labour law related Compliance detailing the adherence to due dates, completeness of records/documentation required to be maintained, issues/challenges.
- b) Services Provider at the end of every month will have to submit a duly signed to IIDL, declaring adherence to applicable statutory compliances.

4. LABOUR LAW COMPLIANCE

The agency shall ensure to timely carry out all activities including but not limited to obtaining of licenses/their renewal /amendments/ approvals etc. under the already applicable enactments as per the below list and/or which may be formulated by the Authorities in future course.

- a. Shops and Establishments Acts
 - b. The Minimum Wages Act, 1948
 - c. The Payment of Wages Act, 1936
 - d. The Equal Remuneration Act, 1976
 - e. The Payment of Bonus Act, 1965
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- f. The Employment Exchange (Compulsory Notification of Vacancies) Act, 1959
- g. National and Festival Holidays Act.
- h. The Child Labour (Prohibition & Regulation) Act, 1986
- i. The Contract Labour (Regulation & Abolition) Act, 1970
- j. The Payment of Gratuity Act, 1972
- k. The Maternity Benefit Act, 1961
- l. The Employee Compensation Act, 1923
- m. Apprentices Act, 1961
- n. Sexual Harassment of women at workplace (Prevention, Prohibition & Redressal) Act 2013
- o. Employees' Compensation Act, 1923
- p. And all other State and Central Labour laws (as applicable)

5. PAYROLL COMPLIANCE ACTIVITIES

- a. Profession TAX Act ("PT")
- b. Labour Welfare Fund Act ("LWF")
- c. Provident Fund Act ("PF")
- d. Preparation and submission of required returns to the authorities before the due dates.

6. Completion Period/Timelines:

The Contract Period for the subject tender is 2 years, extendable to another period of 2 years with mutual agreement of both the parties along with satisfactory performance at the same terms and conditions.

7. Subcontracting and Assignment:

- a) You shall have no right to subcontract all or part of services with a third party (sub-Agency) without the written approval of IIDL. Sub-contracting of the assignment will not be allowed. The appointed Agency shall be solely responsible for all the required final deliverables.
 - b) You shall not assign this Agreement or this work order or any obligations hereunder, without the prior written consent of IIDL. Notwithstanding the foregoing IIDL reserve the right to assign, delegate or transfer this Agreement or work order to any of its affiliate for so long as such assignee, delegate, or transferee remains its affiliate. Any assignment, delegation, or transfer in violation of this provision shall be void and without legal effect.
8. In case of any emergency service, if required by the IIDL or any representative of IIDL, you shall be required to visit the IIDL Office within 24 hrs of lodging the call.
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9. List of manpower headcounts (indicative) is attached as **Annexure - A.**
10. The Bidder directly or indirectly shall not be a dependent agency of the Employer.
11. Consortium bids/proposals will not be allowed.
12. Bidding will be accepted through GeM portal only till 16.04.2024.

IIDL reserves the right to reject or accept or withdraw the tender/bid without assigning reasons thereof.

Eligibility Criteria

- i. The Agency/Company should be practicing for **at least preceding five years and should be based in Delhi -NCR.** In the case of firms, it should be registered. Authenticated self-attested copies to be submitted.
- ii. The Agency/Company must have worked with at least 2 for Central Government/ Autonomous Society/Ministries/Departments/PSU's in the last three years. Copy to be attached.
- iii. **Award of Work**

The offers from the Agency/Company who fulfil the eligibility criteria will be evaluated on the basis of total amount (inclusive of taxes). The lowest of total amount quoted by Agency/Company will be considered as L1 and may be awarded the assignment relating to compliance of IIDL with the statutory provisions under the Statutory Labour Compliance to fulfilment of other conditions.

13. Terms and Conditions

- i. The following documents (self-attested) are required to be submitted along with offer Document.
 - (a) Goods & Service Tax Registration
 - (b) PAN No. (Firm or individual)
- ii. No TA/ DA or out of pocket expenses will be admissible to attend any meeting, Submission of offer or during completion of job.
- iii. The interested firm have to submit their offer through online mode in the Performa along with relevant documents in support.

- iv. No request for extension in the date of submission of offer will be considered.
- v. IIDL will not consider any request for increase in the price quoted by Firm for the defined job.
- vi. Offers received not as per prescribed form will be summarily rejected.

14. Time for Completion of work

The work should be completed within 10 days from the date of award.

15. Payment Terms

The payment for the work will be released after acceptance of the valuation by the Competent Authority. No interest shall be paid for delayed payment.

16. Corrigendum to tender

The bidder has to keep track of any changes by viewing the addendum / corrigendum's issued by the Tender Inviting Authority on time-to-time basis on the website i.e www.iidlindia.com.www.iidlhospitality.com. The Company inviting tender shall not be responsible for any claims / other issues arising out of this.

Tender Ref: **IIDL/HR/2024-2025/04**

Annexure 1

Sr.No	General Particular/ Details of the Bidder	
1	Name of the Bidder	
2	Address of the Bidder	
3	Name of the Contact person of the Bidder	
4	Designation of the Contact person of the Bidder	
5	Contact person mobile no. Phone No	
6	Official Email id	
7	GST Registration No	
8.	Details of similar work carried out (Attach Copies)	
9.	Total year of experience	

Signature with Stamp

Date

Full name

Address

Tender Ref: **IIDL/HR/2024-25/04**

Format for Financial Offer/Quote

Amount quoted for the statutory compliances.

Consultancy Charges	INR
Taxes if any	
Total	

Amount in words _____

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Signature with Stamp

Date

Full name

Address
