



इंडिया युनायटेड मिल नं. 5 INDIA UNITED MILL NO. 5

एन.टी.सी.लिमिटेड (प.क्षे.) भारत सरकार का उपक्रम NTC Ltd.(WR) A Govt of India Undertaking

ए.जी.पवार लेन, भायखला(पूर्व), मुंबई-400027, A.G. Pawar Lane, Byculla (E), Mumbai - 400027

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CIN No. U74899DL1968GOI004866. PAN AAACN2847D/ G.S.T. 27AAACN2847DIZO

स्टोअर पूछताछ / STORE ENQUIRY NO. 1

जेसर्स/M/s. _____

इंडेंट नं. Indent No. : Job/HR/06 dt.: 06.09.2024

पूछताछ की ता. / Date of Enquiry : 04.12.2024

नियत दि - Due Date : 11.12.2024

प्रिय महोदय / Dear Sir,

विषय: जॉब वर्क / Job Work to Hire the services for preparing of monthly pay roll in bilinguals on contract basis.

कृपया निम्नलिखित सामानों का अपना भाव नीचे दर्शाए गए नियम और शर्तों के अनुसार भरें ।

Kindly submit your quotation for the following items as per terms and condition mentioned below:

Quotation should be in sealed envelope only. Fax & E-mail quotation will not be accepted. **Preference** will be given to **MSME** parties & most preference will be given to SC/ST Parties those who are registered with MSME (Attach certificates copies along with quotation.)

Mill reserves a right to accept or reject the whole or part of any tender without assigning any reason thereof. Over writing will not be considered. Rates should be as per Tender units only.

स्टोअर प्रभारी
Store Incharge

Sr. No.	वस्तुओं का विवरण / Description of Articles	संख्या Quantity	दर (₹.) Rate (Rs)	टिप्पणी / Remark
	Job work to Hire the services for preparing of monthly pay roll in bilinguals on contract basis. Annexure "A" 1) Salary/Wages 2) EPF 3) Diseased Employees Claim i.e. P.F. Pension and Insurance fund 4) ESIC 5) Co-operative society 6) Labour welfare fund 7) Banking reports. Annexure "B" Annexure "A" and Annexure "B" nature of work, Terms and Condition sheets have been attached with Indent Sheet. Please note.	Lumpsum		

If Terms are not mentioned against below Terms then our Terms will be assumed.

अगर शर्तों के सामने अपनी शर्तें नहीं लिखीं तो हमारी निम्नलिखित शर्तें मानी जाएंगी । सभी शर्तें अंकों में लिखिए । All terms write in figures.

Sr No	Write Terms in figures	Remark	If Yes, Specify
1	(छूट) % Discount %		
5	(वस्तु एवं सेवांक) GST / IGST %		
6	HSN code Compulsary		
7	(शुभताम) Payment : 30 Days credit		

फर्म की रबर मोहर तथा हस्ताक्षर
Rubber seal/Stamp/Sign of Firm

Tender Opened on date :

Store Inch.

Asst. Mgr. (A/c's)

Mgr. (Tech./HR)

General Manager

INDIA UNITED MILL NO.5

Indent No.15/Job/HR/06 Date: 06.09.2024

Dept.: HR - Sub. Dept.: Admin /Account /ESIC/PF/Record- Sanction Dept.: Time Office

Sub.: Hire the services for preparing of monthly pay roll in bilinguals on contract basis.

ANNEXURE "A"

Sr. No.	Description	
1	Salary & Wages	a To prepare the salary sheet of all the employees as per the data provided by the employee.
		b Prepare of salary sheet of individual employees as per the earning & deduction.
		c Preparing the department salary sheet summary.
		d Preparing the salary slips of the employees.
		e To calculate the annual Bonus of the Employees and to provide the statement showing the Bonus amount payable to the Employees
		f Preparing the overtime payment sheet.
		g Preparing & maintaining the leave cards of the employees.
2	EPF	a Preparing the P.F. monthly statement.
		b To prepare the monthly P.F. Challans will be regularized online to remit the P.F. amount
		c To Prepare the monthly P.F. returns in the Form of 12A
		d Preparing the other P.F. Forms No. 5, 10 etc.
		e To fill-up the Form No. 19 & 10C of the employees, who have left the services, to enable them to withdraw their P.F. & Pension dues.
3		To fill-up to Form No. 20, 51F and 10D of the diseased employees to enable their legal heirs to receive the pension amount, P.F. amount and Insurance Fund amount. Preparing the monthly E.S.I.C. challans will be regularized Online to remit the E.S.I.C. amount.
4	ESIC	a Preparing the E.S.I.C. monthly statement.
		b Preparing the monthly E.S.I.C Challans will be regularized online to remit the E.S.I.C. amount
		c Maintenance of regulation-7 register to be maintained under the E.S.I.C. regulations.
5	Cooperative Society	Preparing the Society statement.
6	Labour Welfare Fund	To calculate the Labour Welfare Fund to be paid by the Establishment every 6 months and also to prepare the challans to make the Labour Welfare Fund payment.
7	Banking & Reports	a Preparing the Bank report
		b Preparing the cash details.
		c To calculate the annuals returns in Form No. 6A & 3A along with the reconciliation statement.
		d Preparing the Half Yearly returns in the Form of RCC.
		e Preparing the yearly returns Form No. 16 (Income Tax)
8		a All related department timely reports.
9		a To prepare the salary wages sheet of workers & Staff approx 420.

INDIA UNITED MILL NO.5

Indent No.I5/Job/HR/06 Date: 06.09.2024

Dept.: HR - Sub. Dept.: Admin /Account /ESIC/PF/Record- Sanction Dept.: Time Office

Sub.: Hire the services for preparing of monthly pay roll in bilinguals on contract basis.

ANNEXURE "B"

TERMS AND CONDITIONS:

- a) Validity of Engagement:** The validity of engagement will be for a period of twelve months from the date of allotment of works.
- b) Completion of Job:** The time being essence of this contract and work shall be completed within required period.
- c) Acceptance/Rejection of Offer:** The Management of India United Mill No.5 reserves the right to reject all or any offer without assigning any reason whatsoever.
- d) Dispute:** In case of any dispute arising during execution of contract, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of Management of India United Mill No.5 will be final and binding on both the parties to the Contract.
- e) Firms/LLP/Proprietorships/individuals** who fulfil the above minimum criteria may download the Offer Document from the site www.ntcltd.org.
- f) If the mill management is satisfied with your work, then your work contract may be extended for next three years with the same rate, terms and conditions. All the rights and decision reserved with the mill management.**

Name Sign & Seal of Contractor



India United Mill No.5