



पोदार मिल्स  
इकाई एन टी सी लि. (पश्चिम क्षेत्र)  
(भारत सरकार का उपक्रम)  
ISO 9001:2008 प्रमाणित

PODAR MILLS  
Unit of N T C Ltd., W. R. Mumbai  
(Govt. of India Undertaking)  
C.I.NO. U74899DL1968GO1004866

ता. म. जोशी मार्ग , चिंचपोकली , मुंबई 400 011. फो.नं. 022-23099663,23099711 फॅक्स नं. 022-23051593

N.M. Joshi marg , Chinchpokli, Mumbai-400011. Email: podar.mills@ntcltd.org; website: www.ntcltd.org

पंजीकृत कार्यालय : स्कोप परिसर, कोर - चतुर्थ, 7, लोधी रोड, नई दिल्ली - 110003. फोन : 011-24362511 फैक्स : 011-24361112

पश्चिमी क्षेत्र : एनटीसी सदन 15 एन एम मार्ग वेलाई इस्टेट मुंबई - 400001, फोन : 0211-22686600 / 22686601, फैक्स : 022-22686631

Date:- 28.11.2024.

Tender No - PM/11/2024-25

## TENDER NOTICE

**Sub : Engagement of Firm for Salary (Muster) preparation (Of 260 employees ) Service for the period of one year.**

**Due Date-09.12.2024 upto 2.30PM**

Podar Mills Mumbai is inviting sealed offers from reputed parties for salary muster preparation service. Parties are requested to submit their offers on monthly work basis as per the details given in the work of scope.

### **Eligibility Criteria:**

1. G.S.T. registration certificate (submit GST registration copy).
2. M.S.M.E certificate if registered.

### **Earnest Money Deposit(EMD)**

- 1 The Bidder should submit an EMD of Rs.5000/- (Rupees Five Thousand only) in form of Demand Draft drawn from any Nationalized Bank /Commercial Scheduled Bank (Except Co-Operative Bank), in favor of "N.T.C. Ltd -WR unit Podar Mills "payable at Mumbai.
- 2 EMD of successful bidder will be converted into Security Deposit and will be return after completion of work successfully and shall not carry any interest.
- 3 EMD of unsuccessful bidder will be return after finalization contract and shall not carry any interest.

### **PERIOD OF COMPLETION**

The contract will take immediate efforts to start the work after received confirm order and ensure that the entire job should be completed as per requirement of the Mills Time Office.

### **CERTIFICATION OF WORK**

The contractor has to carry out the job as per the instruction Time keeper of Podar Mills after completion of job satisfactory submit the bills in duplicate in every month.

### **Payment Terms**

- I. No advance payment shall be made.
- II. 100% Payment will be released after completion of satisfactorily work and Bill certified by the Podar Mills Time Office.
- III.

### **Terms & Conditions:**

1. The contractor has to carry out the job as per the instruction of Mills Time Office.

2. The contractor will take all necessary precaution to prevent any duplication or misuse of the Podar Mills documents.
3. Income Tax and other Taxes as applicable during the contract period shall be deducted from your bill as per the rule applicable from time to time.
4. Podar Mills can terminate the contract at anypoint of time without assigning any reason thereof.

#### **SITEVISIT**

The prospective bidders are requested to visit the site on following address:-Podar Mills N.M. Joshi Marg Mumbai-400011 for collecting all detail about scope of work and other constraints before submission of tender.

#### **VALIDITY OF ORDER/ CONTRACT**

Order given by the mills for the entire work shall be valid for one year from the date of order.

#### **RESOLUTION OF DISPUTES**

The Terms&Condition of this tender document shall prevail incase of any dispute are singout of this contact and any dispute directly or indirectly connected with this contract will be referred to sole arbitration of the General Manager of Podar Mills Ltd. or any other officer appointed by the General Manager for this purpose. The decision of the said arbitrator shall be final, conclusive and binding up on all concerned.

#### **JURISDICTION**

All suits or proceedings relating to any dispute or claim arising out of or in course of performance in this contract shall be filed in appropriate court having jurisdictional Mumbai.

**The Podar Mills reserve the right to accept or reject any tender without assigning any reason thereof.**

Thanking you, Your faithfully,  
For Podar Mills.

**Asst. Manager (Matls)**

General Manager

**Signature and Seal of the party**

## SCOPE OF WORK FOR SALARY PREPARATION SERVICES OF 200 EMPLOYEES,

1. Input of the employees will be given to you on or before 1<sup>st</sup> of every month.
2. To submit the Output for checking on or before 6<sup>th</sup> of every month.
3. To prepare the salary sheet of all the employees as per the data provide by the employer.
4. Envelops to disburse the salary of the employees along with the salary slips.
5. Preparing the salary slips of the employees (customized).
6. Preparing the Department Salary sheet summary.
7. Preparing the employees Signature sheet of net payment.
8. Preparing & maintaining the leave cards of the employees.
9. Preparing the Society Statement.
10. Preparing the LIC Statement.
11. Preparing the Bank report.
12. Preparing the Overtime Payment Sheet.
13. Preparing the Cash Details.
14. Preparing the P. F. Monthly Statement.
15. Preparing the E.S.I.C. Monthly Statement.
16. To prepare the monthly P.F. Challans will be regularized Online to remit the P.F. amount.
17. Preparing the monthly E.S.I.C. challans will be regularized Online to remit E.S.I.C. amount.
18. Preparing the Half Yearly returns in the Form of RCC.
19. To calculate and prepare the monthly P. Tax amount and also preparing the monthly P.Tax Challans to remit the P. Tax payment.
20. P. Tax E-Return Form III-B.
21. 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.
22. To calculate the annual bonus of the employees and to provide the Statement showing the bonus amount payable to the employees.
23. Stationary will be provided by us.
24. Any other adhoc activity as and when proposed by mill management.

Above Scope of Work is indicative and non-exhaustive in nature.

## PRICE-OFFER

PERFORMA FOR COMMERCIAL/PRICE OFFER (For salary preparation services of 260 employees of PODAR Mills).

Sr.no	Perticular	Amount in (Rs.)
1	Fees for Special Salary preparation-monthly on lumpsum basis	
2	GST as applicable	
2	Total Amount	

Total fees quoted in words (Rupees):

Signature:

Name & Designation of the Authorized Signatory

Seal of the Firm/LLP/Proprietorship/Individual:

Date: