

Ref. No.: DMIC IITGNL/2022-23/164

Dated 08/08/2022

Notice inviting quotation for appointment of Labour law Consultant in DMIC Integrated Industrial Township Greater Noida Limited (DMIC IITGNL)

1. Introduction

DMIC IITGNL invites quotation for appointment from firms having expertise of Labour law for appointment as Labour Law Consultant to provide services related to advisory compliances related to applicable labour laws in DMIC Integrated Industrial Township Greater Noida Limited.

The selection of the Labour law Consultancy shall be based on qualifying criteria given in this. Interested firms having requisite experience in handling to fulfil all compliances applicable under Labour laws may send their application in prescribed format in sealed envelope latest by **16/08/2022 by 06.00 PM.**

2. SCOPE OF WORK

- a. The Firm, appointed as Labour law consultant shall be required to ensure the following:
 - Continuously identify all labour law compliances applicable on DMIC IITGNL,
 - Advise the management on such compliances,
 - Help the management in registration under various labour law authorities as applicable,
 - Deposition of applicable fees, taxes, cess etc as applicable,
 - Preparation and filing of monthly/quarterly/half-yearly/yearly returns as applicable with the various labour law authorities on regular basis.
 - Preparing and filing replies to various notices issued by various labour law authorities.
 - Liaisoning with various government departments / authorities in connection with connection with labour law compliances.
- b. The Labour law consultant shall be in adherence to the relevant notifications/clarifications issued by concerned department of state Government/Govt. of India; the guidance note issued by the Employees' Provident Fund Organisation, Employees State Insurance Corporation, Labour Department and other concerned department from time to time and the standing orders as applicable during engagement to ensure that all compliances pertaining to labour laws are complied with.
- c. DMIC IITGNL reserves the right to modify/ include/ exclude any items in the Scope of work anytime during the tenure of service at its sole discretion and as per applicable laws of the land as amended from time to time.

3. LABOUR LAW CONSULTANT FEE

- a. Professional Fees shall be decided by the Company based on the professional fee quoted by the firm.
- b. The professional fee shall be quoted by the firm on Annual Basis. However, the same shall be paid on monthly pro-rate basis.
- c. The annual professional Fee shall be revised at the end of one year from the date of first appointment and at the end of every one year thereafter. The revision in the annual fee shall be at the rate of 8% per annum. The revision in the professional fee shall be subject to satisfactory performance of services and the decision of the Company in this matter shall be final and binding on the consultant.
- d. No Out-of-Pocket expenses shall be paid **except** the statutory fees/taxes/cess/levies etc. paid by the consultant to the government authorities on behalf of the Company.
- e. Statutory Taxes/levies & duties shall be paid extra, as applicable.

4. QUALIFYING REQUIREMENTS/ ELIGIBILITY CRITERIA

- a. The Labour law consultant should be registered and should have minimum 5 years of continuous experience in full time practice of Labour Laws. There should be at least 05 (Five) employees working in the firm. The cut-off date for ascertaining experience will be date of issuance of the notice inviting quotation by the Company.
- b. The Labour law consultant should have experience of handling labour law compliances/consultancy of at least five (05) companies during last 03 (three) financial years.
- c. The office of Labour law consultancy/ Firm should be based at Gautam Budh Nagar (U.P.).
- d. The consultant should have not been banned/ blacklisted/ de-barred from business by any PSU/ Govt. Department during last three (03) years. (Self-declaration in this regard is to be submitted).
- e. The consultant should not have been disqualified / penalized by the any Government Authority in any Disciplinary Proceedings during last 03 (three) years. (Self-declaration in this regard is to be submitted.)
- f. The employee of Labour law consultancy/ Firm should not be relative of any Director or officer of the Company and should not have any interest in the business of the Company.

5. SELECTION CRITERIA

The Labour law consultancy/ Firm fulfilling all the eligibility criteria and having lowest professional fee shall be selected for appointment as Labour Law Consultant.

6. TERMS & CONDITIONS

- a. The tenure of appointment shall be at the sole discretion of the Company. Initially, the tenure of appointment shall be for a period of Three (03) which may further be extended for a period of two years. However, the Company reserves the right to terminate the services of the Labour law consultant at its sole discretion without assigning any reason therefore before completion of three years.

- b. The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever therefore.
- c. Documentary evidences of all the information as stated facts related to eligibility criteria are to be furnished along with the quotation.
- d. All the pages of the proposal document shall have to be signed by the applicant firm(s) with the firm's seal and documents submitted along-with the offer shall also have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal.
- e. Overwriting/correction/erase and/or use of white ink should be avoided in the offer. However, if any overwriting/correction/erase is inevitable, the same should be authenticated with the signature & seal of authorized person of applicant firm.
- f. Information related to Labour law consultancy/ Firm and selection criteria shall be submitted in the **Annexure-I**.
- g. Declaration that Labour law consultant has not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years and has not been disqualified / penalized by the company/Agency or any other Government Authority in any Disciplinary Proceedings during last 03 (three) years shall be submitted in **Annexure-II**.
- h. Professional Fee should be quoted in the format prescribed in **Annexure - III**.
- i. Payments shall only be made through Electronic Mode, hence Bank Details as per **Annexure - IV** need to be submitted at the time of acceptance of the appointment.
- j. Company shall deduct TDS/any other tax/levy as per prevailing rules/rates.
- k. The Company may seek any clarification on the information provided in the EOI.
- l. The Labour law consultancy/ Firm will be debarred from getting, in future, the consultant:
 - I. If the Firm obtains the appointment on the basis of false information / misstatement.
 - II. If the Firm does not take up audit in terms of appointment letter.
 - III. If the Firm fails to maintain/honour confidentiality and secrecy of the Company's information.

The quotation should be submitted strictly as per terms and conditions laid down in the document to the following address:

**Manager (HR & Administration),
DMIC Integrated Industrial Township Greater Noida Limited
11th Floor, Tower-1, Plot No.-1, Knowledge Park-4, Greater Noida,
Gautam Budh Nagar, Uttar Pradesh- 201310.**

The envelope containing quotation must be sealed and super scribed mentioning "Quotation for Appointment of Labour Law Consultant". The name and address of the firm must be indicated on the body of the envelope.

For DMIC Integrated Industrial Township Greater Noida Limited

**Sd/-
(Manager - HR & Administration)**

Annexure – I
Information regarding eligibility criteria for appointment as Labour Law Consultant

Information	Description
Name of Labour law consultant / Firm/LLP/company	
Constitution of Firm (Proprietorship /Partnership/LLP/Company	
Registered Office Address	
Correspondence Address	
Phone Number	
Email Id	
website (if any)	
Year of Establishment/Incorporation	
Registration No.	
GST Registration No.	
Permanent Account No. (PAN) of Company/ Firm/Proprietor/LLP	
Labour law consultancy/ Firm 's experience in practice	
No. of companies served in F. Y. 1. 2017-18: 2. 2018-19: 3. 2019-20: 4. 2020-21: 5. 2020-22:	

Declaration: -

I, _____ Partner / owner of the Firm _____, hereby declare that the above information furnished is true & correct to the best of my knowledge and I will abide by the Terms & Conditions set by the company for the appointment of Labour Law Consultant.

Signature and seal of the firm

Annexure – II

Declaration (By the Labour law consultant)

(On the letterhead of the firm)

I/ We, M/s (Name of Firm) hereby affirm and declare that I/we have not been banned/de-listed/de-barred from business by any PSU/Govt. Department during last 03 (three) years.

I/ We, M/s (name of Firm) further declare that I/we have been disqualified / penalized by the Company/Agency or any other Government Authority in any Disciplinary Proceedings during last (03) three years.

(Signature and seal of the firm)

Annexure -III

Format of Professional Fee quotation (on letterhead of the firm)

I/ We, M/s (Name of Labour law consultant) hereby submit my/our quotation for annual professional fee for providing services as Labour Law consultant to the DMIC Integrated Industrial Township Greater Noida Limited as below:

Particulars	Amount (In INR)
Professional Fee Per year (Excluding Goods & Services tax, if applicable)	
Goods & Services Tax (GST) @%	
Total Amount Payable (Per year)	

(Signature and seal of the firm)

Annexure - IV

**Bank Details (To be submitted at the time of acceptance of appointment)
(On the letterhead of the firm)**

I/ We, M/s (Name of Labour law consultant) hereby submit our following bank details for disbursement of audit fee and other out-of-pocket expenses by the Company:

- a. Bank Name:**
- b. Branch Name & Address:**
- c. IFSC Code:**
- d. Account Type (Saving/Current):**
- e. Account Number:**

(Signature and seal of the firm)