



## QUOTATION CALL NOTICE

### CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE (CMGI)

Quotation call for experienced Legal Adviser / Lawyer for the providing consultancy services on Employees Provident Fund

Sealed quotations are invited from experienced Legal Adviser / Lawyer for the providing consultancy services on Employees Provident Fund (EPF) comprising of the following services for the period from 01.04.2023 to 31.03.2024.

1. Generation and Creation of Unique Account Number (UAN).
2. Compliance to EPF Notice.
3. Appearance before the EPFO office for any legal matter pertaining to EPF.
4. Providing Suggestions and Legal Compliance pertaining to EPF as and when required.
5. Preparation of monthly ECR for employees provident Fund.
6. Monthly deposit of professional tax and submission of return, yearly professional tax assessment and compliance

Sealed Quotations should be submitted in the following format:

| Description of Work                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Monthly Service charges | Annual Service charges |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------|
| <ul style="list-style-type: none"> <li>• Generation and Creation of Unique Account Number (UAN).</li> <li>• Compliance to EPF Notice.</li> <li>• Appearance before the EPFO office for any legal matter pertaining to EPF.</li> <li>• Providing Suggestions and Legal Compliance pertaining to EPF as and when required.</li> <li>• Preparation of monthly ECR for employees provident Fund.</li> <li>• Monthly deposit of professional tax and submission of return, yearly professional tax assessment and compliance</li> </ul> |                         |                        |

In Words :

Sealed quotations are to be submitted in the address as mentioned below so as to reach on or before 12:00 PM of **10.05.2023** at the address mentioned below. The Quotation can be downloaded from [www.cmgi.org.in](http://www.cmgi.org.in)

Procurement Officer, **CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE**, Block-A2, 1<sup>st</sup> Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar-751007.

By Orders of Executive Director

*[Signature]*  
02-05-2023

Procurement Officer, CMGI