

“Notice Inviting applications for Appointment of a professional Provident Fund Consultant for BEST Undertaking and BEST Provident Fund Trust.

1. The BEST Undertaking invites application from Individuals / Firms for Appointment as Provident Fund Consultant for a period of one year from the date of appointment.
2. Eligibility criteria.
  - 2.1 The applicant should have minimum 10 (ten) years of experience as PF consultant for an exempted organisation employing more than 5000 employees.
  - 2.2 The applicant should have an in depth knowledge of the EPF & MP Act, 1952.
  - 2.3 The applicant should have full knowledge of working of EPFO and Regional PF Offices.
  - 2.4 The applicant should be well aware of the Notifications issued by the EPFO from time to time.
  - 2.5 The applicant should be capable to take up vigorous follow up action regarding matters under PF Act.
  - 2.6 The applicant should have competence in interpreting the various notifications issued by EPFO from time to time.
  - 2.7 The applicant should not have been disqualified by EPFO or any other government authorities.
3. The selected Consultant will be required to assist the BEST Undertaking and BEST Undertaking Provident Fund Trust in all the matters covered under the EPF & MP Act, 1952.
4. The indicative scope of work would be as given below:
  - 4.1 Providing day to day consultancy to BEST Undertaking & BEST PF Trust on matters pertaining to PF.
  - 4.2 Guide the Undertaking to get proper benefits available under various PF schemes.
  - 4.3 Guide / help the Undertaking in compliance of statutory PF payments made by contractors engaged for carrying out the work on behalf of the Undertaking.
  - 4.4 Co-ordinate with PF authorities for releasing benefits to the employees of the Undertaking.
  - 4.5 To guide / coordinate with PF department of the Undertaking, RPFC office and the various contractors appointed from time to time

- 4.5 To advise regarding dealing with Show Cause Notices issued under the PF Act, if any.
- 4.6 All liaison work with the RPFC offices.
- 4.7 The advise/information /guidance etc. shall be in writing as far as possible.
  
5. The applications addressed to Dy. CAO should be submitted on plain paper in a sealed envelope on or before 25<sup>th</sup> February, 2020 at 14.00 hrs in the office of the Dy.CAO, 2<sup>nd</sup> floor, Parivan Bhavan, Colaba, Mumbai-400001.
  - 5.1 The following information may be provided
    - 5.1.1 Name of the Individual / Firm.
    - 5.1.2 Status of the firm: - Whether proprietary / Partnership / Company.
    - 5.1.3 Address and email of the applicant.
    - 5.1.4 The contact details of the authorized person.
    - 5.1.5 Experience.
    - 5.1.6 Annual / monthly Consultancy fees.
    - 5.1.7 Any additional information.
  
6. The applications shall be opened on 25<sup>th</sup> February, 2020 at 14.30 hrs. in presence of applicants or their authorized representatives who wish to be present.
  
7. The Annual / monthly fees quoted by the applicants shall be valid for 180 days for acceptance from the date of opening the applications.
  
8. The BEST Undertaking reserves the right to reject any or all applications or cancel any application without assigning any reason whatsoever. In such case the applicants shall have no right to raise any claim arising out of such action.
  
9. Further clarifications, if any can be obtained from: Asst. Admn Manager (PF), Best Undertaking Parivahan Bhavan, BEST Marg, Colaba, Mumbai – 400 001. Email- bestpf@bestundertaking.com Tel- 022-22799400.