

Request for Proposal for Hiring of PF Vendor for CIMMYT India

CIMMYT is an International Organization whose main purpose is scientific research and training, headquartered in Mexico. The center works with agricultural research institutions worldwide to improve the productivity, profitability and sustainability of maize and wheat systems for poor farmers in developing countries. Please refer to the website for more information: www.cimmyt.org

CIMMYT i.e. Centro Internacional de Mejoramiento de Maiz y Trigo also known in English as International Maize and Wheat Improvement Center (CIMMYT), is having its branch office at G-2, B-Block, NASC Complex, DPS Marg, New Delhi-110012, India.

CIMMYT India would like to invite proposal from reputed firm for the following Scope of Work:

Scope of Work:

1. Objective

To provide professional services for compliance, advisory, and administrative support related to the Employees' Provident Fund (EPF) as per the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and applicable rules. Total staff strength is 35.

2. Key Responsibilities

A. PF Registration and Onboarding

- Facilitate UAN generation and linking for new employees.
- Coordinate onboarding of existing employees under the EPF scheme.

B. Monthly Compliance

- Ensure timely preparation and submission of:
 - ECR (Electronic Challan cum Return).
 - Monthly PF contributions and payments.
- Assist with salary structuring to optimize PF deductions if required.
- Review wage components for PF compliance.

C. Employee Support

- Guide employees regarding:
 - UAN activation.
 - PF balance checks.
 - Transfer of PF from previous employers.
 - Withdrawal or advance procedures.
- Help resolve discrepancies in UAN or PF contributions.

D. Annual Filings and Returns

- Assist with annual returns and filings.
- Maintain and update Form 5A (Return of Ownership).
- Submit Form 3A and 6A as required.

E. Audit and Inspection Support

- Prepare necessary documents and records for EPF audits or inspections.
- Liaise with EPFO officials and support during inquiries or audits.
- Rectify any notices or deficiencies pointed out by EPFO.

F. Advisory Services

- Advise on latest changes in PF laws, schemes, and notifications.
- Provide strategic input on employee benefit structuring and cost impact of PF.
- Interpret complex PF-related issues or disputes.

G. Documentation and Record-Keeping

- Maintain employee-wise PF contribution records.
- Ensure accurate record keeping for statutory inspection readiness.

3. Resolution of Old EPF cases (Currently 5)

1. Review and Assessment

- Collect and review all documentation related to old and pending EPF cases.
- Identify the root causes of delays or rejections in each case.
- Classify cases based on issue type (e.g., name mismatch, UAN issues, KYC, employer-employee mismatch, withdrawal issues, etc.)

2. Resolution and Liaison

- Visit the EPFO office as & when required.
- Coordinate with EPFO offices and officials for each stuck case.
- Liaise with current or ex-employees (if needed) to collect necessary documents.
- Submit rectification requests or additional documentation as required by EPFO.

3. Reporting

- Maintain a detailed tracker of all pending and resolved cases.
- Submit monthly progress reports and conduct bi-weekly review meetings with the HR/Finance team.
- Provide a final closure report upon completion of assignment.

4. Deliverables

- Monthly PF ECR and challan reports.
- Employee PF status and UAN reports.
- Annual return documentation.
- Compliance status reports and audit checklists.
- Monthly progress reports of old EPF cases

Guidelines for Submission for Proposals:

1. Signed & stamped proposal on company letterhead should be submitted through email at cimmyt-bisa.procurement@cgiar.org
2. Financial Proposal should be as per format given at Annex I.
3. Proposal validity: Agreement will be entered into for 3 years wef 01st December 2025 (based on satisfactory performance) so the cost quoted should remain valid for a period of 3 years.

4. Payment Terms: Upon receipt of tax invoice on quarterly basis.
5. Corporate Documents to be submitted:
 - Articles of incorporation / Official letter registration
 - Power of attorney in the name of signing authority for the agreement
 - ID of the legal representative who will sign the agreement
 - Address of the company and proof of address (Rent agreement/Electricity or Telephone bill)
 - Bank statement/ Cancelled Cheque
 - PAN Card
 - GST Registration Certificate
 - Supplier Contact Information – Name, Position, Email, Phone
6. Client list is to be submitted alongwith the RFP.
7. Last date of submission of RFP is Oct 15, 2025
8. Incomplete proposals will not be considered.
9. CIMMYT reserves the right to select/ reject the proposals or cancel this RFP at any point of time without any liability whatsoever.

CIMMYT will enter into an agreement with the selected firm for a period of three years, subject to satisfactory services.

Disclaimer:

1. Selection of service provider for purchase of goods/ services will be done at the sole discretion of CIMMYT. This RFP may also be cancelled at any time without any prior notice to service provider (s) at the discretion of CIMMYT's Management without any liability to CIMMYT whatsoever. E-mail or Telephonic queries with regards to selection process/progress of the procurement will not be entertained.
2. The potential vendor/s may be asked to give a presentation of their product/services to the concern person/s at CIMMYT as a part of the evaluation of the proposal submitted.
3. The list of documents required are just indicative. Further details could be asked by CIMMYT to examine the proposal in detail.
4. CIMMYT provides equal opportunity to all the eligible applicants to partner/ collaborate with us. Selection process is free from any sort of discrimination or nepotism.
5. Any mis-statement in the proposal will lead to debarring of the Vendors from all future procurements at CIMMYT.

Annex I

Financial Proposal Format:

S. No.	Particulars	Amount (INR)
1.	Service Charge Year 1 (indicate quarterly)	
	GST @....%	
	Total for Year 1	
2.	Service Charge Year 2 (indicate quarterly)	
	GST @....%	
	Total for Year 2	
3.	Service Charge Year 3 (indicate quarterly)	
	GST @....%	
	Total for Year 3	
4.	Any other charge (s) Please specify, if applicable	

Note: Service Charge should be in fixed amount (per quarter)