



## 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 Financial year 2022-2023.

- Generation and Creation of Unique Account Number.
- Compliance to EPF Notice
- Appearance before the EPFO office for any legal matter pertaining to EPF.
- Providing Suggestions and Legal Compliance pertaining to EPF as and when required.
- Preparation of monthly ECR for Employees Provident Fund.
- Monthly deposit Professional Tax & Submission of return, Yearly submission of return, yearly Professional Tax & Compliance.

Sealed Quotations should be submitted in the following format:

Description of Work	Monthly Service charges (Exclusive of GST)	Annual Service charges (Inclusive of GST)
1. Generation and Creation of Unique Account Number. 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 Professional Tax & Submission of return, Yearly submission of return, yearly Professional Tax & Compliance		
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 **18.04.2022** 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, ToshaliBhawan, Satya Nagar, Bhubaneswar-751007.

By Orders of Executive Director

*[Signature]*  
11.04.2022  
Procurement Officer, CMGI