

EXPRESSION OF INTEREST

The Himachal Pradesh State Cooperative Bank Limited (HPSCB), a Scheduled Bank on behalf of the Himachal Pradesh State Cooperative Bank Ltd. Employees' Provident Fund Trust, invites Expression of interest (EOI) for the supply, implementation and maintenance of Provident Fund (PF) management software to automate PF operations, ensure compliance with Employee's Provident Fund Organization (EPFO) and provide self service features.

Interested applicants should apply with detailed profile/supporting documents latest by **17/06/2025 till 5:00 PM**. The application should be submitted in the sealed envelope to the General Manager, The H.P. State Cooperative Bank Ltd. Head Office, The Mall, Shimla - 171001, marking it at the top as "Confidential". The Bank reserves the right to decide and allocate the work to any firm/company/agency based on its experience and capability for allocation of work. All necessary details including general terms and conditions and formats are available on Bank's website www.hpscb.com.

Dated:

General Manager

EXPRESSION OF INTEREST

Supply, Implementation and Maintenance of Provident Fund (PF) Management Software

Tender Reference Number: PF/88/2025-26 **Dated:-**27-05-2025

The Himachal Pradesh State Cooperative Bank Limited (HPSCB), a Scheduled Bank with a network of 240 branches/extension counters, on behalf of the Himachal Pradesh State Cooperative Bank Ltd. Employees' Provident Fund Trust, invites Expression of interest (EOI) for the supply, implementation and maintenance of Provident Fund (PF) management software to automate PF operations, ensure compliance with Employee's Provident Fund Organization (EPFO) and provide self service features.

The interested companies/agencies/firms may submit their "Expression of Interest" (EOI) along with brief profile, C.A. certificate in support of turn over for last three years, experience of minimum fifteen years, client list of corporate and government departments (currently working / associated), and other supporting details addressed to **General Manager**, The H.P. State Cooperative Bank Ltd. Head Office, The Mall Shimla-171001 and must be submitted in the Bank on or before the due date and time i.e. **17/06/2025 till 5:00 PM** along with EOI Tender fee and signed covering letter. On outer cover of envelope please mention "**Confidential: EOI for Supply, Implementation and Maintenance of Provident Fund (PF) Management Software**".

The EOI's will be opened on **17/06/2025 at 5:00 PM** in the Head office of HP State Cooperative Bank Ltd. at The Mall Shimla-171001 by the constituted Committee in the presence of bidders or their authorized representatives whosoever present at that time for further evaluation. The EOI should be submitted in accordance with the instructions mentioned in the EOI document.

The short listed Agencies who qualify the EOI criteria will be invited to make technical presentations for which they will be intimated separately after evaluation of the EOI's and thereafter will be invited for Tender (RFP).

1. INTRODUCTION.

The Himachal Pradesh State Cooperative Bank Limited (HPSCB) is an Apex Cooperative Bank of Himachal Pradesh. The HPSCB is one of the fast growing Banks in India having 240 branches/extension counters spread across six districts of the State viz., Bilaspur, Chamba, Mandi, Kinnour, Shimla, Sirmour.

The Himachal Pradesh State Cooperative Bank Limited (HPSCB) proposes to empanel on behalf of the Himachal Pradesh State Cooperative Bank Ltd. Employees' Provident Fund Trust, invites Expression of interest (EOI) for the supply, implementation and maintenance of Provident Fund (PF) management software to automate PF operations, ensure compliance with Employee's Provident Fund Organization (EPFO) and provide self service features.

2. SCOPE OF WORK.

The H.P State Co-operative Bank having its Head Office Premises at Shimla and a network of 240 branches/extension counters proposes to on behalf of the Himachal Pradesh State Cooperative Bank Ltd. Employees' Provident Fund Trust, invites Expression of interest (EOI) for the supply, implementation and maintenance of Provident Fund (PF) management software to automate PF operations, ensure compliance with Employee's Provident Fund Organization (EPFO) and provide self service features

3. EOI DOCUMENT.

The EOI Document is being issued to the interested Agency/Company/Firm to have a better understanding regarding the **"Supply, Implementation and Maintenance of Provident Fund (PF) Management Software"**. The interested Agency/Company/Firm may be single entity to supply, implementation and maintenance of Provident Fund (PF) management software. The presentation (along with cost) will need to be presented before the committee constituted by the Bank. Thereafter the detailed RFP will be issued to the shortlisted applicants for financial quote.

Note:- The time and venue for technical presentation of the qualified applicants shall be notified to the respective applicants by mail.

4. ELIGIBILITY CRITERIA, INSTRUCTIONS AND TERMS & CONDITIONS TO THE BIDDERS

ELIGIBILITY CRITERIA:-

The Advertising Agency/Company/Firm meeting the following minimum qualifying criteria are eligible to apply for empanelment.

Agencies/Companies/Firms which do not meet the qualifying criteria will be rejected.

- The Agency/Company/Firm should have experience / or in existence for a **minimum of 15(Fifteen) years** as Advertising Agency/Company/Firm. Proof of the same should be submitted along with EOI.
 - a. The company must be based in India.
 - b. Experience should be greater 15 years.
 - c. Should have Systems, Applications and Products in Data Processing (SAP) integration for employee master creation, updation and for monthly contribution and for refundable loan.
 - d. The company should provide Mobile App.
 - e. The company should support single sign-in on Employee Self Service (ESS) Portal and Mobile app.
 - f. The company should provide Antivirus protection, Firewall and Network Security.
- For participation in EOI, the Agency/Company/Firm has to submit non-refundable EOI Tender Fee of Rs.2000/- (Rs. Two Thousand only) in the shape of Demand Draft on any Scheduled/Nationalized bank in favour of General Manager, The HP State Cooperative Bank Ltd; payable at Shimla.
- The EOI's without tender fee and received after due date & time will not be entertained and rejected straightaway.
- The Agency/Company/Firm must be registered with Commercial Tax Department, having valid TIN/PAN.

INSTRUCTIONS TO THE BIDDERS:-

The EOI's are invited by the HP State Cooperative Bank Ltd. from the interested Agencies/ Companies/Firms having professional creative / technical capabilities.

The EOI along with signed covering letter and EOI Tender fee draft (non-refundable) must be submitted in Head office of HP State Cooperative Bank Ltd. addressed to: The General Manager, The H.P. State Co-operative Bank, H.O., The Mall Shimla-171001. The outer covers of envelope with address and contact details of Agency/Company/Firm should clearly mention **"EOI for Supply, Implementation and Maintenance of Provident Fund (PF) Management Software."**

The HP State Cooperative Bank will not be responsible for any delay in submission of EOI proposals due to any reason. For this, Agency/Company/Firms are requested to submit the complete EOI along with the requisite documents on or before the due

date and time, so as to avoid issues like postal/courier delay or any other unforeseen problems.

- The EOI shall remain valid for a period of Three year from the date of opening of EOI proposals.
- The Agency/Company/Firm will remain responsible for all costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with this EOI. This will be regardless of whether such costs arise as a result of any direct or indirect amendments made to the EOI.
- The Agency/Company/Firm should not be blacklisted by any Government Department (s)/Govt. Organization, as on the closing date of this EOI. Self declaration in this regard should be submitted with EOI on their letter head.
- All the received EOI's of the Agency/Company/Firm will be evaluated to assess their eligibility on the basis of documents submitted and as per the parameter and criteria mentioned in EOI document. The agencies which do not fulfill the qualifying criteria will be rejected.

Bidding Process (Two Stages) :

For the purpose of the present job, two stages for bidding process will be followed. The response to the present tender will be submitted in two parts, only short listed bidder based on technical bids will be called for demonstration. Only recommended bidder based on demonstration will be called for Commercial bids.

Technical Bid : (Part-I) in separate envelope.
Commercial Bid : (Part-II) - do-

The Bidder will have to submit the Technical Bid and Commercial bid separately in red wax-sealed envelopes duly super-scribing only short listed bidders based on Technical bids will be called for Demonstration and only recommended bidders based on demonstration will be called for Commercial Bidders.

TERMS & CONDITIONS:-

- The professional Agency/Company/Firm who qualify the EOI criteria will be called for technical presentation and on the basis of technical presentation the agencies will be invited for tender (RFP).

- Initially, the empanelment shall be for a period of Five year and empanelment period may be further extended on yearly basis (not more than two years) based on the performance.
- The agency/company/Firm should be a registered company and should have valid GST number, PAN number.
- The Agency/Company/Firm finally empanelled by The Himachal Pradesh State Cooperative Bank Limited shall have to deposit empanelment security amount (refundable) of **Rs. 1,00,000/- (Rs. One Lakh only)** in the shape of Demand Draft of any Scheduled/Nationalized bank in favour of The General Manager, The HP State Cooperative Bank Ltd. payable at Shimla within 15 days from the date of issuance of letter of empanelment and the Bank will not pay any interest on the amount submitted as refundable security.
- The security deposit submitted by the empanelled agencies shall be refunded/returned three (3) months after the expiry of empanelment subject to satisfactory performance during empanelment.
- The Himachal Pradesh State Cooperative Bank will not make any advance payment to the empanelled agency for the assigned work. The payment will be released only after completion of the assigned work and on receiving the required report / documents as per details mentioned in respective work order by the Bank.
- The Himachal Pradesh State Cooperative Bank will intimate the empanelled Advertising Agency/Company/Firm through email from time to time for **Supply, Implementation and Maintenance of Provident Fund (PF) Management Software.**
- The Himachal Pradesh State Cooperative Bank reserves the right to terminate the services of the empanelled Agency/Company/Firm at any time/stage without assigning any reasons whatsoever.
- The Himachal Pradesh State Cooperative Bank can remove the advertising agency from the list of empanelled agencies, in case, the agency:
 - ❖ Exceeds time line fixed by the bank.
 - ❖ Fails to execute the awarded work or fails to execute the work satisfactorily.
 - ❖ Is declared bankrupt or insolvent.
 - ❖ Is blacklisted by the Govt. of India, Govt. of H.P., Public Sector Undertakings, Boards and Corporation etc.

- The security amount of the agency will be forfeited, in case, if the Agency/Company/Firm is unable to execute any assigned work mentioned in the work order given by the Bank.
- If any mistake done by the agency in executing the assigned work, the agency has to rectify the same without any extra cost to Bank.
- The Agency/Company/Firm shall have to execute an agreement with The Himachal Pradesh State Cooperative Bank after their empanelment with the bank.
- In the event, if any dispute arises, shall be referred to arbitration under The Himachal Pradesh State Cooperative Bank Societies Act-1968 to Registrar Cooperative Societies HP and his decision will be binding on both the parties.
- The Advertising agency shall take B-class nominal membership of the bank under The Himachal Pradesh State Cooperative Bank Societies Act-1968.
- The Managing Director, H.P. State Co-operative Bank reserves the right in its sole and absolute discretion to change or modify the terms & conditions.
- **Performance Security :**
 - (1) Performance Security shall be obtained from the successful Agency/Company/Firm on the award of the contract irrespective of his registration status, which shall be for an amount between five to ten percent of the value of the contract. Such security shall be furnished in the form of an Account Payee Demand Draft or duly pledged Fixed Deposit Receipt or Bank Guarantee from a commercial bank, as the case may be, in an acceptable form with a view to safeguard the interest of the Bank.
 - (2) Performance Security shall remain valid for a period of sixty days from the date of completion of contract including warranty and guarantee period to the best of satisfaction of the Bank.

Note: The decision of the Managing Director, The Himachal Pradesh State Cooperative Bank Limited (HPSCB) regarding acceptance or otherwise of the proposals shall be final and shall not be called upon to question under any circumstances.

5. EVALUATION OF BIDS.

EOI will be evaluated by the Bank Committee to shortlist at least three (3) to six (6) best Agency/Company/Firm who will be invited for Tender (RFP).The

Bank reserves the right to shortlist applicants even if there are less than three (3) applicants. It may, in its discretion, invite all eligible applicants to submit fresh applications here under.

6. EVALUATION PARAMETERS

The applicant's competence and capability at EOI stage is proposed to be established by the following parameters **(Please refer Appendix – D)**

7. APPLICATION PROCESS

The EOI document shall be available on website www.hpscb.com and may be downloaded by interested applicants. Applicants are invited to submit their application in accordance with the terms specified in this document.

8. COST OF APPLICATION

The applicant shall bear all costs associated with the preparation and submission of its application.

9. CLARIFICATIONS

For any clarification on the EOI/Tender Document, the agencies/companies/Firms may send e-mail at: sps@hpscb.com prior to the time and date of submission of this EOI.

10. SUBMISSION OF APPLICATIONS

Application must be submitted to the following address through registered post, courier or in person on or before the date mentioned in this document. The application received after due date and time shall be treated as late applications. It must be super scribed as **"Confidential: EOI for Supply, Implementation and Maintenance of Provident Fund (PF) Management Software."**

The General Manager
The HP State Cooperative Bank Ltd.
Head Office, The Mall, Shimla-171001

11. APPLICATION DUE DATE

The application shall be submitted through courier or registered post or in person on or before application due date. The authority may, in its sole discretion, extend the application due date and time by issuing an addendum uniformly for all applicants.

12. LATE APPLICATIONS

Application received after application due date and time shall be considered late application and will be returned unopened.

13. RIGHT TO ACCEPT OR REJECT ANY OR ALL APPLICATIONS

Notwithstanding anything contained in this EOI, the bank reserves the right to accept or reject any or all applications and to annul the application process at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reason thereof.

14. CONFIDENTIALITY

Information relating to the examination, clarification, evaluation and recommendation for the shortlisted applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising the authority in relation to, or matters arising out of, or concerning the application process. The authority will treat all information, submitted as the part of application, in confidence and will require all those who have access to such material to treat the same in confidence.

15. BID PROCESSING FEES

The bid processing fee is not refundable. The cost of EOI document should be in the form of Demand Draft from any Nationalized/Scheduled Bank in favour of The General Manager, The HP State Cooperative Bank Ltd. The Mall, Shimla, payable at Shimla.

16. JURISDICTION

In the event of any dispute arising to be instituted by any of the party (ies), the matter shall be referred to the Registrar Co-Operative Societies (HP) Shimla for arbitration and their decision shall be final and binding on both the parties.

17. SCOPE OF WORK

Particulars	Details
General	<ul style="list-style-type: none"> a. The company must be based in India. b. Experience should be greater 15 years. c. Should have Systems, Applications and Products in Data Processing (SAP) integration for employee master creation, updation and for monthly contribution and for refundable loan. d. The company should provide Mobile App. e. The company should support single sign-in on Employee Self Service (ESS) Portal and Mobile app. f. The company should provide Antivirus protection, Firewall and Network Security.
Application Security	<ul style="list-style-type: none"> a. Each application user at Admin and Employee will have to individual User IDs and Password. b. URL for Admin access and employee to be different. c. Two factor authentication with OTP over SMS. d. Network access management for inbound security rule and outbound security rule. e. Regular VAPT scanning and code review. f. Operating system update regularly.
Database security	<ul style="list-style-type: none"> a. Maintaining separate database instance for the Trust. b. Data transition and communication to be encrypted between end user PC/ Mobile and application server. c. All the PII and PCI data to be masked. d. Disk encryption to be implemented at the system level with Transparent Data encryption (TDE). e. Backup recovery vault service to take a full database backup every week and differential log every day. f. Disaster Recovery Plan with Recovery Point objective (RPO) every 2 hours

	and Recovery Time Objective (RTO) every day.
Infrastructure Security	<ul style="list-style-type: none"> a. Firewall is implemented for network security. b. Role based access control. c. Web and application access control. d. Data Leakage Prevention tool is implemented. e. Disk Encryption to protect from unauthorised access. f. Device control. g. Implementation of Information Security Management System. h. Device control for Patch Management, antivirus security, application control, privilege management and Vulnerability assessment. i. Employees background verification. j. Mobile Device Management Tool is implemented for Mobile Devices control. k. Internal audit system with management receives system and external security audit.
EPFO / IT Department Compliance	<ul style="list-style-type: none"> a. Online facility for employees must contain ESS Portal and Mobile App. b. Chatbot for first level queries. c. Grievance portal for all second level queries with auto escalation d. Transaction wise SMS+ Email facility. e. TDS Calculation on taxable interest with system calculated and report generation on the TDS on the Interest earned on the Employee's contribution exceeding 2.5 Lakhs.
Scalability and Automation	<ul style="list-style-type: none"> a. Bulk upload for employee master creation: -monthly contribution , members transactions including settlement, transfer-in or out, Loans and for investment. b. Host to Host integration with banks. c. Auto transfer auto application. d. Pre filled statutory forms and returns. e. Quarterly and annually financials.

	<ul style="list-style-type: none"> f. Auto emailer for claim withdrawal, Amount exceeding 2.5 lakhs, New joiners. g. Accessibility for visual impaired employees to access and use ESS independently. h. Workflow mechanism.
Mobile Application	<ul style="list-style-type: none"> a. Available on both Android and iOS. b. View and Download PF Slip. c. Check loan eligibility / loan application. d. View nominee and transfer in details. e. Settlement application f. Chatbot g. Grievance Portal h. Upload KYC Document
ESS Web portal	<ul style="list-style-type: none"> a. View PF Balance & Download of statement (past and current years). b. Employee consent to use their data. c. Form- 11 d. KYC Document upload e. Loan eligibility f. Workflow based online settlement application with supporting document upload option. g. Workflow based online Transfer - out application with supporting document upload option. h. View Transfer in details i. View nominee details j. Work flow based nominee update option for PF. k. VPF Declaration l. FAQs, Important Notices and Information to be displayed for employees. m. Facility to download various forms required by employees n. Grievance management module

Members module	<ul style="list-style-type: none"> a. Employee master with all the basic details, nominee master. b. Workflow based Monthly contribution module c. Workflow based Non Refundable withdrawal module along with eligibility criteria inbuilt. d. Workflow based Settlement/ Transfer out module along with eligibility criteria inbuilt. e. Workflow based detailed approval forms for Refundable Loans/ Non refundable Withdrawals/ Settlement. f. Adjustment module. g. Workflow based Transfer-In/ Transfer out suspense module. h. Supplementary Payment module. i. Interest calculation and Posting/ Differential Interest Module j. TDS on settlement for less than 5 year cases and TDS on interest earned member contribution exceeding 2.5 las. k. Facility to send intimation over mail and SMS to members.
Reports	<ul style="list-style-type: none"> a. Individual members PF statement. b. Memberwise PF register. c. All transactions registers d. Members' Account e. Annexure K f. Interest accrued g. Interest received h. Interest summary i. Interest yield j. Investment Amortisation k. Investment Register l. Investment purchase m. Investment Matured n. Investment summary o. History report p. Investment MIS q. Cash flow r. Mutual fund/ Equity purchase s. Mutual fund/ Equity Redemption t. Mutual fund / Equity Register u. Mutual fund/ Equity Amortisation

Investment	<ul style="list-style-type: none"> a. Broker master b. Detailed security master c. Detailed evaluation of quotations d. Calculation of Yield to Maturity. e. Generation of Evaluation statements f. Generate cash flows for interest and redemption receipt. g. Accrued interest schedule h. Investment master and purchase. i. Premium/ Discount amortisation schedule j. Auto purchase and sale vouchers posted k. Cash flow projections l. Reminders for interest due and maturity. m. Detailed mutual fund / Equity Master with redemption/ NAV details
Accounting Module	<ul style="list-style-type: none"> a. Transaction based accounting b. Minimum manual voucher posting c. Real time accounting d. Manual bank voucher module e. Manual journal voucher module f. NEFT / RTGS Payment facility g. Cheque Printing h. Financials to be generated on authorisation i. Bank reconciliation module j. Detailed receipts and payments with drill down option k. Reports: Ledgers, Register, Voucher, Trial balance, Income and Expenditure , Balance Sheet , E-Payment
Statutory Compliance	ECR Generation, UAN Generation/ linkage, Monthly returns, Annexure K , Form 13
Scanned Documents	Facility to upload scanned employee related or Trust related documents for reference.
Interest	<ul style="list-style-type: none"> a. Facility for year end interest generation and to work in two parallel financial years. b. Single click year ending/ new financial year creation.

Administration	<ul style="list-style-type: none"> a. Role and Rights based user access. b. Complete year end accounts closing exercise from single screen and all required annexures from single screen c. All the previous year document can be stored in pdf and excel. d. An export to excel option with the user to select the filed that is to be required to be exported. e. Encrypted format for reports to be downloaded. f. Maker, checker and approver levels of Authorizations. g. Bulk transactions to be made available h. Facility to view the basic details and nomination status along with pendency statistics and Transfer in requests with Form 13 download options.
----------------	--

Appendix - A

EXPRESSION OF INTEREST (EOI)

FOR

**Supply, Implementation and Maintenance of Provident Fund (PF)
Management Software**

Letter comprising the application (on applicant's letter head)

Dated:

The General Manager
The HP State Cooperative Bank Ltd.
HO, The Mall, Shimla -171001

Subject:- Supply, Implementation and Maintenance of Provident Fund (PF) Management Software.

With reference to your EOI Document dated _____ I/We having examined the EOI Documents and understood their contents, hereby submit my/our application for the aforesaid project.

1. All information provided in the application and in the appendices is true and correct.
2. I/We shall make available to the authority any additional information which Bank may found fit appropriate and submit to supplement or authenticate the application.
3. I/We acknowledge the right of the authority to reject our application without assigning any reason or otherwise and hereby waive our challenge the same on any account whatsoever.
4. I/We certify that in the last three years, I/We have neither failed to perform on any concession, as evidenced by imposition of a penalty by an arbitral or Judicial authority or a Judicial pronouncement or Arbitration award, nor been expelled from any project or concession by any public authority nor have had any concession terminated by any public authority for breach on our part.
5. I/We understand that you may cancel the application process at anytime and that you are neither bound to accept any application that you may receive

nor to invite the applicants to apply for the project, without incurring any liability to the applicants.

6. I/We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our Directors/Managers/Employees.
7. I/We certify that in regard to matters other than security and integrity of the Country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the project or which relates to a grave offence that outrages the moral sense of the community.
8. I/We further certify that in regard to matters relating to security and integrity of the Country, we have not been charge sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our associates.

In witness thereof, I/We submit this application under and in accordance with the terms of the EOI document.

Yours faithfully

(Signature of the Authorized Signatory)

Date:

Place:

(Name and Designation of the Authorized Signatory)

Name and Seal of Applicant

Appendix - B**On the letter pad of Chartered Accountant**

This is to certify that total turnover in the case of M/S/Suppliers

_____ having PAN _____ is as
under:

Financial year	Amount in Rupees (figure)	Amount in Rs. (words)
2022-23		
2023-24		
2024-25		

Average = Total /3.

It is further certified that the above mentioned amounts have been derived from the books of accounts presented before us for the above mentioned periods. (Copy of audited balance sheets for the above mentioned years enclosed)

Chartered Accountant.

Appendix - C

Agency/Company/Firm profile

1. Name of Agency/Company/Firm_____.
2. Permanent address of the_____ Agency/Company/Firm _____ Tel No._____
3. Registration & incorporation particulars of the firm_____
4. Client list of corporate and government departments (currently working / associated)_____
5. Permanent Account Number income Tax Circle_____
6. TIN_____
7. PAN_____
8. GST_____
9. Cost of EOI DFT No. _____ Bank & Name Amount._____

I / we hereby declare that the information furnished above is true and correct. In case the above information is found incorrect at any stage the Bank may take appropriate action as warranted.

Name and sign of the authorized person of the firms.

Place,

Date

Appendix – D**Criteria of Evaluation for Empanelment of Agency (ies).****Total marks : 50;**

Sr.No	PARAMETER	DOCUMENTARY PROOF	MAXIMUM SCORE
1	Experience/existence of agency / company: Minimum required experience / existence in years =05 years. Existence/Experience of 05 years 02 marks Above 5 years to 7 years 04 marks Above 7 years to 10 years 06 marks Above 10 years to 15 years 08 marks Above 15 years to 20 years 10 marks Above 20 years 15 marks	Attach proof of Company / Agency's/Firm existence / date of Incorporation.	15 marks
2	Application Software	Detailed presentation	10 marks
3	Overall approach and methodology (ease of execution)	Write-up of not more than 500 words.	05marks
4	(a) 5 to 10 clients – 5 marks (b) 10 to 20 clients - 10 marks (c) More than 20 clients – 20 marks		20 marks

Appendix – E**Power of Attorney for signing of application**

Know all men by these presents, we _____ (Name of the firm/applicant and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms (Name, _____ son/daughter/wife of _____ and presently residing at _____ who is presently employed with us and holding the position of _____ as our true and lawful attorney (hereinafter referred to as (Attorney) to do in our name and on our behalf, all such acts, deeds and things as a necessary or required in connection with or incidental to submission of our application for **Supply, Implementation and Maintenance of Provident Fund (PF) Management Software** by HPSCB including but not limited to signing and submission of all applications and other documents and writing, participate in pre application and other conferences and providing information/responses to the authority, representing us in all matters before the authority, signing and execution of all concession including the agreement and undertaking consequent to acceptance of our applications, and generally dealing with the authority in all matters in connection with or relating to or arising out of our application for the said project and or upon award thereof to us and or till the entering into the agreement with the authority.

AND we hereby agree to rectify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said attorney pursuant to and in exercise of the powers conferred by this power of attorney and all acts, deeds and things done by our said attorney in exercise of the power hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE,....., THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS

Date

For _____

(Signature, Name, Designation and address)

Witnesses: 1.2.

(Notarised) Accepted (Signature) (Name, Title and Address of the Attorney)

CHECK LIST FOR SUBMISSION OF EOI:

For empanelment of Advertising Agency (ies), if the requisite documents are not attached, as mentioned in EOI document, the EOI proposal of that agency (ies) / company (ies) shall be summarily rejected. Documents must be attached in sequence.

Sr. No.	PARTICULARS	DOCUMENTS
1	EOI proposal copy duly signed on all pages. Name of Agency / Company with brief profile and proper correspondence address, phone, email etc. and proof of registered office.	Attached: Yes/No Page number of attached document should be mentioned. The covering letter should be signed.
2	EOI Tender fee draft of Rs. 2000/- (non-refundable) (Required to be submitted with the EOI in the Bank on or before the due date & time).	Attached: Yes/No
3	Financial Turn Over	Copy of C.A. Certificate only in support of Turn Over.(Attached: Yes/No)
4	Experience / existence of company / agency. Date of Establishment, Status of Company, Work orders/Release orders etc.	(Please attach proof in EOI: (Yes/No)
5	Details about organizational set up (Manpower including Directors / Partners): i.e. Creative Production /designing, (Number of professionals / Persons with name,designation along with CV)	Attach details on company/Agency letter head : Attached: (Yes/No)

6	PAN Number and GST Number of Company/Agency/Firm	Copy Attached (Yes/No)
7	Certificate by the Agency / Company on their letter head to be submitted stating that the agency /company has not been black listed barred by any Central Govt. / State Govt. / PSU etc.	Attached: (Yes/No)
8	Certificate by the Agency / Company on their letter head stating that they have read and understand all the term and conditions mentioned in the EOI tender document.	Attached: (Yes/No)
9	Audited balance sheets for last three years.	Attached: (Yes/No)