

Expression of Interest

For

Services of a Consultancy Organization to

End-to- End Surrender of PF Exemption and liquidation of MSEB Contributory Provident
Fund Trust

MSEB CPF Trust
CPF Trust Section, Estrella Batteries
Compound Building, Ground Floor, Dharavi
Road, Matunga, Mumbai - 400 019.

October 2026

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1. & 2. Background & Aim and Objective

For the effective implementation of surrender of the PF exemption of the establishment(s), MSEB CPF Trust is looking to appoint a Consultant to assist in review and implementation invites Expressions of Interest from proprietorship firms, partnership firms, LLPs and companies experienced in PF Trust matters for an end-to-end assignment: surrender of the PF exemption of the establishment(s), transfer of members' PF accumulations to EPFO, and liquidation and winding up of the Trust. All applicants meeting the eligibility criteria will be shortlisted and issued the RFP, where the technical evaluation is by presentation. The full selection process concludes with award on 23-10-2026.

This EOI does not invite prices. No fee or EMD is payable at this stage.

Data sheet

Item	Detail
Assignment	End-to-end surrender of PF exemption of the establishment(s), transfer of PF accumulations to EPFO, and liquidation of the Trust
Engagement period	1 year from the date of agreement, extendable by up to 1 further year at MSEB's discretion
Mode of selection	EOI eligibility → RFP technical evaluation by presentation → commercial bid (QCBS 70:30)
EOI processing fee / EMD	Nil
EOI validity	60 days from the last date of submission
Contact person	Secretary MSEB CPF Trust, Phone - 9820421534 [msebcpftrust.2026@gmail.com]

Schedule of event

Event	Date and time
EOI document available on CPF portal	Tuesday 27-10-2026, 10:00 hrs
Last date and time for EOI submission	Monday 02-11-2026, 17:30 hrs
Opening of EOI responses	Tuesday 03-11-2026, 11:30 hrs

MSEB may revise any date by corrigendum published; applicants must check the website until the submission date.

Broad Scope of work:

The role of consultant along with its scope of work is attached in Annexure-I. The broad level scope of work will cover following:

- i. Prepare a surrender roadmap and file the surrender application with EPFO under the applicable SOP, apply for extension of the cut-off date for surrender if required, and follow it up until the exemption is cancelled.
- ii. Review the Trust's records, exemption orders, member data, investments, liabilities and pending matters.
- iii. Reconcile member-wise balances, compute interest up to the date of transfer, and quantify any shortfall to be made good by the employer
- iv. Transfer accumulations and member data to EPFO.
- v. Represent the Trust before the Third-Party Auditor/RPFC / Zonal Office in queries, inspections and hearings.
- vi. Complete final accounts and tax compliance, close bank and demat accounts, and wind up the Trust.
- vii. Completion Period: Consultant has to complete all the works in his scope within 4months from date of submission of SE1 form to EPFO or statutory/regulatory timeline whichever is earlier.

Statutory audit, third-party audit, contractor compliance audit, legal representation before courts and investment management are outside this scope.

3. Validity of Offer

The offer for this enquiry shall be valid for a period of 60 days initially which may be extended further if required by MSEB CPF Trust.

4. Terms of Reference

The detailed terms of reference are enclosed at Annexure-I.(pg. 18 to 20)

5. Selection Process

- a) Eligibility is checked on documents at the EOI stage. Every eligible applicant is shortlisted and issued the RFP; the presentation and its marking are part of the RFP technical evaluation only.
- b) Shortlisted firms will only confirm in the RFP that there is no adverse change since the EOI.
- c) No price, fee indication or commercial term shall be disclosed in the EOI response. Any response containing price information will be rejected.

6. Evaluation of Proposal

The Expression of Interest of the bidder will be evaluated based on the details sought and the information submitted by the bidder. The evaluation process will also include the presentation from the technically qualified bidders. Price bid will be asked from shortlisted bidders only as per their ranking.

The following evaluation process will be followed for selection of bidders:

Parameter	Max. marks
Understanding of the surrender process under the EPFO SOP and Mumbai Zone practice, with a realistic timeline	20
Approach to member-wise reconciliation, interest up to transfer date, and shortfall quantification	20
Surrender cases handled and stage reached (application filed, cancellation order obtained, transfer completed)	40
Team deployment, winding-up plan for the Trust, and plan for investments and responses to the Committee's questions	20
Total	100

The bidder scoring the maximum Score will be the successful bidder and will be consider as qualified agencies

Commercial Evaluation and Selection Process:

The contract goes to the highest combined score, with technical weighted 70% and commercial 30%.

1. Commercial bids of only technically qualified bidders (presentation score of [60] or more) are opened. Technical scores are read out before opening.
2. The evaluated price is the lump-sum fee for milestones M1 to M5 (Form C-2, item A) plus 6 times the monthly fee quoted for the extension period (item B), excluding GST.
3. The combined score is calculated as: $S = 0.70 \times T + 0.30 \times (F_{min} \div F_b \times 100)$ (where T is the bidder's technical (presentation) score out of 100, F_{min} the lowest evaluated price among qualified bidders, and F_b the bidder's evaluated price.)

7. Eligibility Criteria

An applicant must meet every criterion below as on 27-10-2026, the date of publication of this EOI (net worth as on 31-03-2026); failing any one makes the response non-responsive.

#	Criterion	Requirement	Documentary evidence
E1	Legal status	A proprietorship firm, partnership firm, LLP or company registered in India, providing professional or consultancy services	Proprietorship: GST / Udyam / Shop & Establishment registration in the firm's name; others: partnership deed / registration certificate / certificate of incorporation

#	Criterion	Requirement	Documentary evidence
E2	Surrender experience in Mumbai Zone (mandatory)	1) At least two work order for successful end to end surrender of PF exemption of an exempted establishment / PF Trust under the jurisdiction of EPFO Zonal Office, Mumbai, 2) One latest ongoing work for surrender process issued on or after EPFO's latest SoP-2026 issued (if any).	Copy of work order
E3	Positive net worth	Positive net worth as on 31-03-2026	Certificate from a practising Chartered Accountant (Annexure E), with latest audited financial statements
E4	Key person	A proprietor / partner / director / employee to lead the engagement and make the presentation at the RFP stage, with at least [7] years in PF matters and personal involvement in at least one exemption surrender	Summary CV (Annexure D)
E5	Registrations	Valid PAN and GST registration	Copies
E6	Non-debarment	Not blacklisted or debarred by any Central / State Government, PSU, regulator or EPFO as on 27-10-2026	Declaration (Annexure A)
E7	Independence	Not engaged in any statutory audit, internal audit or other assignment, and no business relationship of any kind, with the Trust or MSEB in the last 3 years (since 27-10-2023)	Declaration (Annexure A)

Notes on eligibility

1. Consortium, joint venture or sub-contracting is not permitted. Experience of group, network or associate entities is not counted.
2. Only assignments supported by client documents are counted.
3. MSEB may verify any claim directly with the client or EPFO. A false claim leads to rejection at any stage and forfeiture of any security later furnished.

8. Instructions to Consultants

8.1 The Expression of Interest is to be submitted in the manner prescribed below:

- 1) All information as detailed below is to be submitted the hard copies (in English, signed on every page by the authorised signatory, with an index and page numbers.) in separately sealed envelopes at Office Address: MSEB CPF Trust CPF Trust Section, Estrella Batteries Compound Building, Ground Floor, Dharavi Road, Matunga, Mumbai - 400 019 on or before 02.11.2026 5.30p.m.
- 2) Sealed envelope superscribed "EOI No. [01] – Sealed envelope superscribed "EOI No. [01] – Surrender of PF Exemption and Liquidation of MSEB CPF Trust – Do not open before 03-11-2026, 11:00 hrs" at MSEB CPF Trust. E-mail responses will not be accepted [unless MSEB opts for e-mail submission].
- 3) at MSEB CPF Trust. E-mail responses will not be accepted [unless MSEB opts for e-mail submission].
 - a) Applicant's Proposal /Covering letter (On letterhead) as per Format-1.
 - b) Organizational Contact Details/ Applicant Profile as per Format-2. (Consultancy organization must have its office in Mumbai (provide details in Format-2))
 - c) Experience of the organization & schedule of pf trust assignments as per Format-3.
 - d) Net worth certificate and latest audited financials (Annexure C).
 - e) Declaration as per (Annexure A).
 - f) Power of Attorney (Annexure E) in favour of Authorized Signatory with long and short signatures of Authorized person. (No specific format)

- 4) Arrange documents in the order of the checklist (Annexure F). Each claim in the eligibility matrix (Annexure B) must cite the page number of its evidence; evidence not found at the cited page will be treated as not submitted.
- 5) Late responses will not be opened.
- 6) If desired, MSEB CPF Trust will seek soft copy over email after bid submission for reference.

8.2 Clarifications and amendments

1. Queries may be sent by e-mail to [msebcpftrust.2026@gmail.com] up to the date in the data sheet. Replies will be published to all applicants without naming the source.
2. MSEB may amend this EOI by corrigendum before the submission date and may extend the date accordingly.

8.3 Rights of MSEB

1. MSEB may accept or reject any or all responses, or cancel the process at any stage, without assigning reasons and without liability.
2. Shortlisting creates no right to award. If only one applicant qualifies, MSEB may proceed with it or re-invite EOIs.
3. The decision of MSEB management on eligibility and shortlisting shall be final.

The bidders are expected to examine all instructions, forms, terms and other details in the proposal document carefully. Failure to furnish complete information as mentioned in this document will be at the Bidder's risk and may result in rejection of the proposal.

9. General conditions

1. Cost: Applicants bear all costs of preparing and submitting the response.
2. Confidentiality: Information about the Trust shared during the process shall be used only for this EOI and RFP.
3. Conflict of interest:
 - a) An applicant with a conflict as described in E7, or any relationship that could influence the process, shall disclose it; non-disclosure leads to disqualification.
 - b) Where there is any indication that a conflict of interest exists or may arise, it shall be

the responsibility of the Bidder to inform MSEB CPF Trust, detailing the conflict in writing as an attachment to this Bid.

c) MSEB CPF Trust will be the final arbitrator in cases of potential conflicts of interest. Failure to notify MSEB CPF Trust of any potential conflict of interest will invalidate any verbal or written agreement.

4. Integrity: Any attempt to canvass or influence officers of MSEB, the Trustees or the Evaluation Committee leads to disqualification.

5. Jurisdiction: Courts at Mumbai shall have exclusive jurisdiction.

10. Condition under which Enquiry is issued

The Expression of Interest is not an offer and is issued with no commitment. MSEB CPF Trust reserves the right to withdraw enquiry and or vary any part thereof at any stage. MSEB CPF Trust further reserves the right to disqualify any bidder, should it be so necessary at any stage.

11. Last date of submission of Proposal

The last date of submission of Expression of Interest is 02.November.2026, 5.30 pm in hard form (1 original and 1 duplicate)

12. Formats for Submission by Bidder

FORMAT – 1 APPLICANT’S PROPOSAL

To,
The Secretary,
MSEB CPF Trust,
CPF Trust Section,
Estrella Batteries Compound Building,
Ground Floor, Dharavi Road,
Matunga, Mumbai - 400 019.

Sub: Submission of Expression of Interest to provide consultancy services at Mumbai for implementation for End-to-End Surrender of PF Exemption and Liquidation of MSEB CPF Trust – EOI No. [xx]

Dear Sir

In response to the EOI provided by MSEB CPF Trust for the above purpose, we would like to submit our Expression of Interest offer to carry out the above proposed task.

We confirm that we meet each eligibility criterion as on 27-10-2026 (net worth as on 31-03-2026) and that all information and documents furnished are true and complete. We understand that MSEB may verify any information and reject our response if any of it is found incorrect. Our response is valid for 60 days from the last date of submission.

The proposal contains all desired information as sought in Enquiry document as under:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. Financial strength of the organization (Format-4)
4. Declaration (Format-5)

Yours Sincerely
Signature of the applicant
[Full name of applicant]

Stamp.....

Date:

Note: This is to be furnished on the letter head of the organization.

FORMAT – 2 ORGANIZATIONAL CONTACT DETAILS/ APPLICANT PROFILE

Sr.No	Particulars	Details
1	Name of Organization	
2	Main Areas of Business	
3	Type of Organization: Proprietorship Firm/Company/ partnership firm/ LLP	
4	Whether the firm or its associate or its affiliate has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
5	Address of registered office with contact number	
6		
7	Address of offices in i) Mumbai ii) All other State/UT's	
8	Contact Person with telephone no. & email ID	

Enclose:

- i. Copy of Certificate of Incorporation
- ii. Copy of GST certificate
- iii. Copy of PAN
- iv. Copy of Article of Association in respect of S.No.3 in table above v.

Undertaking in respect of S. No. .4 in table above (Format Given in Annexure – A)

Yours Sincerely

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Annexure A – Declaration (Non-debarment, Independence, Integrity)

We declare that: (a) we are not blacklisted or debarred by any Central / State Government, PSU, regulator or EPFO; (b) in the last 3 years (since 27-10-2023) we have not carried out any statutory audit, internal audit or other assignment for, and have had no business relationship of any kind with, the MSEB Contributory Provident Fund Trust or MSEB; (c) we will not sub-contract any part of the assignment; and (d) we have not and will not attempt to influence the selection process. Any change in these facts will be informed to MSEB immediately.

Authorised Signatory,

Name:

Designation:

Firm:

Date:

Stamp.....

FORMAT – 3 SURRENDER EXPERIENCE / SCHEDULE OF PF TRUST ASSIGNMENTS

Sr.	PF Trust / establishment	EPFO Regional Office / Zone	Work order no. and date	Stage reached (application filed / cancellation order / transfer completed)	After EPFO SOP (Yes/No)	Evidence at page no.
1						
2						
3						
.....						
5						

Note: Please attach documentary evidence in support of your claim

Yours Sincerely
Signature of the
applicant [Full name of
applicant]
Stamp.....
Date:

Annexure B – Eligibility Compliance Matrix

#	Criterion	Complied (Yes/No)	Brief particulars	Evidence at page no.
E1	Legal status			
E2	Surrender work order – Mumbai Zone, post-SOP			
E3	Positive net worth as on 30-09-2026			
E4	Key person			
E5	PAN / GST			
E6	Non-debarment			
E7	Independence			

Annexure C – Net Worth Certificate (by a practising Chartered Accountant)

Certified that the net worth of [applicant] as on 31-03-2026 is ₹[xx] lakh (positive), based on its books of account and the audited financial statements for FY [xx]. Signature, name, membership no., UDIN, firm seal.

Annexure D – Key Person Summary CV

Particular	Detail
Name and qualification	
Position in applicant firm	
Years of experience in PF Trust matters	
Exemption surrender assignments handled (Trust, EPFO office, stage reached)	
Other major PF Trust assignments	
Proposed role	Engagement Lead

Annexure E – Power of Attorney / Board or Partners' Resolution

Authorising the signatory to sign and submit the EOI, the RFP response and all related correspondence on behalf of the applicant. Not required where the proprietor signs personally.

Annexure F – Checklist

Sr.	Document	Enclosed (Yes/No)	Page no.
1	COVERING LETTER / APPLICANT’S PROPOSAL (FORMAT – 1)		
2	APPLICANT PROFILE / ORGANIZATIONAL CONTACT DETAILS (FORMAT – 2) (Along with Declaration Annexure A)		
3	SURRENDER EXPERIENCE (FORMAT – 3) Schedule of PF Trust Assignments with client evidence		
4	Eligibility compliance matrix (Annexure B) (Along with Mumbai Zone surrender work order (E2))		
5	Net worth certificate and latest audited financials (Annexure C)		
6	Key person CV (Annexure D)		
7	Power of attorney / resolution (Annexure E)		
8	Registration certificate, PAN, GST		

Annexure –I

Terms of Reference

I. Scope of Work

The consultant shall take the Trust from its present exempted status to final winding up in five milestones, targeting transfer of accumulations to EPFO within 100 days and winding up within 150 days of the agreement.

Phase 1 – Diagnostic and surrender roadmap

1. Review the Trust Deed and Rules, exemption order(s), past EPFO correspondence and inspection reports, Board minutes and pending litigation.
2. Assess member data, contribution and interest records, investments, liabilities, and any past non-compliance or dues.
3. Prepare a surrender roadmap: steps under the EPFO SOP, documents, responsibilities, risks and timeline.

Phase 2 – Surrender application and EPFO process

1. Draft resolutions of the Board of Trustees and the employer establishment(s), and notices to members / unions as required.
2. Prepare and file the surrender application with the Regional Office / Zonal Office, Mumbai, with all annexures and certificates required under the SOP, and apply for extension of the cut-off date for surrender if required.
3. Respond to EPFO queries, facilitate inspection or audit by EPFO, including by the Third-Party Auditor appointed by EPFO, and attend hearings with Trust officers until the order cancelling the exemption is issued.

Phase 3 – Reconciliation, interest and shortfall

1. Reconcile member-wise balances with the books of account and resolve unreconciled or inoperative accounts.
2. Compute interest up to the date of transfer at the rate required, and quantify any shortfall in the Trust's assets to be made good by the employer.
3. Identify and settle any damages, interest or dues payable to EPFO.

Phase 4 – Data transfer to EPFO

1. Coordinate transfer of member-wise accumulations, and of member data in the format required by EPFO (including UAN mapping), within EPFO timelines.
2. Obtain EPFO confirmation of receipt and credit to member accounts; resolve rejected or unmatched records.

Phase 5 – Winding up of the Trust

1. Prepare final accounts up to the date of transfer and coordinate with the statutory auditor.
2. Complete income-tax and TDS compliance up to closure, and close bank and demat accounts.
3. Advise on treatment of any residual surplus or deficit, and complete dissolution / winding up of the Trust under the Trust Deed and applicable trust law.
4. Handle EPFO queries and member grievances arising from the transfer until release of the retention money.
5. Completion Period: Consultant has to complete all the works in his scope within 4months from date of submission of SE1 form to EPFO or statutory/regulatory timeline whichever is earlier.

Throughout

Fortnightly progress reports to MSEB; attendance at Board of Trustees / MSEB meetings as required; drafting of all correspondence with EPFO.

Milestones

Milestone	Deliverable	Target (from agreement)
M1	Inception and diagnostic report with surrender roadmap; resolutions passed and surrender application filed with EPFO, complete as per SOP	7 days
M2	Order of cancellation of exemption issued by EPFO	45 days
M3	Member-wise reconciliation, interest and shortfall computation accepted by MSEB; EPFO queries / inspection closed	60 days
M4	Transfer of accumulations and member data to EPFO completed and confirmed	100 days
M5	Final accounts, tax closure, closure of accounts and winding up of the Trust	150 days

Delay caused by EPFO, MSEB or the Trust will not be counted against the consultant, provided the consultant has recorded it in its progress reports.

Exclusions

Statutory audit of the Trust; third-party audit (TPA) of the Trust or of any establishment; contractor compliance audit; appearance as advocate before courts or tribunals; actuarial certification; investment management or broking. All decisions remain with MSEB and the Board of Trustee