



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

हमीरपुर (हि.प्र.) – 177 005 (भारत)

[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

HAMIRPUR (H.P.) - 177 005 (INDIA)

[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

{OFFICE OF REGISTRAR}

Notice inviting Expression of Interest

Expression of Interest (EOI) for engagement of Actuary in NIT Hamirpur for carrying out actuarial valuation of the Institute Employees as per AS-15 (Employee Benefits) is floated for inviting bids. The Scope of Work, Eligibility Criteria and related terms & conditions are also uploaded on Institute website www.nith.ac.in.

Eligible/Registered Actuaries/Firms may submit their bids on the prescribed format (Annexure-I) by 24/12/2024 upto 12:00 Noon.

ASW
06/12/24
Registrar

NIT Hamirpur (HP)

No. NIT/HMR/Engagement of Actuary/2024/ *9465-68* Dated:- *09/12/24*
Copy to:

1. FI (Purchase) for information with the request to get the EOI notice published 02 newspapers (01 in Hindi & 01 in English).
2. FI (Computer Centre) for information with the request to display the Notice on the Institute website under head (EOI for engagement of Actuary).
3. Deputy Registrar (F&A).
4. A.R. (Audit).

EXPRESSION OF INTEREST FOR ENGAGEMENT OF ACTUARY

Two-part (Techno Commercial and Financial) bids in sealed cover are hereby invited for the engagement of actuary in NIT Hamirpur. The envelope shall be super-scribed with "Expression of interest for Engagement of Actuary for NIT Hamirpur".

IMPORTANT DATES

Sr. No.	Event	Deadline
1.	Publication of Eoi document	10.12.2024
3.	Last date and time for bid submission/ Receipt of EOI	24.12.2024 (up to 12:00 Noon)
5.	Opening Date of bid documents/EOI	24.12.2024 at 03:00 PM **

** The Opening Date can be extended in case of poor response from participating firms.

IMPORTANT NOTES :-

- Detailed terms and conditions are available in this document. The complete document for the EOI is also available on Institute's website www.nith.ac.in Expression of Interest/bids submitted through registered post/ courier / by hand shall be accepted only.
- The Director, NITH reserves the right to accept/ reject any / all bids in part/ full without assigning any reasons thereof.
- Any changes / corrigendum/extension of opening date in respect of this EOI shall be published on website of the institute only and no press notification will be issued in this regard. Bidders are therefore requested to regularly visit our website for updates if any in this regard.
- Bids for Expression of Interest should reach at below mentioned address before the last date of receipt and time.
**The Registrar,
National Institute of Technology,
Hamirpur (H.P.)-177005**
- The Eoi must be submitted in two bid formats (Techno commercial + Price Bid) with separate sealed envelope for financial/ price bid (As Per Annexure-II).

SCOPE OF WORK:

For engagement of eligible Actuary or Firm for carrying out actuarial valuation of the Institute Employees on roll i.e. serving regular staff including Faculty & non-faculty

(Handwritten signatures and initials)

staff (approx. 354) and approximate 157 nos. of pensioners as on 31-03-2025 as per AS-15 (Employee Benefits) disclosing the same in annual accounts of the Institute for the F.Y 2024-25 as on 31.03.2025.

- Pension Liability for pensionable and existing staff (As per CCS Pension Rules)
- Gratuity Liability for GPF holder staff (As per CCS Pension cum Gratuity Rules)
- Gratuity liability for NPS holder staff (As per Payment of Gratuity Act as applicable to Central Government / Autonomous employees)
- Leave encashment liability (As per CCS Leave Rules)
- Any other point to be considered/ Disclosed as per AS-15(Employee Benefits)

* This is further informed that the age of superannuation of 60 years for all non-faculty employees (ministerial and technical) and for Faculty, the age of superannuation is 65 years.

Eligibility Criteria:

- The Actuary should be a practicing fellow member of the Institute of Actuaries of India for at least preceding three years. In the case of firms, it should be registered with the Institute of Actuaries of India and should have relevant experience of at least three years. Authenticated self-attested copies to be submitted.
- The Actuary/Firm must have carried out at least 03 (Three) actuarial valuations for Central Government/Autonomous Body/ Ministries/Departments/Educational Institutions in the last three years.

Terms and Conditions:

- The following documents (self-attested) are required to be submitted along with the offer document in the format as per annexure-I
 1. Goods & Service Tax Registration as well as PAN No. (Firm or Individual)
 2. Copy of Membership Certificate issued from the Institute of Actuaries of India/Firm registration certificate from the Institute of Actuaries' of India
- No TA/DA or out-of-pocket expenses will be admissible to attend any meeting, Submission of offer or during completion of job under normal circumstances.









- Appointment of actuary will be for the valuation of Pension, Commuted Pension, Gratuity (including NPS) and Leave encashment as per AS-15(Employee Benefits)
- The interested Actuary/Firm have to submit their offer strictly in the Pro-forma along with relevant documents in support.
- NIT Hamirpur (H.P) will not consider any request for any increase in the price quoted by Actuary/Firm for the defined job during the engagement period including extension, if any.
- No overwriting, corrections and cutting is permitted in rates.
- Offers received not as per prescribed form/ time limit shall be summarily rejected.
- Unsealed or unsigned offers will be summarily rejected.
- The work should be completed within 1 month from the date of issue of the award.
- The Actuary/Firm will be responsible to clarify/explain the details of Reports/Certificates to the Institute, if required.

Payment Terms:

The payment for the work will be released after acceptance of the valuation Reports/Certificates by the Competent Authority.

Appointment period:

The appointment of the actuary firm for the above-mentioned scope of work will be initially for a period of one year. However, the same can be extended to three years on an annual basis subject to satisfactory performance and recommendation of the Deputy Registrar (Finance & Accounts) of the Institute.

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06/12/24
REGISTRAR
NIT HAMIRPUR

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On the Letter Head of Actuary / Firm

ANNEXURE - I

Sl. No.	GENERALPARTICULARS/DETAILS OF THE ACTUARY FIRM		
1.	Name of the Actuary/Firm		
2.	Address of the Actuary/Firm		
3.	Name of the Contact personof the Firm		
4.	Designation of the Contact person		
5.	Contact details of theActuary/Firm		
	Mobile No.		
	Landline No.		
	Email address		
6.	Pan No. (AttachCopy)		
7.	Goods & Service Tax Registration No. (attach Copy)		
8.	Membership No. of the Institute of Actuaries of India/Registration No. of theFirms with the Institute of Actuaries of India		
9.	Details of Similar works carried out (attach Copies)		

Signature with Stamp and Date:

 



On the Letter Head of Actuary / Firm

PRICE BID

I, M/s _____ do hereby quote the rate for below mentioned scope of work for calculation of actuary as per this bid document i.e. EOI NO. _____ dated _____.

Scope of Work (as on 31.03.2025)	Rate (Including GST)
<ul style="list-style-type: none"> ➤ Pension Liability for pensionable and existing staff (As per CCS Pension Rules) ➤ Gratuity Liability for GPF holder staff (As per CCS Pension cum Gratuity Rules) ➤ Gratuity liability for NPS holder staff (As per Payment of Gratuity Act as applicable to Central Government / Autonomous employees) ➤ Leave encashment liability (As per CCS Leave Rules) ➤ Any other point to be considered/ Disclosed as per AS-15(Employee Benefits) 	

Signature with Stamp and Date:

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