



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 Central Public Procurement (CPP) Portal/ Institute website www.nith.ac.in

Eligible/Registered Actuaries/Firms may submit their bids on the prescribed format (Annexure-I) by 07/05/2024 upto 05:00 PM



Registrar
NIT Hamirpur (HP)


No. NIT/HMR/Admn.-203/V-12/2024/ 3517 - 20

Dated:- 28.03.2024

Copy to:

1. FI (Purchase) for information with the request to get the EOI notice uploaded on CPP Portal and also got published in newspapers.
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).


for. n.a. plm.


28/03/2024



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{ कुलसचिव कार्यालय }

रुचि की अभिव्यक्ति आमंत्रित करने की सूचना

एनआईटी हमीरपुर संस्थान के कर्मचारियों का एएस-15 (कर्मचारी लाभ) के अनुसार बीमांकिक मूल्यांकन करने के लिए बीमांकिक की नियुक्ति हेतु रुचि की अभिव्यक्ति (EOI) के माध्यम से बोली आमंत्रित की जाती है। कार्य का दायरा, पात्रता मानदंड और संबंधित नियम और शर्तें केंद्रीय सार्वजनिक खरीद (सीपीपी) पोर्टल/संस्थान की वेबसाइट www.nith.ac.in पर भी अपलोड की गई है।

पात्र/पंजीकृत बीमांकिक/फर्म निर्धारित प्रारूप (अनुलग्नक- I) पर 07/05/2024 शाम 05:00 बजे तक अपनी बोली जमा कर सकते हैं।


कुलसचिव

रा. प्रो. सं. हमीरपुर (हि. प्र.)

नहीं। एनआईटी/एचएमआर/प्रशासन-203/वी-12/2024/35/7 - 20 दिनांक:- 28.03.2024
प्रतिलिपि :

1. संकाय प्रभारी (खरीद) ईओआई नोटिस को सीपीपी पोर्टल पर अपलोड करने के अनुरोध के साथ।
2. संकाय प्रभारी (कंप्यूटर सेंटर) चार्जबल हेड (EOI को बीमांकिक की नियुक्ति के लिए) के तहत संस्थान की वेबसाइट पर नोटिस प्रदर्शित करने के अनुरोध के साथ।
3. उप कुलसचिव (वित्त एवं लेखा)।
4. सहायक कुलसचिव (लेखा-परीक्षण)।

EXPRESSION OF INTEREST FOR ENGAGEMENT OF ACTUARY

Important Dates

Sr. No.	Event	Deadline
1.	Publication of EoI document	01/04/2024
2.	Bid download start	05/04/2024
3.	Bid submission start date	05/04/2024
4.	Last date and time for bid submission	07/05/2024 (05:00 PM)
5.	Tentative Date and time of presentations	Will be notified separately

SCOPE OF WORK:

For engagement of eligible Actuary or Firm for carrying out actuarial valuation of the Institute Employees as per AS-15 (Employee Benefits) disclosing the same in annual accounts of the Institute for the F.Y 2023-24.

- Pension Liability for pensionable and existing staff (As per CCS Pension Rules)
- Gratuity Liability for GPF (As per CCS Pension cum Gratuity Rules)
- Gratuity liability for NPS members (As per Payment of Gratuity Act as applicable to Central Government / Autonomous employees)
- Leave encashment liability (As per CCS Leave Rules)
- Actuarial Valuation for Employees' Retirement Benefit as on 31.03.2024
- Retirement benefits viz, Pension, Communication of Pension, Leave Encashment and Gratuity.
- Any other point to be considered as per AS-15(Employee Benefits)

To determine the actuarial liability of the NIT Hamirpur of approx. 350 serving permanent Staff (including Faculty & non-teaching staff) and approximate 163(159+4) nos. of pensioners as on 31-03-2024. The age of superannuation of 60 years for all Non-Faculty employees (ministerial and technical) and for Faculty Staff, 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 done at least 03(Three) actuarial valuation 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 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.
- Appointment of actuary will be for the valuation of Pension, Commuted Pension, Gratuity (including NPS members) 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.
- No request for extension in the date of submission of offer will be considered.
- NIT Hamirpur(H.P) will not consider any request for increase in the price quoted by Actuary/Firm for the defined job.
- No overwriting, corrections and cutting is permitted.
- Offers received not as per prescribed form will be summarily rejected.
- Unsealed or unsigned offers will be summarily rejected.
- The work should be completed within 3 weeks from date of issue of award
- The Actuary/Firm will be responsible to clarify/explain the details of Reports/Certificates to the Internal Auditor/CAG and to the Finance Committee/BOG of 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. No interest shall be paid for delayed payment.

Appointment period :

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

**REGISTRAR
NIT HAMIRPUR**

ANNEXURE – I

Sl. No.	GENERAL PARTICULARS/DETAILS OF THE ACTUARY FIRM		
1.	Name of the Actuary/Firm		
2.	Address of the Actuary/Firm		
3.	Name of the Contact person of the Firm		
4.	Designation of the Contact person		
5.	Contact details of the Actuary/Firm		
	Mobile No.		
	Landline No.		
	Email address		
6.	Pan No. (Attach Copy)		
7.	Goods & Service Tax Registration No. (attach Copy)		
8.	Membership No. of the Institute of Actuaries of India/Registration No. of the Firms with the Institute of Actuaries of India		
9.	Details of Similar works carried out (attach Copies)		
10.	Time required for completion of the work		

Please enclose CV of the Actuary

Signature with Stamp and Date:

Full Name and Address