



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6210374
Dated/दिनांक : 08-05-2025

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 29-05-2025 17:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 29-05-2025 17:30:00 |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से) | 120 (Days) |
| Ministry/State Name/मंत्रालय/राज्य का नाम | Ministry Of Labour And Employment |
| Department Name/विभाग का नाम | Na |
| Organisation Name/संगठन का नाम | Employees State Insurance Corporation (esic) |
| Office Name/कार्यालय का नाम | Model Hospital , Rkl |
| क्रैता ईमेल/Buyer Email | sanjeev.kumar@esic.nic.in |
| Item Category/मद केटेगरी | Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm |
| Contract Period/अनुबंध अवधि | 1 Year(s) |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) | 6 Lakh (s) |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 5 Year (s) |
| Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है | Yes |
| MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है | Yes |
| Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है | Yes |

| Bid Details/बिड विवरण | |
|---|--|
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | Experience Criteria, Bidder Turnover, Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |
| Do you want to show documents uploaded by bidders to all bidders participated in bid?/ | Yes |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया | No |
| Type of Bid/बिड का प्रकार | Two Packet Bid |
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 2 Days |
| Estimated Bid Value/अनुमानित बिड मूल्य | 144000 |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |
| Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज़ ब्रेकअप आवश्यक है | Yes |
| Arbitration Clause | Yes (Arbitration clause document) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts |
| Mediation Clause | No |

EMD Detail/ईएमडी विवरण

| | |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

ePBG Detail/ईपीबीजी विवरण

| | |
|--|---------------------|
| Advisory Bank/एडवाइजरी बैंक | State Bank of India |
| ePBG Percentage(%) / ईपीबीजी प्रतिशत (%) | 5.00 |
| Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने). | 14 |

(a). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Medical Superintendent
ESIC Model Hospital, Jail Road, Near Govt ITI, Rourkela-12. Dist-Sundargarh, Odisha, Pin-769012.
(Medical Superintendent)

UIN Number NCTGC2415P

MII Compliance/एमआईआई अनुपालन

| | |
|------------------------------|-----|
| MI Compliance/एमआईआई अनुपालन | Yes |
|------------------------------|-----|

MSE Purchase Preference/एमएसई खरीद वरीयता

| | |
|---|-----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | Yes |
|---|-----|

1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
7. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

Price Breakup - [1746683945.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:5

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:5

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:2

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:2

Number of XX fulltime CA's required and YY professional audit staff:5

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

| Specification | Values |
|---|--|
| Core | |
| Scope of Work | Review of Financial Statements , Financial Reporting Framework , Audit report |
| Type of Financial Audit Partner | CAG Empaneled Audit or CA Firm |
| Type of Financial Audit | Internal Audit |
| Category of Work under Financial Audit | Audit of financial statements , Reliability of financial reporting , Investigating fraud , Compliance with law & regulations , Bank Transactions , Internal control of financial , Compliance with contracts , Internal Control over Financial Reporting |
| Type of Industries/Functions | Operational & Administrative , Inventory & Store management , Human Resource & Payroll , Payables , Receivables , Cash and Bank Balance , Fixed assets, depreciation and amortisation |
| Frequency of Progress Report | Monthly |
| MIS Reporting for Financial Audit support | Yes |
| Frequency of MIS reporting | Monthly |
| State | NA |
| District | NA |
| Addon(s)/एडऑन | |
| Post Financial Audit Support | Yes |

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | To be set as 1 | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|--|----------------|--|
| 1 | Sanjeev Kumar | 769004,MEDICAL SUPERINTENDENT ESIC MODEL HOSPITAL ,NEAR ITI JAIL ROAD ROURKELA-4 | 1 | <ul style="list-style-type: none">Number of Months for which Post Audit Support is required : 12 |

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

ESIC MODEL HOSPITAL
JAIL ROAD
NEAR GOVT ITI
ROURKEA
DIST-SUNDARGARH, ODISHA-769012

4. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

5. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

6. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

The bidders are required to dully fill up all the annexures-I, II, III, IV and upload the same along with relevant documentary evidence.

7. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

8. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

9. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

10. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

11. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

12. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

ESIC MODEL HOSPITAL A C 2
payable at
STATE BANK OF INDIA ROURKELA

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाही

का आधार होगा।

---Thank You/धन्यवाद---



क.रा.वी.नि.
E.S.I.C.

कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



क.रा.वी.नि. आदर्श अस्पताल, जेल रोड, राउरकेला (ओड़ीशा) - 769012
E.S.I.C. Model Hospital, Jail Road, Rourkela (Odisha) - 769012
Phone: 8093006890
E-mail: mh-rourkela@esic.nic.in ; ms-rourkela.or@esic.nic.in

NAME OF WORK: E-TENDER FOR HIRING OF CAG EMPANELLED CHARTERED ACCOUNTANT (CA) FIRM ON OUTSOURCED BASIS AT THE OFFICE OF ESIC MODEL HOSPITAL, ROURKELA FOR A PERIOD OF ONE YEAR

| | |
|--------------------------------|---|
| Last Date & time of submission | As per Bid specifications uploaded on GeM portal |
| Pre Bid meeting Date & time | As per GeM portal |
| Date & time of Opening of Bid | As per Bid specifications uploaded on GeM portal |
| EMD Amount | As per Bid specifications uploaded on GeM portal |
| Estimated Bid Value | Rs. 144000/- (Rupees One Lakh forty four thousand only) |

GeM BID NOTICE

E-tenders (through GeM portal) under two-bid system are invited for hiring of CAG empanelled CA firm at ESIC Model Hospital, Rourkela for a period of one year, however ESIC Model Hospital, Rourkela reserves the right to terminate the contract at any time without assigning any reason thereof by serving one month notice.

The period of Contract of the Appointment of the selected bidder shall be for a period of one year (which may be extended till finalization of Accounts) and hiring shall be done for every Financial Year till further orders from Headquarters Office New Delhi.

The interested bidders should upload duly filled signed Bid form and their bids along with duly signed scanned copies of all the relevant certificates, documents, etc. in support of their technical bids on the GeM portal within the stipulated date as mentioned in GeM bid.

Tender document is available online at GeM portal as well as on the website of E.S.I. Corporation (i.e. www.esic.gov.in/tenders).

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MEDICAL SUPERINTENDENT

Introduction:

Employees' State Insurance Corporation is a statutory body under the Ministry of Labour and Employment, Government of India. The Employees' State Insurance Scheme, established under the Employees' State Insurance Act of 1948, is a comprehensive social security insurance program designed to provide social security to Insured Persons / dependents as defined by the Act, against the impact of contingencies of sickness, maternity, disablement and death due to employment injury and to provide medical care to insured persons and their families. The ESI Act is applicable to all non-seasonal factories and establishments as per notification of appropriate Governments. The ESI Act, 1948 applies to factories/establishment employing 10 or more persons. The employees of registered factories and establishments drawing wages up to Rs. 21000/- per month (Rs. 25,000/- for Persons with Disability) are covered under the Act. ESIC is looking to engage C&AG empanelled Chartered Accountant (CA) firms to assist in timely preparation/submission of financial statement including March (Provisional) and March Final, in order to ensure finalization of Accounts of the Corporation within timelines and correctness of the various entries carried out therein by various accounting units.

Terms of reference:

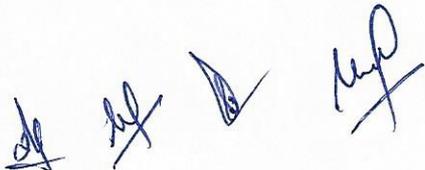
The empanelment of CAG empanelled Chartered Accountant (CA) firm(s) for ESIC Model Hospital, Rourkela to assist in timely preparation/submission of financial statement, in order to ensure finalization of Accounts of the Corporation within timelines and correctness of the various entries carried out therein by various accounting units.

Period of Contract: The period of Contract of the Appointment of the selected bidder shall be for a period of one year (which may be extended till finalization of Accounts).

Location of Work: Empanelled CA Firm has to provide services at ESIC Model Hospital, Rourkela.

ELIGIBILITY CRITERIA

1. Applicant firm should be handling similar works for at least last 5 years.
2. Applicant firm should be empanelled with CAG and ESIC holds the rights to terminate the contract if CA firm or any of its partners/members get debarred and/or blacklisted by center/state government organization, statutory Organization or PSU.
3. Average annual turnover of firm for the last three years should be at least 50 lacs. *AS per Gem Bid*
4. Applicant firm and its partner should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any government/statutory Organization or PSU.
5. Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws and did not face any such litigation before hon'ble Court(s).
6. The applicant firm shall possess PAN/GST registration.
7. The applicant firm shall have an office in the state of Odisha preferably at Rourkela.



Detailed scope of work

1. To Assist in finalization of March (Provisional) Accounts and finalization of March (Final) for accounting period under contract.
2. Scrutiny of Accounts for financial year 2024-25/2025-26 keeping in view classification of income and expenditure including verification of accounting adjustments/rectification of errors, omission in books of accounts and clearing suspense entries. All effort should be made to ensure that:
 - a. The expenditures are 100% reconciled with the statements(R&P) of concerned unit.
 - b. There are no obvious errors in accounts like "Minus balances in receipt and expenditure. Such balances need to be examined in detail and rectification entry need to be passed before sending accounts to headquarters.
 - c. The accounts are free of all mathematical errors/mistakes.
 - d. Expenditures under all account's heads are tallied with respective subsidiary ledgers.
 - e. Any unusual increase/decrease/divergent trend in any head of expense is examined and rectified.
 - f. Classification of expenditure between hospital and medical education, Regional offices/Sub regional offices and DCBO is done correctly.
 - g. Classification of Prior period items is done properly.
 - h. Verification of physical verification of cash in hand and reconciliation with cash book should be done.
 - i. Verification of reconciliation of Bank Balance with Bank statement should be done.
 - j. Verification of reconciliation of all statutory dues (not limited to TDS, TDS on GST) should be done properly.
 - k. Verification reconciliation of security deposit, unclassified receipt, Pension payments, NPS, miscellaneous advances on monthly basis should be done properly.
 - l. Verification reconciliation of exchange account and suspense slip should be done properly.
 - m. Verification accounting of disposed assets along with profit/loss should be done properly.
3. Checking of provisions for Permanent Disablement Benefit (PDB), Dependent Benefits, ESIC COVID-19 relief scheme, Employee Benefit Reserve Fund (EBRF) etc.
4. Checking of provisions for Pension, Gratuity, Leave Encashment and Pensioners Medical Scheme (PMS), Liabilities.
5. Verification/vetting of physical verification of Fixed Assets with Register of Fixed Asset.
6. Verification/vetting of physical verification of the closing inventories, Stores and consumables etc. as on 31st March of closing financial year.
7. Assistance in preparation/verification of ESIC Budget of concerned unit
8. Guidance and assistance on audit observations of ESIC.
9. Assist in maintaining party ledgers, other receipts & payment ledgers, Assets and Liability Ledgers, monthly accounts on the basis of ledgers, calculation of Depreciation on fixed Assets, preparation of March (Provisional) and March Final Accounts duly reconciled with vouchers, preparation of budget, reconciliation BRS, verification of liability created and discharged.
10. Special emphasis may be given to the verification of following (but not limited to):
 - a) Verification in case of asset disposal- recording of depreciation, gain/loss booking,
 - b) Classification of Annual repair, maintenance and special repair maintenance.
 - c) Debt, Deposit reconciliation and advances receipts d
 - d) Provision evaluation/calculation.
 - e) Inventory accounting

- f) Super specialty treatment (SST) advances(if any),
 - g) Salary calculation, special reference to the people on deputation and hired on contractual basis for special services.
 - h) Verification of classification and payment with respect to instructions by ESIC for On-account payment, PIP etc. made to States.
 - i) Assistance and training (if required) to resources deployed in concerned unit.
11. Further, any other financial opinion/help/guidance/verification/vetting required/sought by Financial Commissioner and Director General, ESIC in any matter. Any other financial report and compilation required by financial division.
12. The above scope of work is indicative in nature and may be enhanced/curtailed as per the requirements of the division.

Report

The detailed report(s) of visiting unit will be submitted in single hard copy to the Administrative Head and the Finance head of the unit. Further, the Administrative Head and the Finance head of the unit forward the said report with analysis/findings and recommendations (if any) to Financial Commissioner/Additional Commissioner, ESIC Hqrs. Soft Copy of report with analysis/findings and recommendations (if any) has also to be submitted in MS Excel/Word through email to ac-fin@esic.nic.in. ESIC Hqrs may direct the Empanelled CA firm of field unit for any specific work or any detailed work report.

Payment

Monthly remuneration may be paid to the empanelled agency in accordance with the visits paid by the CA as per the bill raised by the empanelled agency and visits acknowledge by units in respect of work assigned and performed as defined in scope of work subject to the satisfaction of work and report submitted by empanelled CA firm. All mandatory deductions like Taxes/TDS as applicable shall be done as per statutory provisions. The empanelled Chartered Accountant Firm shall be entirely responsible for all taxes, duties, fees, levies etc., incurred relating to the delivery of the services. ESIC reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the ESIC will be the final and binding in this regard.

Penalties

If the empanelled CA Firm there off is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the assignment to other parties without permission of the ESIC, non-observation of instructions given by the ESIC, unauthorized retention of records of the ESIC, violating the terms and conditions of this assignment, indulging in malafide practices or any other cognizable offence or breach, the firm shall be punishable as deemed appropriate by the ESIC or in case of delay in carrying out the work, penalty at the rate of 1% per week of the total billing amount limited to 10% of fee may be levied.



Termination of Contract:

If service provider is found responsible for any leakage of information, lobbying, bribing etc., then ESIC have the right to terminate the contract and if required as per applicable law, action deemed fit may be initiated against the empanelled CA firm. Also, if cumulative penalties reaches 10% of contract value, competent authority may terminate the contract.

Standard Terms & Conditions for the service for agreement:-

Given the varied scope for the finance work, Accounting units may frame their own standard terms and conditions. However, some generic standard terms and conditions for the service areas under –

- 1) The persons deployed shall, during the course of their work, will have access to the classified documents, which they are not supposed to divulge to any third party(s), and shall maintain confidentiality. Any breach of this confidentiality obligation shall make the service provider liable for penal action under the applicable laws besides action for breach of contract.
- 2) The service provider shall provide a suitable resource well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons.
- 3) In case, service provider finds any serious financial irregularity (es) and points relating to grave deficiencies, then the same is required to be communicated to competent authority/officers of the ESIC immediately without waiting for the time of submission of the report.
- 4) All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the ESIC.

Estimated cost: Rs 144000/- (Rupees One Lakh forty four thousand) per annum .

Detailed calculation according to classification of cites and no. of required visits for providing aforesaid services in each quarter.

| Classified cities A,B & C | CA | Visits in F.Y | Total Cost for a F.Y. |
|---------------------------|-------|---------------|-----------------------|
| B | 12000 | 12 | 12000X12 |
| | | | <hr/> 144000/- |

For all the activities defined in scope of work mentioned above may require deploying sufficient number of CA for said work from time to time. The empanelled CA firm has to make at least one visit every month. The payment will be done on monthly basis.

ANNEXURE -I

TECHNICAL BID FORM- (To be filled up, signed and upload the scanned copy)

**NAME OF WORK: HIRING OF CAG EMPANELLED CHARTERED ACCOUNTANT (CA) FIRM IN ESIC
MODEL HOSPITAL, ROURKELA-769012.**

| | | |
|----|--|--|
| 01 | Name of the Concern / Firm / Company | |
| 02 | Name of the Authorized person submitting the Bid | Shri/Smt/Ms. |
| 03 | Designation of the authorized person submitting the bid | |
| 04 | Address of the Prop. Concern / Firm / Company | |
| 05 | Contact Details i. Mobile No: (Off) _____ ii. E-Mail ID: (Off) _____ | |
| 06 | Registration & incorporation particulars of the Prop. Concern / Firm / Company: i) Private Limited ii) Public Limited iii) Any Other – Please specify | |
| 07 | Name of the Prop / Managing Partner(s) / Managing Director (s) | |
| 08 | Mobile Number & Email ID of the Prop / Managing Partner(s) / Managing Director (s) | |
| 09 | Bidder's Bank, its Address, IFSC and Current Acct Number | |
| 10 | Permanent Income Tax Number | |
| 11 | GST No. | |
| 12 | CAG Empanelment Number | |
| 13 | EMD exemption required : YES / NO i) If Yes, Category of Exemption ii) If No, Particulars of EMD: | Demand Draft No.....Date..... Name of the Bank: Address of the Bank: Validity of DD: |
| 14 | Address of Bidder in State of Odisha (Documentary proof shall be uploaded) | |



| | |
|----|---|
| 15 | Description of Similar work in providing CAG Empanelled Chartered Accountant (CA) Firm during the last five financial years in Govt. Dept / PSU : |
|----|---|

| Description of Work Order executed | Actual value of Work Order executed | Name of the Govt Dept / PSU | Start Date | End Date | Document evidence like satisfactory performance certificate from the client. upload (Y/N) |
|------------------------------------|-------------------------------------|-----------------------------|------------|----------|---|
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|----|---|
| 16 | Details of Annual turnover & Net profit for the last 3 years: (to be certified by CA) |
|----|---|

| Financial Year | Annual Turn Over | Net Profit |
|----------------|------------------|------------|
| 2023-2024 | | |
| 2022-2023 | | |
| 2021-2022 | | |

| | | |
|----|--|--|
| 18 | Whether Police / Legal proceeding in Court pending against Proprietor / Firm / Company /Contract labour engaged by the Agency : YES / NO | |
| 19 | Whether Agency is Black listed by any Central/ State Govt. / PSU during the last three years,if not attach self-certificate : YES / NO | |

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/ Firm shall be blacklisted and shall not have any dealing with the ESIC Model Hospital, Rourkela in future besides forfeiture of EMD. Also, I undertake to abide by the stipulations/conditions of the Tender in full.

Date:

Place:

Signature of Authorized Person

Full Name:

Owner /Company / Firm's Seal:

ANNEXURE -II

BID SUBMISSION FORM

(To be printed on Bidder's letterhead, signed, stamped, scanned and submitted online through GeM Portal)

Date

LETTER OF BID

To

The Medical Superintendent,
ESIC Model Hospital, Rourkela - 769 012.

Ref: Invitation for Bid document No _____ dated _____

I / We, the undersigned, declare that:

1. I / We have gone through and read the entire terms and conditions, scope of services, penalty clause, procedure for submission of monthly bills along with the statutory and mandatory requirements/documents for the release of payments to Bidder of the Tender Document of ESIC Model Hospital, Rourkela.
2. I / We have examined and have no reservations to the Bidding Documents.
3. I / We undertake that we possess valid empanelment with CAG and we will provide our qualified Resources to your office in conformity with the Bidding Document.
4. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
6. I / We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any other failure/lapses of serious nature.
7. I / We undertake, to enter into agreement as per the terms and conditions of the bidding document and bear all expenses including charges for stamps etc and agreement will be binding on us.
8. I / We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid /lowest bid or any other bid that you may receive.
9. In case any provision of the tender is found violated, I / We agree that the bid shall be liable to be rejected and ESIC Model Hospital, Rourkela shall without prejudice to any other right or remedy will be at liberty for forfeit the Earnest Money absolutely deposited by me / us along with the bid document and Security Deposit absolutely deposited by me / us upon award of contract to me / us.

Yours sincerely,

Authorized Signatory

Full Name and Designation (To be printed on Bidder's letterhead)



ANNEXURE III

UNDERTAKING REGARDING NON-BACKLISTING/PROSECUTION OF THE FIRM

(To be submitted on the Letter Head of the Bidder/Tenderer)

Date: _____

TO WHOMSOEVER IT MAY CONCERN

I / We / Our organization, M/s _____

_____ hereby

undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law. I, the undersigned declare that my firm has not been convicted of an offence under the Prevention of Corruption Act, 1988.

We further undertake that our firm and its partner have never been held guilty of any professional misconduct under chartered accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any government/statutory organization or PSU.

I, the undersigned also declare that no case is pending with the police / legal proceedings in court of law against the Proprietor / firm / partners or against the company / Agency and contract labour engaged by the contractor.

Date:

Place:

Signature of Authorized Person

Full Name:

Owner /Company / Firm's Seal:



ANNEXURE - IV

Checklist of documents (Signed stamped and scanned copies)

| S.No | Document | Yes/No |
|------|---|--------|
| 1 | Bid Documents signed and stamped | |
| 2 | Copies of ITR, Audited Balance Sheets, P&L Statements (FY 2023-24, 2022-23, 2021-22) | |
| 3 | Registration/Incorporation Certificate | |
| 4 | EMD (If exempted, provide the copies of exemption certificates) | |
| 5 | GST Registration No | |
| 6 | CAG Empanelment Number | |
| 7 | Copy of PAN/TAN | |
| 8 | Copies of Experience certificates, Satisfactory completion certificate for five years | |
| 9 | Details of Annual turnover & Net profit for last 3 years (to be certified by CA) | |
| 10 | Technical Bid Form - Annexure I | |
| 11 | Bid Submission Form - Annexure II | |
| 12 | Undertaking - Annexure III | |
| 13 | Checklist- Annexure IV | |
| 14 | Proof regarding Local office (in the state of Odisha preferably at Rourkela) | |

Date:

Place:

Signature of Authorized Person

Full Name:

Owner /Company / Firm's Seal:



List of categories where trials are allowed:

- Simulators
- Ship's propulsion machinery, radars and sensors, navigation equipment, communication equipment, RO plants, compressors, cranes, boats, Pilotless Target aircraft, pumps, dehumidifiers etc.
- Aircraft engine/generator/flight deck equipment/air conditioning system/radars
- Tank engine/ generator/ air conditioning system
- Bullet Proof Helmet, Bullet Resistance Jacket
- Drones
- All-Terrain Vehicles (ATV)
- **Communication Equipment for Defense:**
 - Radio Sets:**
 - HF/VHF/FM Manpack Radio
 - Vehicle Radio Set
 - Tactical Communication Systems:**
 - Software Defined Radio (SDR) Systems
 - VHF/UHF Tactical Communication Systems
 - Handheld Satellite Phones (e.g., Iridium)
 - Combat Net Radio (CNR) Systems
 - Satellite Communication Systems:**
 - Very Small Aperture Terminal (VSAT) Systems
 - Satellite Phones
 - Mobile Satellite Communication Systems
 - Command and Control Systems:**
 - Battlefield Management Systems (BMS)
 - Tactical Data Links
 - Encryption Devices (e.g., VINBAX)
 - Surveillance and Reconnaissance Communication:
 - Unmanned Aerial Vehicle (UAV) Communication Systems
 - Ground Control Stations (GCS) for UAVs
 - Remote Video Terminals (RVTs)
 - Electronic Warfare (EW) Communication:**
 - EW Communication Jamming Systems
 - Communication Intelligence (COMINT) Systems
 - Network Infrastructure:**
 - Field Deployable Communication Nodes
 - Tactical Communication Switches
 - Mobile Communication Shelters
 - Navigation and Positioning Systems:**
 - GPS Receivers
 - Navigation Systems for Vehicles and Personnel
 - Specialized Communication Equipment:**
 - Underwater Communication Systems
 - Special Forces Communication Gear
 - Mountain Warfare Communication Equipment
- Contamination Monitor

- Fiber Reinforced Plastic Boat with Motor (RIBs)
- Bukhari Improved Version
- Fire Fighting Equipment's as per DGQA specifications
- Victim Location System with Breaching System
- HDPE Boats
- Pontoon Boats
- Medical equipment
- **Engineering and Mining Equipment for Bomb Disposal Units:**
- Modular protection vehicles
- High Altitude Clothing including Snow Boots