



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6254376
Dated/दिनांक : 30-05-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	09-06-2025 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	09-06-2025 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (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	Regional Office, Kanpur
क्रैता ईमेल/Buyer Email	garima.chandra@esic.nic.in
Item Category/मद केटेगरी	Financial Advisory Services - Offsite; Tax Advisory
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)	4 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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	INR 100000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder

shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.

3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.

4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of work to be uploaded by buyer:[1748357121.pdf](#)

Financial Advisory Services - Offsite; Tax Advisory (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified internal auditor (ICAI)
Total Experience of Professionals / Resources (In years)	3 - 5 Years
Addon(s)/एडऑन	
Post Financial Advisory Support	NA

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	Garima Chandra	208005,Regional Office,ESI Corporation,Panchdeep Bhawan,Sarvodaya Nagar	1	N/A

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

1. 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.

2. 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.

3. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Bidder to submit the following documents

1. The bidder should have minimum 3 years of experience in handling the work of similar nature in Govt offices /PSUs/Autonomous bodies under Govt etc
2. Satisfactory work completion certificate of last 3 years from minimum three government offices/PSUs/Autonomous Bodies under Govt etc must be enclosed
3. The firm should not be debarred/disqualified by ICAI or any other regulatory authority. An undertaking to the effect to be enclosed with the technical bid
4. Copy of PAN Card in the name of firm/proprietor.
5. Copy of certificate of registration of firm
6. Copy of GST certificate (if applicable) of the firm.
7. The firm to be engaged must have a fully functional office or branch office in Kanpur,UP.
8. Copy of the ICAI certificate

Note:

1.The competent authority reserves the right to relax one or more of the above criteria or any conditions of this tender where it is felt that sufficient no of tenders may not be available for ensuring a fair competition.

2. The scope of work has been attached in the bid document.

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4. **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.

5. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

6. **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.

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---

SCOPE OF WORK

1. To Prepare and process Income-Tax records (including TDS Returns in Form 26Q and Form 24Q) in respect of the employees/third parties engaged with Regional Office, kanpur.
2. Compilation on of the required data from the Cash Branch of this office under the signature of DDO.
3. Verification of status of TDS returns from Tin NSDL to ascertain the discrepancy, if any, and/or whether our TDS return stands accepted or rejected by the system.
4. Preparation of Quarterly TDS returns and GSTR-7 in electronic format as per the format provided by Income Tax Department and Central Board of Indirect Taxes and Customs respectively from time to time. The firm shall be responsible for ensuring compliances of various tax laws.
5. The firm shall prepare, finalise, certify and file Income Tax Returns, TDS Returns, GST Returns and other statutory returns/documents well within due dates and entire responsibility shall lie with the firm. Regional Office, ESIC, kanpur will not share any liability arising due to non- filing / late filing of any return / document.
6. Preparation of 27-A form and obtaining the DDO's signature on the same for submission to the Income Tax Department/ TIN Facilitation centre while e-filing.
7. Uploading and e-filing of the TDS return with the TIN Facilitation centre or as per the Income Tax rules at force at the time, within the due dates announced by Income Tax Department from time to time.
8. Furnishing the original e-filing acknowledgement to DDO.
9. Sharing a soft copy (in readable form like PDF, Word or Excel) / hard copy of the return filed, with DDO of this office.
10. Preparing and filing of correction statements of previous years ,if required.
11. Generation & printing of Form-16 in readable soft copy (for 24Q) for all the employees for whom assessment of TDS is to be done. Form-16 should be furnished to DDO in such a way

that DDO has sufficient time to verify and distribute the same to the concerned employees within the due date earmarked for issue of Form-16.

12. Generation of Form 16-A (for 26-Q) and furnishing the same to DDO after every quarter in such a way that DDO has sufficient time to verify and distribute the same to concerned vendor/supplier within the due date earmarked for issue of Form 16-A.
13. Preparation of correction statements for all kind of defaulters / defaults.
14. All correspondence with the Income Tax Office on behalf of ESIC Regional Office.
15. Work related to filing the GST returns as per rules amended from time to time including; Preparation of data related to GST/TDS on third party bills, Monthly GSTR 7 Return Filing, Deductee Details Entry for their Respective Claims, Tax Deduction Certificate Issuance Services etc.
16. Addressing all kind of notices received from Income Tax/ GST department irrespective of period of notices and irrespective of contract period. Also addressing all kind of notices received by officials/pensioners of ESIC/ third party or any individual, in respect of ESIC, Regional Office, Kanpur.
17. To visit, represent and submit the reply on behalf of this office before the Income Tax authorities and/or GST authorities, as and when required.
18. Appearing on behalf of ESIC Regional Office in all taxation proceedings before various Tax Authorities i.e., Income Tax, GST, etc. for contract period as well as previous years also.
19. To provide professional advice in tax and financial matters, if required by the office.
20. To advise on applicability of any other tax, rules, laws, regulations which may be applicable on ESIC Regional Office and all matters/items covering its scope and applicability in case of agencies from which ESIC Regional Office is availing the services.
21. Form 16 must be issued to all concerned, before 31st May of following year of Financial Year.
22. Form 16A must be issued quarterly within 15 days from the due date for furnishing the statement of tax deducted at source under rule 31A.
23. All the information/data/details provided by this office and personal information related to officials of this office must be kept confidential.

24. Other matters which require professional services of Chartered Accountant, directly or indirectly related with TDS, GST etc.
25. To assess the quantum of the work to be carried out and the volume of records & transactions involved, the bidder or his representative, if necessary, may visit the premises of ESIC Regional Office on any day through Monday to Friday during the working hours of the office i.e., 9:00 AM to 5.30 PM.

Other Terms & conditions of the contract

1. Payment to the successful bidder for filling of Quarterly return shall be made quarterly after submission of Quarterly E-TDS return. The claim shall be submitted along with original invoice, receipt(s) of quarterly return etc.
2. ESIC shall release the claim in respect of the successful bidder within 20 days after receipt of invoice.
3. Agency shall keep update time to time to ESIC Kanpur regarding additions/alteration on latest Income Tax rules & Regulations. Further, a detailed chart with last date for filling of quarterly E-TDS return etc. shall be provided by agency, well in advance.
4. Agency must have office in Kanpur(U.P) and has to submit the proof of address.
5. Agency representative has to make the visit of the office of the ESIC as and when required and called by the authority.
6. Service of Chartered Accountant shall be initially be for a period of one year and would be extendable on same terms and conditions for 1 more year subject to mutual consent of both parties and satisfactory performance of the contract.
7. Bidders must quote the total price, and no additional amount other than the amount quoted in the bid—such as GST, labor cess, food, clothing, accommodation, local transportation, parking charges, etc.—shall be paid
8. The CA firm/agency shall bear all expenses related to PF/ESI, bonus, and allowances of the personnel deputed by it and shall comply with all labor laws.
9. Income Tax TDS shall be deducted from the bills as per rules and in accordance with the law.

Penalty Clause

1. ESIC shall forward the required data in excel format as per requirement for uploading purpose to the agency, at least 05 days before the date of filling of return in E-TDS Portal. In case of delay in filling of e-TDS returns, penalty if any, levied by income tax Deptt., it shall be borne by the agency. No extra charges shall be paid by ESIC for the same.

2. No sub letting of the contract shall be permitted
3. The contract may be terminated by ESIC by giving one month notice without assigning any reason thereof.
4. ESIC shall have the right to extent or to reduce the period of contract as per requirement without assigning any reason thereof.
5. The firm shall be liable to compensate for any loss caused to the department due to negligence in the discharge of duties by the personnel appointed by the firm, and ESIC shall have the right to deduct the appropriate amount from the bill in this regard