

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	20-09-2025 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	20-09-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Labour And Employment
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Employees State Insurance Corporation (esic)
कार्यालय का नाम/Office Name	West Zone
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	2 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	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

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	216000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

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

लाभार्थी /Beneficiary :

DD ESICMHA

West Zone, NA, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment

(Rajeev Kumar)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	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. 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.
3. 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.
4. 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.
5. 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.
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.

8. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1757310858.pdf](https://www.mca.gov.in/LinkClick.aspx?linkid=1757310858.pdf)

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / 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 , Internal Control over Financial Reporting , Bank Transactions , Reliability of financial reporting
Type of Industries/Functions	STATUTORY SOCIAL SECURITY ORGANISATION
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Rajeev Kumar	400093,ESIC Model Hospital, central Road ,near Marol Bus Depot, Andheri East, Mumbai - 400093	1	N/A

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

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. 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. 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.

4. Service & Support

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

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. 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.

7. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

- 1) 1 CHARTERED ACCOUNTANT (CA) REQUIRED FOR ESIC MEDICAL COLLEGE, ANDHERI
- 2) FOR REFERENCE SEE TENDER DOCUMENT ATTACHED.

8. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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 कार्रवाई का आधार होगा।/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.

---धन्यवाद/Thank You---



क.रा.बी.नि.
ESIC

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



सत्यमेव जयते

का.रा.वि.म. वैद्यकीय महाविद्यालय आणि रुग्णालय, अंधेरी
सेंट्रल रोड, एम.आय.डी.सी., अंधेरी (पूर्व), मुंबई -400093
क.रा.बी.नि. आयुर्विज्ञान महाविद्यालय और अस्पताल अंधेरी
सेंट्रल रोड, एम.आय.डी.सी., अंधेरी(पूर्व), मुंबई-400093
ESIC MEDICAL COLLEGE AND HOSPITAL ANDHERI
Central road, MIDC, Andheri East,
Mumbai-400093
Phone: 022-2220889641 Email: deanpgi-
ane.mah@esic.nic.in
Website: www.esic.nic.in / www.esic.in

Invitation of GeM-Bid for hiring CAG Empanelled CA Firm at ESIC Medical College and Hospital, Andheri, Mumbai (Maharashtra)

ESIC Medical College and Hospital, Andheri is 230 commissioned bedded hospitals (sanctioned 500 bedded hospital) 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.

E-tender through GeM Portal under two pocket bid system from eligible bidder for hiring of CAG Empanelled CA Firm at **ESIC Medical College and Hospital, Andheri** for the period of one year (which may be extended, as per orders from HQ on same term and condition on providing satisfactory services) is being invited.

Requirement/eligibility criteria/Terms and conditions of the contract have been detailed in the additional documents. Tender document (including additional documents and additional term and condition) is available online at GeM Portal as well as on the website of Employees' State Insurance Corporation i.e., www.esic.gov.in. Bidders are advised to read tender document and related corrigendum, if any, (uploaded on website and on GeM Portal) and check their eligibility before participating in the bid.

The interested bidders should upload their bids along with duly signed scanned copies of all the relevant certificates, documents etc. in support of their technical & financial bids on GeM Portal Only.

Sr. No.	Details	Particulars
1	Period of availability of online e-tender document on website (Start Date)	As per GeM Bid
2	Lase Date and time of Bid submission	As per GeM Bid
3	Date & Time of Opening of online Tender (Technical)	As per GeM Bid
4	Estimated cost including all taxes	Rs. 216000/-

Detailed information regarding the items, tender forms, EMD details, terms and conditions can be downloaded from the GeM Portal Only. Both the Technical & Financial Bidding is through GeM only. The bidders shall upload all the documents as per Eligibility Criteria for Bidders.

Any corrigendum to this tender will be notified through the aforesaid GeM/Websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.

Dean

ESIC Medical College & Hospital, Andheri

DD (CRS) 4/18

DYMS

DD (CRS) 4/18/20

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. 21,000/- 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:

C&AG empanelled Chartered Accountant (CA) firm(s) for **ESIC Medical College and Hospital, Andheri** to assist in timely preparation/submission of Monthly and Annual financial statement (Including March (Provisional) and March (Final)) for the Financial Year 2025-26, 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 i.e. FY 2025-26 (which may be extended till finalization of Accounts, as per orders from HQ.). The rates quoted shall remain same during the entire period of the contract.

Location of Work: Empanelled CA Firm has to provide services at **ESIC Medical College and Hospital, Andheri.**

Eligibility Criteria for Empanelment of CA Firm

1. Applicant firm should be handling similar works with Govt bodies/ PSUs from at least last 5 years. **Work orders/Contract along with Invoice/Work Completion Certificate** for each of the 5 years should be attached.
2. Applicant firm should be empanelled with CA&G. Empanelment certificate shall be submitted and ESIC holds the rights to terminate the contract if CA firm or any of its partners/members get debarred and/or blacklisted by centre/state government organisation, statutory Organisation or PSU.
3. Average annual turnover of firm for the last three years should be at least 50 Lakhs. CA certified P&L, Balance sheet, ITR of the respective years shall be submitted.
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 Organisation 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. Applicant firm or its partners should not be under **liquidation or loss making** at the time of bid submission.
7. A self-declaration shall be submitted by the applicant firm against S No. 4, 5 & 6 above.

Detailed 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 ESIC Model Hospital Andheri (ESIC MH Andheri).
2. To collect and compile the required data (for TDS/E-return) form the cash branch of this office.
3. Verification of status of TDS return 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 from in electronic format as per the format provide by income tax department from time to time. The firm shall be responsible for ensuring compliances of all TDS law as applicable.
5. The firm shall prepare, finalize, certify and file quarterly, TDS Returns, well within due dated and entire responsibility hall lie with firm, ESIC Model Andheri will not share any liability arising due to non-filing / late filling of any return / document.
6. Preparation of 27-A from 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. Preparation 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 employees with in the due date earmarked for issue of Form-16.
13. Preparation of correction statements for all kind of defaulters/defaults.
14. All correspondence with the Income Tax Office on behalf of ESIC Model Hospital Andheri.
15. Work related to filling the TDS returns as per rules amended from time to time including., Verification of data related to TDS on third party bills, Deducted Details Entry for their Respective Claims, Tax Deduction Certificate Issuance Services etc.
16. Addressing all kind of notices received from Income Tax department irrespective of period of notices and irrespective of contract period. Also addressing/guiding all kind of notices received by officials/pensioners of ESIC, in respect of ESICMH Andheri.
17. To visit, represent and submit the reply on behalf of this office before the income tax authorities as when required.
18. Appearing on behalf of ESICMH Andheri in all taxation proceedings before various Tax Authorities i.e., Income Tax, etc. for contract period as well as previous years also (i.e 2009-2010 onwards)
19. To provide professional advice in tax and financial matters, if required by the Office.

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20. To advise on applicability of any other tax, rules, law, regulations which may be applicable on ESIC MH and all matters/items covering its scope and applicability in case of agencies from which ESIC MH Andheri 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 with in 15 days from the due date for furnishing the statement of tax deducted at source.
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, etc.
25. Assist in finalization of March (Provisional) 2025-26 Accounts and finalization of March (Final) 2025-26.
26. Scrutiny of Accounts for financial year 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.
27. Checking of provisions for Pension, Gratuity, Leave Encashment and Pensioners Medical Scheme (PMS), Liabilities.
28. Verification/vetting of physical verification of Fixed Assets with Register of Fixed Asset.
29. Verification/vetting of physical verification of the closing inventories, Stores and consumables etc. as on 31st March 2026.
30. Assistance in preparation/verification of ESIC Budget of concerned unit.
31. Guidance and assistance on audit observations of ESIC.
32. 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.
33. 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) 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.
34. Further, any other financial opinion/help/guidance/verification/vetting required/ sought by ESIC in any matter. Any other financial report and compilation required by financial division.
35. 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 acfin@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 will 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 thereof 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.

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Termination of Contract:

If service provider is found responsible for any leakage of information, lobbying, bribing etc., then Dean, ESIC Medical College and Hospital, Andheri 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 reach 10% of contract value, competent authority may terminate the contract.

Standard Terms & Conditions for the service for agreement: -

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.
5. The Service provider will facilitate the accounting unit by paying at least 12 visits during the period of 01 year for which he has been engaged. However, in case requirement is felt, the service provider shall increase the number of such visits within the price of the bid accepted by the service provider.
6. The service provider shall, in no case, use or share the data and information gathered from the ESIC Accounting Unit for his benefit or for the benefit of his agency/firm engaged.
7. The service provider shall be bound for a smooth and hassle-free transition and help to pass on each and every information to his successor firm/agency/ESIC Unit.
8. The Audit of Monthly Accounts must be completed by the **10th of every month**. The Audit of Annual Accounts for the FY 2025-26 must be completed by the **20-04-2026**.
9. The successful contractor shall sign an agreement with ESIC with standard terms and conditions for providing professional services of Chartered Accountant.
10. The Contractor (CA) or his representative will have to appear before the competent authority as and when required due to exigency of Monthly/Annual Accounts related work.
11. The engaged firm will be responsible for any corrections arising out of their own faults at no further cost to this office.
12. The Responsibility of correctness and accuracy of the details collected from the records of ESIC Medical College & Hospital, Andheri will lie with the Contractor / Firm.
13. A reasonable penalty may be imposed on the Contractor / Firm by ESIC Medical College & Hospital, Andheri as decided, if it is found that the Contractor / Firm failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Contractor / Firm after giving a written notice.
14. Contractor / Firm will maintain high standards of integrity and professional ethics and morality while handling the work of ESIC Medical College & Hospital, Andheri and dealing with ESIC Medical College & Hospital, Andheri and its officials. If it is found that this condition of confidentiality is compromised by the Contractor / Firm, then ESIC Medical College & Hospital, Andheri will be at liberty to take further steps (e.g., requesting ICAI for cancellation of license) against the Contractor / Firm.

15. Notwithstanding anything contained herein above, ESIC Medical College & Hospital, Andheri reserves the right to discontinue the services of the Contractor / Firm in the event their services are evaluated as unsatisfactory at any time during the period.
16. Any losses sustained by ESIC Medical College & Hospital, Andheri due to negligence of Contractor/Firm's services in the form of any loss/damage of property (including those attributable to individual employees/manpower engaged by the Contractor/Firm) will be recoverable from the Contractor/Firm, as the money value shall be estimated by ESIC Medical College & Hospital, Andheri. The decision of ESIC Medical College & Hospital, Andheri in this regard will be final and binding on the Contractor/Firm.
17. The engaged Firm shall provide full details of their representative with qualification etc. Such representative will carry identity card of the firm during visit to this office and shall maintain the decorum of the office.
18. The Contractor / Firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.
19. Service charge/consultancy charge or any other charges will not be paid separately for any of the services mentioned in scope of work.
20. The CA firm shall bear all expenses regarding compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations. Payment to the firm shall be made on basis on submission of bill by the firm and on rendering satisfactory service by the firm.
21. In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation /legal or any other liability will solely rest with the CA firm.
22. That CA firm's authorized representative (Owner/Director/Partner/Manager) shall personally contact the Deputy Director (Finance) / Head of Office at least once a month to get feedback on the services rendered by the Contractor vis-a-vis corrective action required to make the services more efficient.
23. The Contractor or his representatives shall visit ESIC Medical College & Hospital, Andheri during the working hours of ESIC Medical College & Hospital, Andheri will be as under: - 9:00 AM to 4:00 PM from Monday to Friday, 9:00 AM to 1:00 PM on Saturday and Sunday are holiday on account of being weekend days.
24. In the event of person deputed by CA firm being on leave/absent, the CA firm shall ensure suitable alternative arrangement to make up for such absence.
25. If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, a FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.
26. This Contract may be terminated at any time if the work is not satisfactory.
27. **Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to Mumbai jurisdiction only.

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OR
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Estimated Cost

Rates for cities classified under Class – C would be a maximum of Rs. 18000/- per day/visit. The total cost for hiring the above services shall not be more than Rs. 216000/- for a F.Y. which would require at least 3 visits in one quarter of the F.Y. of engagement and 12 visits during that particular F.Y. Participating bidders quoting lesser price for the entire F.Y. shall be declared L1.

Instruction to Bidder: -

1. Bidders to apply only online through GeM bidding process.
2. Bidders should carefully read all terms and condition and apply on ensuring their eligibility.
3. While submitting the bid, the bidders shall be deemed to have read, understood and accepted all the terms and conditions stated in the bid document shall be furnished along the bid.
4. Incomplete bids are liable for rejection. ESIC reserves the right to reject any bid without assigning any reason.
5. All the documents shall be signed by the authorized signatory of the bidder. A certificate of authorization to authorize the signatory to sing the bid document.
6. Rates quoted should be in Indian currency and should be inclusive of all charges including service charges, GST etc., as applicable. Any ambiguous wrote on this account shall ender the bid liable to be rejected. Bid not complete in all respect are liable to be rejected.
7. Bids shall remain valid up to 90 days after the date of bid opening prescribed by the ESIC (buyer); a bid valid for shorter period would be liable to be rejected by the ESIC (buyer) as non-responsive.
8. Only CAG empanelled CA firms, as on the date of opening of the bid, will be eligible.
9. In case of a tie, the L1 shall be decided by the GeM through autorun/R.A.
10. Bids with wrong or unjustifiable amounts or centage values, shall outrightly be rejected.
11. Dean, ESIC Medical college & Hospital, Andheri will be the final authority and he may / may not relax any of the conditions in the interest and suitability of the Hospital.
12. The Bidders must at all times during the contract period comply with the applicable Labour laws, laws related to intellectual property rights and any other law related to the operation of the contract. Any deviation in this regard may lead to termination of the contract.

Documents to be submitted along with the bid, wherever applicable.

Sl. No.	Document	Remarks
1	Name, Address, Contact details (Mobile/Landline No.) etc. of the Firm on the letter head.	Annexure A
2	MSME/MSE Certificate, wherever applicable.	
3	CAG Empanelled certificate issued to the firm by CAG for services.	
4	Experience Certificate from Government Organization / Statutory Body /CPSE /SPSE / for five years.	ANNEXURE – E
5	PAN Card issued by IT Department of the CA Firm.	
6	Chartered Accountant Audited Turnover and balance sheet/Audit Profit and loss account /ITR for the last three years 2022-2023, 2023-2024 & 2024-2025.	
7	GST Registration Certificate of the Firm	
8	Registration Certificate of the firm/company/proprietorship	
9	The bidder should not have been blacklisted by any Govt. Authority or public sector undertaking (undertaking need to be submitted) by the bidder.	ANNEXURE – C
10	Each and every page of the attached documents should be signed & stamped by authorized person.	
11	Declaration that the firm is not facing any investigation or enquiry by any tax authority and not guilty of any professional misconduct under Chartered Accountants Act, 1949 in the format attached.	ANNEXURE – F
12	Bidder Financial Standing	ANNEXURE – D
13.	Acceptance of Terms and Conditions of Bid and ATC	ANNEXURE – G
14	Details of the previous / existing contracts completed successfully.	Annexure B
15	Bid Security Declaration	Annexure – H
16	Escalation Matrix	On the original letterhead of the Bidder

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[On the original letterhead of the Bidder]

ANNEXURE -A

DETAILS OF THE FIRM

Sl.	Particulars	Details
1.	Name of Company / Firm/ Institution	
2.	Name of Owner / Partners / Directors	
3.	Name & Signature of Authorised signatory	
FIRM DETAILS		
3.	(a) Office Address	
	(b) Telephone No.	
	(c) Fax No.	
	(d) e-mail id	
FIRM REGISTRATION DETAILS		
4.	(a) Registration No. of firm with ICAI	
	(b) PAN No.	
	(c) GST Registration No. (if applicable)	
	(e) TAN No.	
	(f) CAG's Empanelment Number	
	Details of Firm's Bankers	
5.	(a) Name & Address of the Bank	
	(b) IFSC No.	
	(c) Account No. of the Firm	

(Proof to be attached for all above information failing which the tender will be treated as invalid/incomplete)

*Please use additional sheet for more details, if necessary.

Date :

Place:

Signature of tenderer with seal
(With Name and Designation of Appropriate Authority)
On the original letterhead of the Bidder]

ANNEXURE -B

Details of the previous / existing contracts completed successfully (part of Technical bid)

Sl No.	Name & Address of the organization, Name, Designation, contact telephone/fax no of the officer concerned	Nature of services provided / work description	Ref & date of the order	Work order value	Duration of contract	
					From	To
					dd/mm/yy	dd/mm/yy
1						
2						
3						
4						
5						
6						

The above format may be used to provide requisite details and **Proof to be attached** for all the above information.

Date :
Place:

Signature of tenderer with seal
(With Name and Designation of Appropriate Authority)
[On the original letterhead of the Bidder]

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CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING

I /We Proprietor / Partner (s) / Director (s) of M/s hereby declare that the firm/ company namely M/S. has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S..... was blacklisted or debarred by any Government Department from taking part in Government tenders for a period ofyears w.e.f. the period over on And now the firm/ company is entitled to take part in Government tender. In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by Dean, ESIC MC & H, Andheri shall be forfeited. In addition to the above Dean, ESIC MC & H, Andheri, will not be responsible to pay the bills for any completed/ partially completed work.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.

Dated, this day of2025

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____ Company

Rubber Stamp: _____ [On the letterhead of the Bidder/Contractor]

ANNEXURE – D

Self-Declaration on Non-Bankruptcy and non-Insolvency

I/We Proprietor / Partner (s) / Director (s) of M/s the firm/ company
namely M/S. do here by
solemnly declare that we are neither in any way Insolvent, Bankrupt or Defaulter in terms of rules &
regulations presently invoke in India. In case of any such event is found during bids evaluation and award
of contract, I/We have no objection if my/our tender is rejected.

Dated, this day of2025

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

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[On the original letterhead of the Bidder]

Annexure-E

(Format of Experience Certificate)

(To be given in the official letterhead of the Department/Organization)

This is to certify that M/S _____ has satisfactorily provided the services as a Chartered Accountant Firm, empanelled by CAG, to our Department/Organization during the period from _____ to _____ at Rs.....

(Along with Work orders/Contract along with Invoice/Work Completion Certificate)

Signature of the authorized signatory _____

Name _____

Seal of the Firm/contractor

Mobile _____

[On the letterhead of the Bidder]

ANNEXURE – H

BID SECURITY DECLARATION FORM

Tender No.

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity fail or refuse to execute the contract, if required.

I/We understand this Bid securing Declaration shall cease to be valid if I am/we are not the successful Bidder

Signed:

In the capacity of:

Name:

Duly authorized to sign the bid for an of behalf of

Dated, this day of2025

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

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Page 17 of 17

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[On the original letterhead of the Bidder]

Annexure-F

DECLARATION

(To be given in the official letterhead of the Department/Organization)

1. I/We _____ on behalf of my firm and its partners do hereby declare and affirm that the firm is not 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' able court(s).

2. I/We _____ on behalf of my firm and its partners do hereby declare and affirm that the firm 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.

Signature of the authorized signatory _____

Name _____

Seal of the Firm/contractor
Mobile _____

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[On the original letterhead of the Bidder]

ANNEXURE – G

DECLARATION

I, _____ Son/Daughter/Wife of _____
Resident of _____ Proprietor / Director
/ Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this declaration
and execute this tender document.

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents
(including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement
and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the
best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information
/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken
into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) in
its totality / entirety.

In case any provision of this tender is found violated, then your department/organization shall without
prejudice to any other right or remedy be at liberty to reject this tender/bid.

Dated, this day of2025

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____