

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	04-10-2025 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	04-10-2025 16:30:00
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	Esic Dmd Office
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Assistance in preparation of financial statement; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	1 Year(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 एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	No

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड 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
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
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 :

Directorate (Medical) Delhi
 Directorate (Medical) Delhi, ESIC Dispensary-cum-Diagnostic Centre Complex, Pratap Nagar, Mayur Vihar Phase - I, New Delhi - 110091
 (Director Medical Delhi)

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. 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. 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.
6. 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.
7. 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.
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.

10. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- If number of technically qualified bidders are only 2 or 3.
- If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:As per ATC and SLA document

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.:As per ATC and SLA document

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

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per ATC and SLA document

Number of XX fulltime CA's required and YY professional audit staff:As per ATC and SLA document

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
29-09-2025 11:00:00	Directorate (Medical) Delhi, ESIC Dispensary-cum-Diagnostic Centre Complex, Pratap Nagar, Mayur Vihar Phase-I, New Delhi- 110091

Financial Audit Services - Review Of Financial Statements, Assistance In Preparation Of Financial Statement; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Assistance in preparation of financial statement
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 , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functions	Inventory & Store management , Human Resource & Payroll , Purchase & Procurement , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance

विवरण/ Specification	मूल्य/ Values
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	Himanshi Jain	110018,DIRECTORATE MEDICAL DELHI ESIC DISPENSERY COMPLEX TILAK VIHAR NEW DELHI	1	N/A

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

1. Generic

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

DIRECTORATE (MEDICAL) DELHI,
ESIC Dispensary-cum-Diagnostic Centre Complex,
Pratap Nagar,
Mayur Vihar Phase - I,
New Delhi - 110091

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. 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.

4. Buyer Added Bid Specific ATC

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

5. 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.

6. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Director (Medical) Delhi
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

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---



ADDITIONAL TERMS & CONDITIONS FOR HIRING CA&G EMPANELLED CA FIRM

(A.) Bid Terms & Conditions:

- Description of Work:** Directorate (Medical) Delhi i.e D(M)D is proposing to enter into a contract for hiring of a C&AG empaneled 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 Directorate (Medical) Delhi and its affiliated 32 Dispensaries.
- Period of Contract:** The Contract shall be for a period of one year from the date of Award of Contract. **In exceptional circumstances the period of contract may be extended upto six months.**
- Submission of Bid application implies that the applicant/bidder has read and understood the guidelines/terms & conditions laid down in bid document of GeM portal and Additional Terms & Condition & has made himself fully aware of the scope and specifications of the work to be done and other factors having a bearing on the execution of the work.
- The Terms and Conditions stipulated in STC & SLA will supersede those in GTC and Terms and Conditions stipulated in ATC will supersede those in GTC and STC in case of any conflicting provisions.
- The rate quoted by successful bidder is fixed and shall remain unchanged during the period of contract.
- The estimated cost of bid is Rs. 2,16,000/-

(B.) Eligibility Criteria for Hiring of CA Firm

- Applicant/Bidding firm should be handling similar works from at least last 5 years.
- Applicant/Bidding firm should be empanelled with CA&G and D(M)D 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 organisation, statutory organisation or PSU.
- Average annual turnover of firm for the last three years should be at least 50 lakhs.
- Applicant/Bidding 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.
- Applicant/Bidding 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). An undertaking must be submitted in this regard by the bidders.

C. Detailed Scope of Work:

- Assist in finalization of March (Provisional) 2025-26 Accounts and finalization of March (Final) 2025-26.
- Scrutiny of Monthly and Final 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 Directorate (Medical) Delhi i.e D(M)D.
 - 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 of D(M)D Office Accounting Unit 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 (if applicable) and 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, 2026.
 7. Assistance in preparation/verification of ESIC Budget of Directorate (Medical) Delhi.
 8. Guidance and assistance on audit observation 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. 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 Directorate (Medical) Delhi.

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.

D. 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. ESIC Hqrs may direct the Empanelled CA firm of field unit for any specific work or any detailed work report.

E. Payment

Monthly remuneration shall 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 acknowledged by Accounts Branch of D(M)D 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. D(M)D 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.

**Total visits in one year or till finalization of Accounts =12 or as per requirement.
(Visit of Chartered Accountant is mandatory on monthly basis.)**

F. Penalties:

If the empanelled CA Firm there off is found guilty of gross negligence, lack of duty or 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 D(M)D, non-observation of instructions given by the ESIC, unauthorized retention of records of the D(M)D, 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 D(M)D including recommendations for blacklisting the firm on GeM or/and 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.

G. Termination of Contract:

If service provider is found responsible for any leakage of information, lobbying, bribing etc., then D(M)D has 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.

H. Standard Terms & Conditions for the service for Bid:

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 D(M)D 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 D(M)D officers/officials.
5. Applicant/Bidding 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). An undertaking in this regard should be submitted before evaluation of Bid process.
6. The firm shall provide Authority letter along with photo-identity Card.
7. The person deployed by the tenderer should be properly trained and should have requisite experience in finalization of Monthly/Annual Account.
8. The firm shall at all times have standby arrangements for carrying out the work under the contract in case of any failure of his existing arrangement, so that the services under contract are not affected in anyway.
9. The firm shall, in performing its part of this agreement, ensure the safety of the building and the persons working in or visiting the ESIC's premises and shall indemnify ESIC for any loss or damage caused by any act of the firm or its employees etc.
10. The firm shall not assign or sublet this agreement or any part thereof to any third party without the approval of the ESIC.
11. The Audit of Monthly Account must be completed by the 10th of every month. The Audit of Annual Account for the FY 2025-26 must be completed by the 20.04.2026.
12. 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.
13. The engaged firm will be responsible due to exigency of Monthly/Annual Accounts related work.
14. 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.
15. 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.
16. That CA firm's authorized representative (Owner/Director/Partner/Manager) shall personally contact the Head of Finance/Head of office at least once a month to get a feedback on the services rendered by the Contractor vis-à-vis corrective action required to make the services more efficient.
17. The Contractor or his representatives shall visit ESIC, D(M)D Office during the working hours of ESIC D(M)D Office (Address: ESIC Dispensary-cum-Diagnostic Centre Complex, Pratap Nagar, Mayur Vihar Phase-I, New Delhi-110091) will be as follow: 9:00 AM to 5:30 PM from Monday to Friday. Saturday and Sunday are holiday on account of being weekend days.

18. **Arbitration:** In the event of any dispute or difference arising under these conditions or any special conditions or contract or in connection with this contract, except as to any matters the decision on which is specially provided for by these or special conditions the same shall be referred to the sole arbitration of the Director (Medical) Delhi, Employees' State Insurance Corporation or some other person appointed by him. There shall be no objection that the arbitrator is a Government/Corporation servant and that he had to deal with matters to which contract relates or that in the course of his duties as Govt./ Corporation servant he had expressed views on all or any of the arbitration disputes or differences. The award of the arbitrator shall be final and binding on both the parties to this contract.

It is term of this contract:

- a. Upon every such reference, the assessment of the cost incidental to the reference and award respectively shall be at the discretion of the arbitrator and is Subject to as aforesaid, the Arbitration Act, 1940 and the rules there under and any statutory Modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
- b. Work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to or payable by the purchaser shall be withheld, on account of such proceedings.
- c. The venue of the arbitration shall be Delhi/New Delhi.
- d. For the purpose of the contract including proceedings there under, the Director (Medical)Delhi, ESIC shall be entitled to exercise all the rights and powers of the purchaser.

I. List of enclosures

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be place on the top of the Technical Bid. Each page and all details provided should be duly signed by the owner/authorized signatory. All undertaking provide shall be on the letterhead of the company (if applicable) and duly signed by the authorized signatory. The following documents to be enclosed for submission of Technical Bid:

1. Annexure A- Details of the Firm.
2. Annexure B- Details of the previous/ existing contracts completed successfully.
3. Annexure C- Bid Form.
4. Annexure D- Declaration.
5. Annexure E- Declaration regarding Blacklisting/Non-Blacklisting.
6. Annexure F- Financial capability of Bidder/Contractor.
7. Annexure G- Bid Security Declaration Form.
8. MSME/MSE Certificate, if applicable.
9. CAG Empanelment Certificate.
10. PAN Card of the firm.
11. GST Registration Certificate of the Firm.
12. Registration Certificate of the CA Firm.

[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	
4.	FIRM DETAILS	
	(a) Office Address	
	(b) Telephone No.	
	(c) Fax No.	
	(d) e-mail id	
5.	FIRM REGISTRATION DETAILS	
	(a) Registration No. of firm with ICAI	
	(b) PAN No.	
	(c) GST Registration No. (if applicable)	
	(d) TAN No.	
	(e) CAG's Empanelment Number	
6.	Details of Firm's Bankers	
	(a) Name & Address of the Bank	
	(b) IFSC No.	
	(c) Account No. of the Firm	
7.	Whether undertaking to the effect of declaring that Firm has not been debarred/disqualified by ICAI or any other regulatory authority, is enclosed	Yes/No

(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 :

Signature of tenderer with seal

Place :

(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 Technically 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

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)

ANNEXURE- C

BID FORM

To,

The Director (Medical) Delhi,
Directorate (Medical) Delhi Office,
ESIC Dispensary-cum-Diagnostic Centre Complex,
Pratap Nagar, Mayur Vihar Phase-I, New Delhi-110091

Sub: - Tender for Hiring CAG Empanelled Chartered Accountancy Firm for the **FY 2025-26** at D(M)D Office, Mayur Vihar Phase-I, Delhi-reg.

Sir/Madam,

We the undersigned Bidder, having read and examined in details the specification and other documents of the GeM Bid No. dated2025, do hereby propose to execute the job as per scope of work (Section-3) as set forth in your bid documents.

The prices of all items/services stated in the bid are firm during the entire period of subscription and not subject to any price adjusted as per in the line with the bidding documents. All/ prices/rates and other terms & conditions of the proposal are valid for a period of 60 (sixty) days only from the date of opening of bid. We further declare that prices/rates stated in our proposal are in accordance with your bidding.

We declare that item/services shall be executed strictly in accordance with the specification/scope of work and documents irrespective of whatever has been started to the contrary anywhere else in our bid documents. We further declare that additional conditions, variations, deviations, if any, found in the Price Bid, save those pertaining to any rebates offered, shall not be given effect to.

If this bid is accepted by you, we agree to provide items/services as specified in tender document. We fully understand that the procurement/services are the essence of the job, if awarded.

We agree that D(M)D Office reserves the right to accept in full/part or reject any or all the bids received or split order within successful Bidder/Contractor without any explanation to Bidder/Contractor and his decision on the subject will be final and binding on Bidder/Contractor.

Dated, this Day of2025

Authorized Signatory (Signature in full): _____

Name of Title of Signatory: _____

Company Rubber Stamp: - _____

(On the original letterhead of the Bidder)

ANNEXURE-D

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 of 2025

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

(On the original letterhead of the Bidder)

ANNEXURE-E

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING

I/We Proprietor/Partner (S)/Director (S) 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 form taking part in Government tenders for a period of years 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 EMPLOYEES' STATE INSURANCE CORPORATION, D(M)D OFFICE, MAYUR VIHAR DELHI and EMD/Security Deposit shall be forfeited/deducted. In addition to the above, EMPLOYEES' STATE INSURANCE CORPORATION, D(M)D OFFICE, MAYUR VIHAR, DELHI, will not be responsible to pay the bills for any completed/ partially completed work.

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

Dated, this day of 2025.

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

(On the original letterhead of the Bidder)

ANNEXURE-F

FINANCIAL CAPABILITY OF BIDDER/CONTRACTOR

Annual turnover details of the Bidder/Contractor from [insert relevant details]

#	Financial Year	Turnover in Indian Rupees
A	2022-2023	
B	2023-2024	
C	2024-2025	

[Extra rows may be added, if required]

* Audited Balance sheet and Profit & Loss account statement of the Bidder/Contractor for each of the above mentioned financial years shall submit as supporting evidence.

Dated, this day of 2025

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

(On the letterhead of the Bidder)

ANNEXURE- G

BID SECURITY DECLARATION FORM

Tender No.

To,

The Director (Medical) Delhi,
Directorate (Medical) Delhi Office,
ESIC Dispensary-cum-Diagnostic Centre Complex,
Pratap Nagar, Mayur Vihar Phase-I, New Delhi-110091

I/We, the authorized signatory of M/s, participating in the
GeM Bid No., for the job/services of
.....(Name of Bid as per GeM), do hereby
declare that in the event:

I/We withdraw/modify our bid during the period of validity

OR

I/We commit any other breach of tender conditions/contract which would have otherwise attracted
forfeiture of EMD

OR

I/We fail to /refuse to initiate the execution of the awarded Contract as per the terms and conditions
of the contract

then I/We could be suspended from being eligible for bidding/award of all future tender(s) for a period
as applicable per the Incident Management Policy of GeM.

Duly authorized to sign the bid for an of behalf of

Dated, thisDay of2025.

Authorized Signatory (signature in full)_____

Name and Title of Signatory: _____

Company Rubber stamp: _____