

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	29-10-2025 17:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	29-10-2025 17:30:00
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 Hospital Kk Nagar, Chennai - 78
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework; 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
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
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), Additional Doc 3 (Requested in ATC), Additional Doc 4 (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 मेन् 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	5
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).	18

(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 :

Dean Incharge
ESIC Medical College & Hospital K K Nagar, Chennai - 78, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment
(Dr. Sowmya Sampath)

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

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	No
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एमएसई के लिए सक्षम प्राधिकारी का विवरण:/Details of the Competent Authority for MSE

सक्षम प्राधिकारी का नाम/Name of Competent Authority	Dr. Sowmya Sampath
सक्षम प्राधिकारी का पदनाम/Designation of Competent Authority	Dean
सक्षम प्राधिकारी का कार्यालय/विभाग/प्रभाग/Office / Department / Division of Competent Authority	ESIC
सीए अनुमोदन संख्या/CA Approval Number	1430847
सक्षम प्राधिकारी अनुमोदन तिथि/Competent Authority Approval Date	09-10-2025
सक्षम प्राधिकारी द्वारा प्रदान की गई स्वीकृति का संक्षिप्त विवरण//Brief Description of the Approval Granted by Competent Authority	MSE OEM Purchase Preference is not applicable, hence approved...

Competent Authority Approval for not opting Micro and Small Enterprises Preference : [View Document](#)

1. 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.
2. 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.
3. 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.
4. 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:
 - i. If number of technically qualified bidders are only 2 or 3.
 - ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
 - iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
 - iv. 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
 - v. 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

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework; 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
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
Type of Industries/Functi ons	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
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	Yes

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

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	Karuppusamy Sundaram	600078,ESIC HOSPITAL ASHOK PILLAR ROAD KK NAGAR CHENNAI	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 6

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. **Buyer Added Bid Specific ATC**

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

3. **Service & Support**

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

4. **Generic**

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

5. **Forms of EMD and PBG**

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

ESI Fund A/c. No. 1
payable at
Chennai

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

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.

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---



தொழிலாளர் அரக காப்பீட்டுக் கழகம்,
(தொழிலாளர் மற்றும் வேலைவாய்ப்பு அமைச்சகம்,
இந்திய அரக)
कर्मचारी राज्य बीमा निगम,
(श्रम और रोजगार मंत्रालय,
भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION,
(Ministry of Labour & Employment,
Govt. of India)



தொ. அ. கா. க. மருத்துவ கல்லூரி மற்றும்
மருத்துவமனை, தொ. அ. கா. கழகம், கே.கே. நகர்,
சென்னை -78
(ஐஎஸ்ஐ 9001-2015 சான்றளிக்கப்பட்டது)/
क.रा.वी.नि. चिकित्सा कॉलेज और अस्पताल, कर्मचारी राज्य बीमा निगम,
के.के. नगर, चेन्नई-78, (आई. एस. ओ. 9001-2015 प्रमाणित)/
E.S.I.C. MEDICAL COLLEGE AND HOSPITAL, E.S.I. CORPORATION,
K.K. NAGAR, CHENNAI-78 (ISO 9001-2015 Certified)
M.S : 044- 24893714, Fax: 044- 24891094
Email : ms-odcchennai@esic.nic.in, deanmc-kkn.tn@esic.nic.in
Website: www.esic.gov.in, www.esichospitals.gov.in

सक्षम प्राधिकारी का अनुमोदन / Competent Authority Approval

The undersigned, who is the Competent Authority of ESIC Medical College & Hospital, K K Nagar, Chennai is hereby according approval for the following in respect of Hiring of CAG Empaneled CA Firm Tender bid no. GEM/2025/B/6734803:

- For MSME and Startup Units, exemption granted only for EMD but not for turnover and experience criteria.
- Documents of bidders uploaded shall not be visible to other bidders.
- MSE Purchase Preference (MII Compliance) is not given.

Digitally signed by
SOWMYA SAMPATH
Date: 08-10-2025
(Dr. Sowmya Sampath)
10:01:44 Dean

Hiring CAG Empanelled CA Firm at Field Accounting units.

1. 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.

- 1.1. Terms of reference:** Guidelines/Instruction for empanelment of C&AG empanelled Chartered Accountant (CA) firm(s) for all field units to assist in timely preparation/submission of financial statement, in order to ensure finalization of Accounts of the Corporation within timelines and correctness of the various entries carried out therein by various accounting units.
- 1.2. 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).
- 1.3. Location of Work:** *Empanelled CA Firm has to provide services at ESIC Medical College & Hospital, K K Nagar, Chennai.*

2. Eligibility Criteria for Empanelment of CA Firm

- 2.1** Applicant firm should be handling similar works from at least last 5 years.
- 2.2** Applicant firm should be empanelled with C&AG 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. Documentary proof of the same must be submitted.

- 2.3 Average annual turnover of firm for the last three years should be at least 50 lakhs.
- 2.4 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.
- 2.5 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).

3. Detailed scope of work

- 3.1 Assist in finalization of March (Provisional) Accounts and finalization of March (Final) / Annual Accounts
- 3.2 Scrutiny of Accounts for the financial year 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 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.
- 3.3 Checking of provisions for Permanent Disablement Benefit (PDB), Dependent benefits, ESIC COVID-19 relief scheme, Employee Benefit Reserve Fund (EBRF) etc.

- 3.4** Checking of provisions for Pension, Gratuity, Leave Encashment and Pensioners Medical Scheme (PMS), Liabilities.
- 3.5** Verification/vetting of physical verification of Fixed Assets with Register of Fixed Asset.
- 3.6** Verification/vetting of physical verification of the closing inventories, Stores and consumables etc. as on 31st March 2025.
- 3.7** Assistance in preparation/verification of ESIC Budget of concerned unit.
- 3.8** Guidance and assistance on audit observations of ESIC.
- 3.9** 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.
- 3.10** 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 concerned unit.
- 3.11** 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.
- 3.12** The above scope of work is indicative in nature and may be enhanced/curtailed as per the requirements of the division.

4. Report

The detailed monthly report(s) of visiting unit will be submitted in single hard copy to the Administrative Head and the Finance head of the unit. ESIC Headquarters may direct the Empanelled CA firm of field unit for any specific work or any detailed work report.

5. Payment

Monthly remuneration may be paid to the empanelled agency in accordance with the visits made 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.

The service provider shall raise the bill, in triplicate. The branch concerned will send the bill duly verified to the concerned authority for passing and payment within 15 working days from the date of receipt of bill in the Department, if the same is complete in all respects and admissible as per the terms of contract.

The Service Provider should exercise due caution and ensure that all the necessary documents are duly checked and submitted together in the first instance itself enabling the processing of the payment in an expeditious manner.

The bill shall accompany copy of all statutory payments, failing which a portion of the bill amount shall be held up till the proof is furnished, at the discretion of the Institution.

6. Penalties

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

7. Termination of Contract:

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

Further, if the contract is discontinued/ abandoned before the expiry of contract period, the Performance Security Deposit shall be forfeited by this Institution.

8. Standard Terms & Conditions for the service for agreement:

- 8.1** 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.
- 8.2** 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.
- 8.3** 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.
- 8.4** All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the ESIC. Empanelled CA Firm shall have an office in Chennai, Tamilnadu.
- 8.5** *The contract will be for a period of one financial year for 2025-26, unless it is curtailed or terminated by ESIC Medical College & Hospital, KK Nagar, Chennai (also referred herein as "Institution") owing to deficiency of services, sub-standard quality, breach of contract. Date of commencement of the Contract is subject to change by the tendering authority.*
- 8.6** *The Tenderer will be bound by the details furnished by it to the Institution, while submitting the tender or at subsequent stage. In case, any of such documents / information furnished by them found to be false at any stage, it would be deemed to be a breach of terms and contract making the tenderer liable for legal action besides termination of contract.*
- 8.7** *Bids incomplete in any regard is liable to be rejected. Conditional Tenders will be rejected outright. Canvassing in any form is strictly prohibited and the Tenderers who are found canvassing are liable to have their Tenders rejected out-rightly.*

- 8.8** *Financial bids of only those Tenderers who are declared qualified technically shall be evaluated.*
- 8.9** *The successful bidder will enter into an agreement (stamp Duty to be borne by the bidder) with this Institution as per the requirement on the terms and conditions. The agreement will be valid for a period of one year commencing from the date of signing of the agreement and shall continue to be in force in the same manner for further period, unless terminated in writing. The service charges/rates quoted by the service provider shall remain fixed for the entire duration of the contract and no request for any change/modification shall be entertained. The contract/agreement is extendable for further period subject to satisfactory performance of the service provider and such amendments as mutually agreed to.*
- 8.10** *The contracting company / firm/ service provider shall furnish the details viz., Name with photograph affixed, Date of Birth, Address, Educational and Professional Qualifications, experience etc in respect of the person who will be engaged by it for the Institution before the commencement of work.*
- 8.11** *Such personnel will carry identity card of the firm during visit to this office and shall maintain the decorum of the office. The personnel engaged should be polite, cordial and efficient while handling the assigned work. The service provider shall be responsible for any act of indiscipline on the part of the personnel deployed by him. The service provider shall keep ESIC Medical College & Hospital, K K Nagar, Chennai against any losses / damages arising out of non-compliance in this regard.*
- 8.12** *The service provider shall withdraw the personnel if not found satisfactory by the Institution for any reasons, immediately on receipt of such an advice.*
- 8.13** *The transportation, food, medical and other statutory requirements in respect of such personnel of the service provider shall be borne by the service provider. It shall be responsibility of the service provider to ensure the availability of the personnel at the premises of ESIC Medical College & Hospital, K K Nagar, Chennai.*
- 8.14** *The Institution shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the engaged personnel.*
- 8.15** *The engaged firm will be responsible for any corrections arising out of their own faults at no further cost to this office. The Responsibility of correctness and accuracy of the details collected from the records of ESIC Medical College & Hospital, KK Nagar, Chennai will lie with the Contractor / Firm.*

8.16 *The service provider shall be contactable at all times and communication through phone/ mail/ fax/ special message from the Institution to the service provider shall be acknowledged immediately on receipt of the same day. The Service Provider shall strictly adhere to the instructions issued by the Institution while implementing the contract from time to time.*

8.17 *The service provider shall be responsible for overall compliance with statutory Laws/ Provisions. The service provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.*

8.18 *In the event of person deputed by service provider being on leave/absent, the service provider shall ensure suitable alternative arrangement to make up for such absence.*

8.19 *The personnel deployed or his/her representatives shall visit ESIC Medical College & Hospital, K K Nagar, Chennai during the working hours of the Institution viz: - 9:00 AM to 4:00 PM from Monday to Friday and 9:00 AM to 1:00 PM on Saturday. Sunday is a holiday. They may have to stay extended working hours as per the functional requirement.*

8.20 *If it is found that the condition of confidentiality is compromised by the service provider / Firm, then ESIC Medical College & Hospital, KK Nagar, Chennai will be at liberty to take further steps (e.g., requesting ICAI for cancellation of license) against the service provider / Firm.*

8.21 Financial

The estimated cost is Rs. 18000 /- per visit and the total cost for 12 months is Rs. 2,16,000/- [Rupees Two Lakh Sixteen Thousand only].

8.22 Risk Clause

(a) ESIC Medical College & Hospital, K K Nagar, Chennai reserves the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory or in case of violation of any terms and conditions of contract and also has the right to award the contract to any other service provider at the cost, risk ad responsibilities of Contractor and excess expenditure incurred on account of all this will be recovered by the ESIC Medical College & Hospital, K K Nagar, Chennai from the Contractor's Security Deposit or pending payment or by raising a separate claim.

(b) All necessary reports and other information will be supplied on a mutually agreed basis and regular meetings will be held with the Dean or other Authorised Officers in this regard.

(c) Escalation Matrix for resolving the grievances of the deployed personnel has to be shared.

- 8.23** *The Service Provider shall not be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.*
- 8.24** *For the purpose of this clause, "Force Majeure" means an event beyond the control of the service provider and not involving in their fault or negligence and not foreseeable. Such events may include, but are not restricted to, war or revolutions, fires, floods, epidemics, quarantine restrictions and fright embargoes.*
- 8.25** *If a Force Majeure situation arises, the Service Provider shall promptly notify the Dean, ESIC Medical College & Hospital, K K Nagar, Chennai in writing of such conditions and the cause thereof. Unless otherwise directed by the Institution in writing, the Service Provider shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure.*
- 8.26** *The Service Provider will abide by any of the instructions given by the Tendering Authority for the purpose of effective and efficient implementation of the contract and in compliance of the relevant laws, regulations and of fairness / transparency.*

8.27 Legal

- (i)** *The Service Provider shall be responsible for compliance of all applicable statutory provisions. The Service Provider at all times shall indemnify ESI Medical College & Hospital, KK Nagar, Chennai against all claims, damages or compensation under all statutory laws and rules prevailing from time to time. The Institution will not own any-responsibility in this regard.*
- (ii)** *The Service Provider shall also be responsible and liable for depositing all taxes, levies, cess etc on account of services rendered by them to the Institution to concerned tax collection authorities from time to time as per extant laws, rules and regulations on the matter.*
- (iii)** *The Service Provider shall maintain all statutory registers under the applicable laws. The Service Provider shall produce the same, on demand, to the concerned authority of this institution or any other authority under Law.*
- (iv)** *The personnel deployed shall not interfere with the duties of the employees of the Institution.*
- (v)** *In case, the Service Provider fails to comply with any statutory/ taxation liability under appropriate law and as a result thereof of the institution is put to any loss/ obligation, monetary or otherwise, the Institution will be entitled to get itself reimbursed out of the outstanding bills or any other amount payable to the Service provider or by way of raising it as a separate claim to the extent of the loss or obligation in monetary terms.*

- (vi) In case of breach of any terms and conditions stipulated in the contract, the service provider will be levied with penalty besides the forfeiture of performance security deposit and annulment of the contract.*
- (vii) All disputes or difference whatsoever arising between the parties out of or relating to means, operation of this contract or the breach thereof shall be settled by Arbitration in terms of "The arbitration and Conciliation Act, 1996" with all statutory modifications and award made in pursuance thereof shall be binding on the parties.*
- (viii) The Courts at Chennai will have exclusive jurisdiction for nay issue/ dispute arising out of or in connection with this contract.*
- (ix) The Institution being under the control of Government of India and covered under the scope of RTI Act. Hence, it is expected that the Contractor shall keep all the records properly indexed and maintained in a systematic manner so that copies can be extracted as and when required.*
- (x) The Tenderers are required to affix Signature along with Official Seal on each page of the GeM Bid document and Annexures as well and the same is to be uploaded as a part of the Technical Bid.*

8.28 SANCTIONS FOR VIOLATIONS:

Any breach of the aforesaid provisions before award or during execution by the Bidder/ Contractor or any one employed by it or acting on its behalf such as to put their reliability or credibility in question shall entitle the Institution to take action as per the terms and conditions and also initiate all or any one of the following actions, wherever required:

- i. To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the Bidder/ Contractor. However, the proceedings with the other Bidder(s)/ Contractor(s) would continue.*
- ii. The Security Deposit/ Performance Bond (after the contract is Signed) shall stand forfeited either fully or partially, as decided by the Institution and the Institution shall not be required to assign any reason thereof.*
- iii. To immediately cancel the contract, if already signed, without giving any compensation to the Contractor. The Bidder/ Contractor shall be liable to pay compensation for any loss or damage to the Institution resulting from such cancellation/ rescission and the Institution shall be entitled to deduct the amount so payable from the money(s) due to the Bidder/ Contractor.*
- iv. To encash the Bank Guarantee, in order to recover the dues if any by the Institution, along with interest as per the provision of contract.*

- v. To debar the Bidder/ Contractor from participating in future bidding processes of ESIC, which may be further extended at the discretion of the Institution.*
- vi. To recover all sums paid in violation of this Pact by Bidder(s)/ Contractor(s) to any middleman or agent or broker with a view to securing the contract.*
- vii. In cases where irrevocable Letters of Credit have been received in respect of any contract signed by the Institution with the Bidder/ Contractor, the same shall not be opened/ operated.*
- viii. Forfeiture of Performance Security in case of a decision by the Institution to forfeit the same without assigning any reason for imposing sanction for violation.*

8.29 Fraud and Corrupt Practices

1. *The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the bidding process. Notwithstanding anything to the contrary contained herein, the Institution may reject an application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the bidding process.*

2. *Without prejudice to the rights of the institution under Clause-1, hereinabove, if an Applicant is found by the Institution to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender issued by the institution during the period such Applicant is found by the Institution to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may.*

3. *For the purpose of this clause 1, the following terms shall have the meaning hereinafter respectively assigned to them.*

- a) "Corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted, engaging in any manner whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;*

- b) “fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;*
- c) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person’s participation or action in the Bidding Process;*
- d) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and*
- e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicant with the objective of restricting or manipulating a full and fair competition in the Bidding Process;*

8.30 Removal of difficulties:

In case of any difficulties faced during the bidding process, implementation of the contract, the decision of the Dean, ESIC Medical College & Hospital, KK Nagar, Chennai will be final and binding on all parties concerned.

Documents to be Submitted

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid. Each page and all details provided should be duly signed by the owner/authorized signatory. All undertakings provided 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 I – Profile of the Firm/ Tenderer
2. Annexure II - Declaration.
3. Annexure III – Details of existing contracts
4. Annexure IV – Details of Annual Turnover
5. Registration Certificate of Firm / Service Provider
6. Documentary Proof supporting the presence of office in Chennai
7. MSME/MSE Registration Certificate, if applicable
8. CAG Empanelment Certificate
9. PAN Card of the Firm/Tenderer
10. GST Registration Certificate of the Firm/ Tenderer

ANNEXURE – I*(To be submitted with technical bid)***PROFILE OF THE FIRM / TENDERER****Contract for Hiring of CAG Empaneled CA Firm [GeM Bid No. : _____]**

Sl. No	Particulars	To be filled in by the Tenderer
1	Name of the Service provider	
2	Date of establishment of the service provider with registration / identification number (if applicable)	
3	Detailed office address of the Service provider with office telephone number, Fax number and Mobile number and the name of the contact person(s) and email ID	
4	Whether registered with all concerned Government authorities (PF/ESI etc.) (Copies of all certificate of registration to be enclosed.)	
5	PAN/ TAN Number (Copy to be enclosed)	
6	GST Number (Copy to be enclosed)	
7	CAG Empanelment Number (copy to be enclosed.)	
8	Whether the firm is blacklisted by any Govt. Department / ICAI or any criminal case is registered against the firm or its owner / partner anywhere in India. Please attached an Affidavit stating that the service provider is / has not been black listed by Centre/ State Government/ PSU etc.	
9	Length of experience in the field	
10	Client list as per Annexure III	
11	Whether service provider profile is attached?	

**Signature of the Tenderer or Authorized signatory Of the
Tenderer with seal of the Company/Service provider.**

Contract for Hiring of CAG Empaneled CA Firm [GeM Bid No. : _____]

DECLARATION

1. I, _____ Son/ Daughter /wife of Shri _____
Proprietor/ Director, authorized signatory of the Service provider / Firm/ Company, mentioned above, is competent to sign this declaration and execute this tender document;
2. I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;
3. I/We am/are to declare that the Service provider / Firm/ Company is not blacklisted by any Govt. Institutions/CPSUs/PSUs and also declare that No criminal case is registered / pending against the Service provider / Firm/ Company or its owner / partner anywhere in India.
4. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ 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.

Signature of authorized person

Date:

Full Name:

Place:

Seal:

(To be submitted with technical bid)**Contract for Hiring of CAG Empaneled CA Firm [GeM Bid No. : _____]****Details of the existing contracts**

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	Value of Contract [Rs.]	Duration of contract	
					From	To
					dd/mm/yy	dd/mm/yy
1						
2						
3						
4						
5						

The above format may be used to provide requisite details and copy of work orders/ experience certificates clearly depicting value of contract to be attached for all the above information.

Signature of the Tenderer or Authorized signatory of the Tenderer with seal of the Company/ Service provider.

Date:

Name:

Place:

Seal:

Contract for Hiring of CAG Empaneled CA Firm [GeM Bid No. : _____]

Name of Institution:

Annual turnover the three Financial years with details (Audited Balance sheet to be submitted)		
Financial Years	Turnover in INR	Profit after Tax
2021 - 2022		
2022 - 2023		
2023 - 2024		

Dated, this day of2025

Note:

The Audited Balance sheets /Turnover certified by the Chartered Accountant , Audited Income and Expenditure Statement, Audited Profit and Loss Account and Income Tax Return of the three years has to be attached along with technical bid or else the bid will not be considered for opening of financial bid.

Signature of authorized Person

Name:

Place:

Seal: