

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	19-11-2025 09:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	19-11-2025 09:30:00
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	Employees State Insurance Corporation
संगठन का नाम / Organisation Name	Employees State Insurance Corporation
कार्यालय का नाम / Office Name	Esich Udaipur Chitrakoot Nagar
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	6 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
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, Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

**बिड विवरण/Bid Details**

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा 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	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
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	192000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	Yes ( <a href="#">Arbitration clause document</a> ) as per DoE OM No.F.1/2/2024-PPD dated 03.06.2024 Arbitration should not be routinely included in contracts
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).	27

(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 :**

MEDICAL SUPERINTENDENT, ESIC HOSPITAL, UDAIPUR  
ESIC HOSPITAL, CHITRAKOOT NAGAR, BHUWANA, UDAIPUR, RAJASTHAN. PIN CODE-313001  
(Esi Fund Account No. 1)

**UIN Number NCTGC2415P**

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
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. 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.
3. 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.
4. 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.
5. 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.

6. 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.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

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

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

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:1**

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
03-11-2025 14:00:00	3rd floor,conference hall,esic hospital,chitrakoot nagar,bhuwana,udaipur,rajasthan. pin code - 313001

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

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Compliance with contracts , Review system & processes , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functi ons	Inventory & Store management , Purchase & Procurement , Operational & Administrative , Human Resource & Payroll , Owners Capital , 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
<b>एडऑन /Addon(s)</b>	
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
1	Yogendra Jain	313001,Employees State Insurance Corporation, Hospital, Chitrakoot Nagar, Near EPFO Office, Bhuwana, Udaipur	1	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 24</li> </ul>

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

**1. Generic**

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

**2. Generic**

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

### 3. **Generic**

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

### 4. **Generic**

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

### 5. **Payment**

**PAYMENT OF SALARIES AND WAGES:** Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

### 6. **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  
Udaipur

. 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.

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

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

### 8. **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.

### 9. **Service & Support**

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

### 10. **Service & Support**

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

### 11. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

The bidder shall carefully go through the scope of work attached above. The bidder shall ensure strict compliance with all the Terms and Conditions specified in the Scope of Work. All documents mentioned in the Scope of Work must be duly submitted. Bidder must have a registered office located within Udaipur district

of Rajasthan. The Bid estimate (Rs 96,000/-) is inclusive of GST.

## 12. 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---

**Invitation of Bids through GeM Portal for hiring CAG Empanelled CA Firm at ESIC Hospital, Chitrakoot Nagar, Udaipur(313001)**

The Medical Superintendent, ESIC Hospital, Udaipur invites bids for hiring of CAG Empanelled CA Firm at ESIC Hospital, Udaipur for a period of 02 year (which may be extended, as per orders from ESIC Headquarters on the same Terms & Conditions, subject to providing satisfactory services).

Bids are invited 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. The CA Firm has to assist ESIC Hospital, Udaipur in timely preparation/submission of Monthly and Annual financial statement (Including March-Provisional and March-Final) for the Financial Year 2025-26 & 2026-27, 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 of the Corporation.

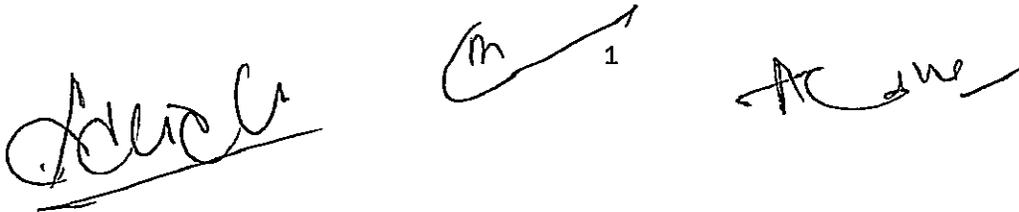
Bids are invited by way of e-tender through GeM Portal under two packet bid system from eligible bidders for hiring the CAG Empanelled CA Firm.

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

The bidders willing to participate in the bidding process must upload their bids along with the duly self-attested scanned copies of all the Annexure and the relevant certificates, documents etc., as applicable, in support of their technical & financial bids, on the GeM Portal Only. Bids received by any other means other than on the GeM portal shall not be accepted/considered.

S/No	Details	Particulars
1	Period of availability of e-tender document on GeM (Start Date)	As per GeM Bid
2	Last date and time of submission of the Bid	As per GeM Bid
3	Date & time of opening of the online GeM Tender (Technical bid)	As per GeM Bid
4	Estimated cost including all taxes (Per month)	As per GeM Bid

Details of the Tender viz., Tender forms, EMD details, Terms and Conditions can be downloaded from the GeM Portal. Both the Technical & Financial Bidding is through GeM only. The bidders shall upload all

The image shows three handwritten signatures or initials. On the left is a large, stylized signature. In the middle is a smaller signature with a '1' written below it. On the right is another signature.

the documents as per Eligibility Criteria for bidders. Any corrigendum to this tender will be notified through the aforesaid GeM/website only.

**Brief about the client (ESIC):** - Employees' State Insurance Corporation (ESIC) is a statutory body under the Ministry of Labour and Employment, Government of India. The ESI Scheme, established under the ESI Act of 1948, is a comprehensive social security insurance program designed to provide social security to Insured Persons and their dependents against contingencies arising due to sickness, maternity, disablement and death due to employment injury and to provide medical care to insured persons and their families.

**Period of Initial Contract:** The period of contract shall be for this present Financial Year i.e., FY 2025-26 & 2026-27 which shall include preparation of the Final Accounts (which may be extended till finalization of Accounts as per orders from ESIC Headquarters). The rates quoted shall remain same during the entire period of the contract.

**Location of Work:** Services have to be provided at ESIC Hospital, Udaipur.

**Eligibility Criteria for Empanelment of CA Firm**

1. Applicant firm should be handling similar works with Govt bodies/ PSUs from at least last 5 years. Work orders/Contract along with Invoice/Work Completion Certificate for each of the 5 years should be attached/uploaded with the bid. (Annexure-B & E)
2. Applicant firm should be empanelled with CA & G. Empanelment certificate must be submitted and ESIC holds the rights to terminate the contract if CA firm or any of its partners/members get debarred and/or blacklisted by Centre / State Govt. organisation, any Statutory organisation and/or PSU. (Annexure-C)
3. Applicant firm or its partners should not be under Liquidation or Loss making at the time of bid submission. The bidder should not be insolvent, bankrupt or a defaulter in terms of rules & regulations presently in force in India. (Annexure-D)
4. Average annual turnover during the last 03 years should be minimum 50 Lakhs per annum. P&L A/c, B/S, ITRs of the 03 years certified by a CA must be submitted along with the bid.
5. 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 Govt/ Statutory organisation and/or PSU.
6. 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 shouldn't have faced any such litigation previously by any Hon'ble Court(s) or competent authority. (Annexure-F).





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7. The forms (Form-A and B), the Annexures (A to H) and the supporting documents are Mandatory documents. If any of the Forms or Annexures is not uploaded along with the Bid, then the bid shall be rejected summarily and no correspondence in this regard shall be entertained by this office.

**Detailed scope of work:**

1. Assist ESIC Hospital, Udaipur in finalization of March (Provisional) 2025-26 & 2026-27 accounts and finalization of March (Final) 2025-26 & 2026-27 accounts.

2. Scrutiny of accounts for financial year 2025-26 & 2026-27 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 (Receipts & Payments) of ESIC Hospital, Udaipur.

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 ESIC 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 according to the accounting procedures.

f) Classification of expenditure between ESIC Hospital and Regional Office (Hospital Development Committee) is done correctly.

g) Classification of expenditure for the prior period is done properly.

h) Physical verification of cash in hand and reconciliation with cash book.

i) Verification of reconciliation of Bank Balance with Bank statement.

j) Verification of reconciliation of all statutory dues (not limited to TDS, TDS on GST).

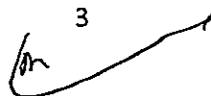
k) Verification reconciliation of security deposit, unclassified receipt, Pension payments, NPS, miscellaneous advances on monthly basis.

l) Verification reconciliation of exchange account and suspense slip.

m) Verification accounting of disposed assets/stock items along with profit/loss.

3. Checking of provisions for Payments made by the Hospital in connection with the various services provided to the Insured Persons, 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 consumables etc. as on 31st March 2026 & 31 March 2027.
7. Assistance in preparation/verification of ESIC Budget of ESIC Hospital, Udaipur.
8. Guidance and assistance on audit observations of ESIC.
9. Assist in maintaining party ledgers, other receipts & payment ledgers, Assets and Liability Ledgers, monthly accounts on the basis of ledgers, calculation of Depreciation on fixed Assets, preparation of March (Provisional) and March Final Accounts duly reconciled with vouchers, preparation of budget, reconciliation BRS, verification of liability created and discharged.
10. Special emphasis may be given to the verification of following (but not limited to):
  - a) Verification in case of asset disposal- recording of depreciation, gain/loss booking.
  - b) Classification of Annual repair, maintenance and special repair maintenance.
  - c) Debt, Deposit reconciliation and advances receipts.
  - d) Provision evaluation/calculation.
  - e) Inventory accounting.
  - f) Super specialty treatment (SST) advances (if any) and settlement payments.
  - 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 this ESIC Hospital.
- 11 (a). To process records of income tax in respect of employees (Approx 120-150) and third parties of ESIC Hospital Udaipur.
  - b. To process records of TDS in respect of Third Parties.
  - c. Submission and filing of Quarterly and Yearly return to Income-Tax Department.
  - d. Generation of TDS challan on monthly basis.
  - e. Generation of GST challan on monthly basis.
  - f. Submission and filing of monthly/quarterly/yearly returns to GST Department as per Rules amended from time to time.

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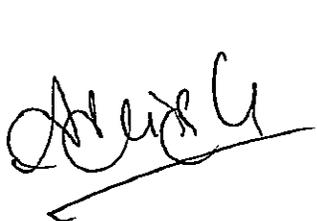
- g. Issuance of Form-16 (Part A & B) in respect of employees and Form 16-A of Third parties.
- h. To provide professional advice in financial matters, if required by ESIC Hospital, Udaipur.
- i. Punching of data in Income Tax Software.
- J. Preparation of TDS return on salary and third-party payment (240 & 26Q).
- k. Filing of Correction statement/ revised returns, if required.
- l. Addressing of all kinds of notices from NSDL/Income Tax department/GSTN.
- m. Scrutiny of Voluntary Income Tax (VIT) of employees.
- n. Any type of notice received from GST, Income Tax Department will be settled by the Service Provider at no extra rate.
- o. Any late fees/ Penalty charged to due lethargy of CA Firm will be borne by the firm.
- p. Any other work related to IT/GST as per requirement of the office.
- q. Visit of C.A./Representative will be mandatory as per this offices' requirement.
- r. The Bidding Amount will be inclusive of GST Charges.

S.No.	Task
1.	Ensuring that TDS Payment is made as per procedure laid down in IT Act, 1961 before the statutory deadline.
2.	Ensuring that GST Payment is made as per procedure laid down in GST Act, 2017 before the statutory deadline.
3.	Ensuring that Returns as per procedure laid down in IT Act, 1961 are filed before the statutory deadline.
4.	Ensuring that returns as per procedure laid down in GST Act, 2017 are filed before the statutory deadline.

12. The above scope of work is indicative in nature and may be enhanced/ curtailed as per the requirements of the Hospital.

**Report:** - The detailed report(s) of visits to the Hospital must be submitted in single hard copy to the Administrative Head and the Finance Head of the Hospital. Further, the Administrative Head and the Finance Head of the Hospital will forward the said report with analysis / findings and recommendations (if any) to the Financial Commissioner / Additional Commissioner (Finance), ESIC Hqrs. Soft Copy of report with analysis/findings and recommendations (if any) has also to be submitted in MS Excel / Word through e-mail to [ms-udaipur.rj@esic.nic.in](mailto:ms-udaipur.rj@esic.nic.in) and [acfin@esic.nic.in](mailto:acfin@esic.nic.in). The ESIC Hqrs may direct the empanelled CA firm of the Hospital for any specific work or any detailed work report as required, from time to time.

**Payment:** - Monthly remuneration will be paid to the empanelled CA Firm in accordance with the visits paid by the CA as per the bill raised by the empanelled agency and visits acknowledge by units in respect





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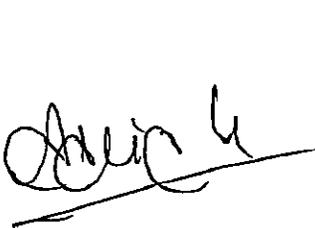
of work assigned and performed as defined in scope of work subject to the satisfaction of work and report submitted by empanelled CA firm. All mandatory deductions like Taxes/TDS as applicable shall be done as per statutory provisions. The empanelled Chartered Accountant Firm shall be entirely responsible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

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

**Termination of Contract:** - If the empanelled CA firm is found responsible for any leakage of information, lobbying, bribing etc., then the Medical Superintendent, ESIC Hospital, Udaipur will have the right to terminate the contract and if required as per applicable law, action as deemed fit shall be initiated against the empanelled CA firm. Also, if cumulative penalties reach 10% of contract value, competent authority may terminate the contract.

**Terms & Conditions for the service for agreement:** -

1. The persons deployed shall, during the course of their work, will have access to the classified documents, which they are not supposed to divulge to any third party(s), and shall maintain confidentiality. Any breach of this confidentiality obligation shall make the service provider liable for penal action under the applicable laws besides action for breach of contract.
2. The CA Firm 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, the CA Firm finds any serious financial irregularity (es) and points relating to grave deficiencies, then the same is required to be communicated to competent authority/officers of the ESIC immediately without waiting for the time of submission of the report.
4. All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the ESIC.
5. The CA firm will facilitate the Hospital by paying at least 1 visit per month during the period of Contract for which he has been engaged. However, in case requirement is felt, the CA Firm shall increase the number of such visits within the price of the bid accepted by the CA firm.





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6. The CA firm shall, in no case, use or share the data and information gathered from the ESIC Hospital / Accounting Unit for the benefit of the CA firm or for the benefit of any person of the CA firm or any other third party.

7. The CA firm shall be bound for a smooth and hassle-free transition and help to pass on each and every information to his successor firm/agency/ESIC Hospital.

8. The Audit of Monthly Accounts must be completed by the 10th of every month. The Audit of Annual Accounts for the FY 2025-26 & 2026-27 must be completed by the 20-04-2026 & 20-04-2027.

9. The successful CA firm shall sign an agreement with ESIC with standard terms and conditions for providing professional services of Chartered Accountant.

10. The Contractor (CA) or his representative will have to appear before the competent authority as and when required due to exigency of Monthly/Annual Accounts related work.

11. The engaged firm will be responsible for any corrections arising out of their own faults at no further cost to this office.

12. The Responsibility of correctness and accuracy of the details collected from the records of ESIC Hospital, Udaipur will lie with the CA Firm.

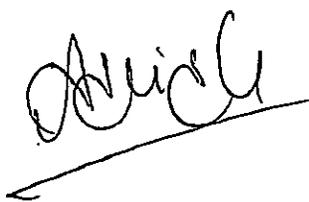
13. A reasonable penalty may be imposed on the CA Firm by ESIC Hospital, Udaipur as decided, if it is found that the CA Firm failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the CA Firm after giving a written notice.

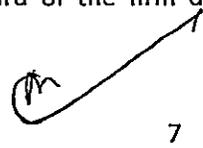
14. The CA Firm will maintain high standards of integrity and professional ethics and morality while handling the work of ESIC Hospital, Udaipur and dealing with ESIC Hospital, Udaipur and its officials. If it is found that this condition of confidentiality is compromised by the CA Firm, then ESIC Hospital, Udaipur will be at liberty to take further steps (e.g., requesting ICAI for cancellation of license) against the CA Firm.

15. Notwithstanding anything contained herein above, ESIC Hospital, Udaipur reserves the right to discontinue the services of the CA Firm in the event their services are evaluated as unsatisfactory at any time during the period.

16. Any losses sustained by ESIC Hospital, Udaipur, due to negligence of the CA firm's services in the form of any loss/damage of property (including those attributable to individual employees/manpower engaged by the CA Firm) will be recoverable from the CA Firm, as the money value shall be estimated by ESIC Hospital, Udaipur. The decision of ESIC Hospital, Udaipur in this regard will be final and binding on the Contractor/Firm.

17. The engaged CA Firm shall provide full details of their representative with qualification etc. Such representative will carry identity card of the firm during visit to this office and shall maintain the decorum of the office.





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18. The CA Firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.

19. Service charge/consultancy charge or any other charges will not be paid separately for any of the services mentioned in scope of work.

20. The CA firm shall bear all expenses regarding compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by the provisions of various labour legislations. Payment to the firm shall be made on basis on submission of bill by the firm and on rendering satisfactory service by the firm.

21. In case of death or mishap leading to any injury or disability whatsoever, occurs during the tenure of the contract, compensation/legal or any other liability will solely rest with the CA firm.

22. That CA firm's authorized representative (Owner/Director/Partner/Manager) shall personally contact the Assistant Director(Finance)/Deputy Director (Finance) / Head of Office at least once a month to get feedback on the services rendered by the CA Firm vis-a-vis corrective action required to make the services more efficient.

23. The CA firm or his representatives shall visit ESIC Hospital, Udaipur during the working hours of ESIC Hospital, Udaipur which will be as under: - 9:00 AM to 4:00 PM from Monday to Friday, 9:00 AM to 1:00 PM on Saturday and Sundays are holiday on account of being weekend days.

24. In the event of person deputed by CA firm being on leave/absent, the CA firm shall ensure suitable alternative arrangement to make up for such absence.

25. If any of the personnel of the CA Firm indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR shall also be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the CA firm in any case.

**Estimated Cost:** - Rates for cities classified under Class - C would be a maximum of Rs. 8000/- per day/visit. The total cost for hiring the above services shall not be more than Rs. 96,000/- for a F.Y. which would require at least 3 visits in one quarter of the F.Y. of engagement and 12 visits during that particular F.Y. Participating bidders quoting lesser price for the entire F.Y. shall be declared L-1.

**Instruction to Bidder:** -

1. Bidders to apply only online through GeM bidding process.
2. Bidders should carefully read all terms and condition and participate in the bidding process only after ensuring their eligibility.
3. While submitting the bid, the bidders shall be deemed to have read, understood and accepted all the terms and conditions stated in the bid document shall be furnished along the bid.





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4. Incomplete bids are liable for rejection. The Medical Superintendent, ESIC Hospital, Udaipur reserves the right to reject any bid without assigning any reason.

5. All the documents shall be signed by the authorized signatory of the bidder. A certificate of authorization to authorize the signatory to sign the bid document.

6. Rates quoted should be in Indian currency and should be inclusive of all charges including service charges, GST etc., as applicable. Any ambiguous rate/cost on this account shall render the bid liable to be rejected. Bid not complete in all respect are liable to be rejected.

7. Bids shall remain valid up to 90 days after the date of bid opening prescribed by the ESIC (buyer); a bid valid for shorter period would be liable to be rejected by the ESIC (buyer) as nonresponsive.

8. Only CAG empanelled CA firms, as on the date of opening of the bid, will be eligible.

9. In case of a tie, the L-1 shall be decided by the GeM through autorun/R.A.

10. Bids with wrong or unjustifiable amounts or centage values, shall outrightly be rejected.

11. Medical Superintendent, ESIC Hospital, Udaipur will be the final authority for accepting or rejecting any bid.

12. The Bidders must at all times during the contract period comply with the applicable Labour laws, laws related to intellectual property rights and any other law related to the operation of the contract. Any deviation in this regard may lead to termination of the contract.

**RISK CLAUSE:** - The Medical Superintendent, ESIC Hospital, Udaipur reserves the right to terminate the contract at any time, before the expiry of one year, by giving one month's notice. However, the Service Provider needs to give 3 months advance notice in case of premature termination of contract. The service provider agrees to provide their services during the notice period or till successful replacement of a new firm/agency by means of e-tender, whichever is later. During the notice period, both the parties will maintain the status quo.

The Medical Superintendent, ESIC Hospital, Udaipur reserves the right to accept or reject any or all the tender without assigning any reason whatsoever. The Medical Superintendent reserves the right to amend/add/delete/relax any condition without notice at any stage. Selected bidder should sign an agreement with the Superintendent specifying all the terms and conditions of contract before commencement of the contract.

**AWARD CRITERIA** -The contract shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest rate for which bids are called provided further that the bidder has the capability and resources effectively to carry out the contract works.



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**CANVASSING:** Canvassing in connection with tender is strictly prohibited. No enquiry shall be made by the bidder(s) during the course of evaluation of the tender, till final decision is conveyed to the successful bidder.

**BREACH OF CONTRACT:** In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by ESIC besides annulment of the contract.

**TERMINATION OF CONTRACT:** - ESIC may terminate the agreement with 01 months notice, with or without assigning reasons. The Contractor has to give 03 months' notice if he desires to terminate the contract. If the contract is terminated at any stage due to any reasons thereof, the contractor is liable to provide the services till finalization of the new contract.

**LIQUIDATED DAMAGES:** Any excess expenditure incurred or to be incurred by the Corporation in completing the works or part of the works or the excess loss or damages suffered may be suffered by the Corporation due to the default action of the contractor, the same shall be recovered from any moneys due to the Contractor on any account, and if such moneys are not sufficient the Contractor shall be called upon in writing to pay same within 30 days. The decision of ESIC shall be final in this regard.

**RISK CLAUSE**

- (i) The CA Firm shall at all times have standby arrangements for carrying out the work under the Contract in case of any failure of the existing arrangement.
- (ii) The CA 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 Contractor or his staff.
- (iii) The CA Firm and its staff shall take proper and reasonable precautions to protect ESIC from loss, destructions, wastage or misuse of areas of responsibility given to them by ESIC and shall not knowingly lend to any person or company any of the effects or assets of the ESIC under its control.
- (iv) In the event of loss/damage of equipment or any other assets etc., at the premises of the ESIC due to negligence/carelessness of CA Firm's staff, if established after a joint enquiry, then the CA Firm shall compensate the loss to ESIC.
- (v) **CA Firm's Liability & Insurance:** The CA firm bears all expenses and liabilities (theft, fire, electric shock, etc.) for staff and customers. He must obtain appropriate insurance to cover such risks. ESIC disclaims any liability.
- (vi) The CA firm shall not assign or sublet this Agreement or any part thereof. However, he may use the services of associates for providing the services in which case the CA firm shall be responsible for the performance and all acts of the associates as though they were his own.

**INDEMNITY:** The CA firm shall at all times indemnify ESIC against all claims, viz., damages or compensation under the provisions of Payment of Wages Act, 1936; Minimum Wages Act, 1948; Payment of Bonus Act-1965; Employer's Liability Act, 1938; the Workmen



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Compensation Act, 1923; Industrial Disputes Act, 1947; Maternity Benefit Act, 1961; Shops & Establishment Act, or any modification thereof or any other Labour laws relating thereto and rules made hereunder from time to time. ESIC will not own any responsibility in this regard. It shall be the liability of the Contractor to pay statutory minimum wages, ESI, EPF, Bonus, etc., and comply all other labour laws with report to the workers engaged / deputed to ESIC.

ESIC is a Central Statutory body under the Ministry of Labour & Employment, Govt. of India and accordingly all notifications order/guidelines of govt of India/ESIC as applicable shall also be a part of this tender /Contract.

**The decision of the ESIC in regard to termination of contract, levy of liquidated damages and forfeiting any Security Deposit, shall be final.**

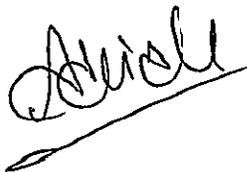
**FORCE MAJEURE:** ESIC may consider relaxing the requirements, as specified in this document, if and to the extent that, the performance or other failure to perform its obligations under the contract is the result of an Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states / state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder.

ESIC shall not be liable for any delay/inability in delivering its obligations of this contract due to Strike, lock-down, labour problems, transportation embargo or any state of emergency declared in the region or any measures taken by the Government which are beyond the control of ESIC.

**ARBITRATION:** In the event of dispute or differences arising between the parties here to pertaining or relating to this agreement, the same shall be referred to an Arbitrator to be appointed by ESIC. The arbitration proceedings shall be held in accordance with the Arbitration and conciliation Act, 1996 or any amendments/re-enactment thereof.

Work under the Contract shall be continued by the Contractor during the arbitration proceedings, unless otherwise directed in writing by the Corporation or unless the matter is such that the works cannot possibly be continued until the decision of the arbitrator is obtained and except as those which are otherwise expressly provided in the Contract, no payment due or payable by the Corporation shall be withheld on account of such arbitration proceeding unless it is the subject matter or one of the subject matters of the arbitration.

**JURISDICTION:** The disputes, legal matters, court matters, if any shall be subject to Udaipur, Rajasthan, India jurisdiction only.







Date: October 2025

Place: Udaipur

Medical Superintendent

ESIC Hospital, Udaipur

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**TECHNICAL BID**

**FORM -A**

**Documents to be submitted along with the bid, wherever applicable: -**

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

*Awic*

*ACW*

Authorized Signatory (signature in full):.....

Name and Title of Signatory:.....

Company Rubber Stamp:.....

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[On the original letterhead of the bidder]

**ANNEXURE-A**

**DETAILS OF THE FIRM**

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

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

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

Date :

Signature of tenderer with seal

Place:

(With Name and Designation of  
Appropriate Authority)

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[On the original letterhead of the Bidder]

**ANNEXURE -B**

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

S/N	Name & address of the organisation, Name designation, contact/telephone no. of the officer concerned	Nature of service provided/ work description	Reference & date of the order	Work order value	Duration of the contract From (dd/mm/yy)	Duration of the contract To (dd/mm/yy)
1						
2						
3						
4						
5						
6						
7						
8						

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

Date:

Signature of tenderer with seal

Place:

(With Name and Designation of Appropriate Authority)



[On the original letterhead of the Bidder]

ANNEXURE – C

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING

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

Or

I/We Proprietor/Partner(s)/Director (s) of M/s ..... hereby declare that the firm/ company namely M/s .....Was blacklisted or debarred by any Government Department from taking part in Government tenders for a period 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 The Medical Superintendent, ESIC Hospital, Udaipur shall be forfeited. In addition to the above The Medical Superintendent, ESIC Hospital, Udaipur will not be responsible to pay the bills for any completed/ partially completed work.

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

Dated, this day ..... Day of .....2025.

Authorized Signatory (signature in full):.....

Name and Title of Signatory:.....

Company Rubber Stamp:.....



*Handwritten signature*

*Handwritten signature*

*Handwritten signature*



[On the letterhead of the Bidder/Contractor]

**ANNEXURE – D**

**Self-Declaration on Non-Bankruptcy and non-Insolvency**

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

Dated, this ..... day of ..... 2025

Authorized Signatory (signature in full): .....

Name and Title of Signatory: .....

Company Rubber Stamp: .....







[On the original letterhead of the Bidder]

**ANNEXURE-E**

**(Format of Experience Certificate)**

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

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

**(Copies of the relevant Work orders / Contracts along with Invoice / Work Completion Certificate must be enclosed/uploaded with the Bid)**

Signature of the authorized signatory .....

Name .....

Seal of the Firm/contractor

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[On the original letterhead of the Bidder]

ANNEXURE-F

DECLARATION

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

1. I/We ..... on behalf of my firm and its partners do hereby declare and affirm that the firm is not facing any investigation or enquiry by any tax authority for violation of any of the tax laws and did not face any such litigation before Hon' able court(s).
  
2. I/We ..... on behalf of my firm and its partners do hereby declare and affirm that the firm have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any government/statutory Organization or PSU.

Signature of the authorized signatory .....

Name .....

Seal of the Firm/contractor .....

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[On the original letterhead of the Bidder]

**ANNEXURE -G**

**DECLARATION**

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

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

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

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

It is hereby assured that I/We are not related to any ESIC Staff, their family members or any firm related to them.

The rates quoted shall be valid and binding upon me/us for the entire period of contract.

If the contract is terminated at any stage during the entire tenure, I hereby agreed provide the services till finalization of the new contract.

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: .....

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[On the letterhead of the Bidder]

ANNEXURE -H

BID SECURITY DECLARATION FORM

Tender No.

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

I/We understand that,

a) Bids withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity fail or refuse to execute the contract, if required.

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

Signed:

In the capacity of:

Name:

Duly authorized to sign the bid for an of behalf of

Dated, this ..... day of ..... 2025.

Authorized Signatory (signature in full): .....

Name and Title of Signatory: .....

Company Rubber Stamp: .....



[On the letterhead of the Bidder]

**TECHNICAL BID**

**FORM- B**

(Turnover and Profitability)

Sr No	Financial Year	Turnover (in Rs.)	Profit (In Rs.)	Loss, if any (In Rs.)
1	2021-2022			
2	2022-2023			
3	2023-2024			

**Note:** - Documentary evidence in support of turnover must be uploaded

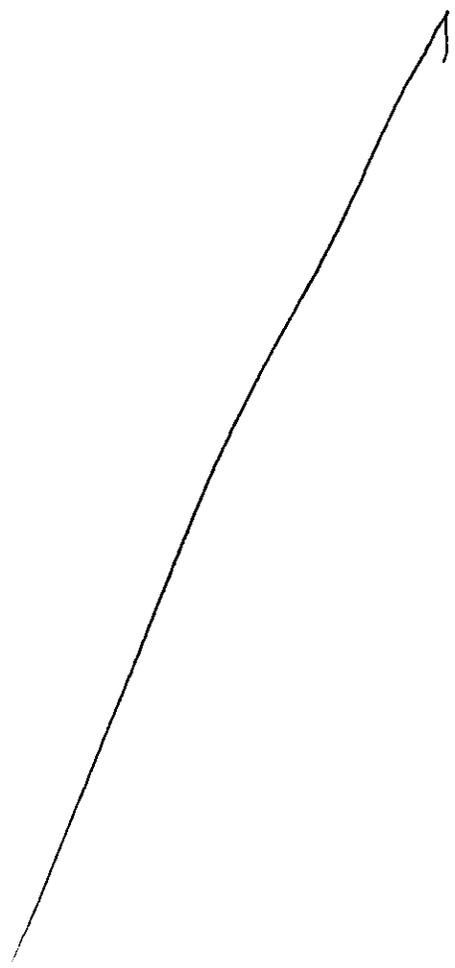
I.....proprietor/partner  
/director of M/s.....hereby declares that the information given  
in this Technical Bid Form is true and correct to the best of my knowledge and belief.

Authorized Signatory (signature in full):.....

Name and Title of Signatory:.....

Company Rubber Stamp:.....





# INTEGRITY PACT

*(To be typed on the Bidder's Letterhead)*

**To,**  
The Medical Superintendent  
Employees' State Insurance Corporation Hospital  
Chitrakoot Nagar, Bhuwana  
Udaipur – 313001

**Subject:** Provision of \_\_\_\_\_ to ESIC  
Hospital, Udaipur under GeM Tender No. \_\_\_\_\_ dated \_\_\_\_\_.

Sir,

1. I/We hereby acknowledge that I/We am/are committed to adhering to the principles laid down in the Integrity Pact attached with the ESIC Tender Document.
2. I/We agree that this Notice Inviting Tender (NIT) is an invitation based on the condition that I/We shall sign the attached Integrity Pact, which forms an integral part of the tender documents. If I/We fail to do so, I/We shall be disqualified from the tender process. I/We further acknowledge that participation in the tender shall be deemed as unconditional and full acceptance of this condition.
3. I/We accept the Integrity Pact in both letter and spirit and agree that the execution of this pact shall be independent of and separate from the main contract, which shall come into existence upon final approval of the tender/bid by ESIC. I/We further acknowledge that the duration of the Integrity Pact shall be in accordance with the clause mentioned in the attached agreement.
4. I/We acknowledge that if I/We fail to sign or accept the Integrity Pact at the time of submitting the tender/bid, ESIC shall have full, absolute, and unrestricted right to disqualify us and reject our tender, as described in the tender terms and conditions.

**(Signature of the Bidder)**

Name: .....  
Address: .....

.....  
Contact Details: .....

# INTEGRITY PACT DOCUMENT

## PRE-CONTRACT INTEGRITY PACT

### General

1. This pre-bid contract agreement (hereinafter called the *Integrity Pact*) is made on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, between the **Employees' State Insurance Corporation (ESIC)** under the administrative control of the **Ministry of Labour and Employment, Government of India**, acting through (hereinafter called the "Buyer", which expression shall mean and include, unless the context otherwise requires, its successors in office and assigns), of the First Party; and **M/s. \_\_\_\_\_**, represented by \_\_\_\_\_, (hereinafter called the "Bidder/Seller", which expression shall mean and include, unless the context otherwise requires, its successors in office and assigns), of the Second Party.

WHEREAS the Buyer proposes to procure services/stores (name of items to be procured) and the Bidder/Seller is willing to offer or has offered the said services/stores.

2. Whereas the Bidder is a private/public company/partnership/proprietorship constituted in accordance with the relevant law, and the Buyer is an organization performing its functions on behalf of the Government of India.

### Objectives

Now, therefore, the Buyer and the Bidder agree to enter into this pre-contract agreement (hereinafter referred to as *Integrity Pact*), to avoid all forms of corruption by following a system that is fair, transparent, and free from influence or prejudice during all stages of the contract process, with the following objectives:

1. To enable the Buyer to obtain the desired stores/services at a competitive price in conformity with defined specifications, avoiding the high cost and distortionary impact of corruption on public procurement; and
2. To enable Bidders to abstain from bribery and other corrupt practices by assuring them that their competitors will also refrain from such practices and that the Buyer will prevent corruption through transparent procedures.

### 1. Commitments of the Buyer

1.1 The Buyer commits itself to take all measures necessary to prevent corruption and ensure fair and transparent procurement.

1.2 The Buyer confirms that no official of ESIC shall demand or accept any advantage, payment, gift, or consideration of any kind, directly or indirectly, from any person in connection with the procurement process or execution of the contract.

1.3 The Buyer shall ensure that no decision in connection with the award of contract will be influenced by any consideration other than the merits of the proposal and compliance with the established rules and procedures.

1.4 The Buyer shall exclude from the process any officer found guilty of corruption or having violated the provisions of this pact.

### 2. Commitments of the Bidder

2.1 The Bidder commits itself to take all necessary measures to prevent corruption. It shall not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, or advantage, whether in cash or kind, to any official of the Buyer or to any person connected with the contract or bidding process, in order to influence the decision.

2.2 The Bidder shall not enter into any undisclosed agreement with other bidders to manipulate the bidding process.

2.3 The Bidder shall not commit any offence under the Prevention of Corruption Act, 1988 or any other applicable law in connection with the procurement process.

2.4 The Bidder shall disclose the names and details of agents, representatives, and intermediaries engaged in relation to this bid and guarantee that no unauthorized payments will be made.

2.5 The Bidder shall not use undue influence on any official of the Buyer or any other public authority connected with the process.

### **3. Previous Transgression**

3.1 The Bidder declares that it has not been blacklisted or debarred by any Government department, PSU, or ESIC in the past for any corrupt or fraudulent practices.

3.2 If it is found that the Bidder has engaged in such transgressions in the past, the Buyer shall be entitled to disqualify the Bidder from the tender process or terminate the contract.

### **4. Security Deposit**

4.1 The Buyer shall be entitled to forfeit the Security Deposit in case of violation of any provision of this Pact or other terms of the contract.

4.2 The decision of the Buyer regarding forfeiture shall be final and binding.

### **5. Company Code of Conduct**

The Bidder shall develop, implement, and enforce a suitable code of conduct to prevent corruption and ensure compliance with anti-bribery laws, and shall make such code known to all employees and agents involved in this tender or contract.

### **6. Sanctions for Violation**

6.1 Any violation of the provisions of this Pact by the Bidder may lead to disqualification of its bid, forfeiture of Security Deposit, and exclusion from future tenders of ESIC for a minimum period of five years.

6.2 The Buyer may also terminate the contract or recover damages arising out of such violation.

6.3 The Buyer shall be entitled to encash any bank guarantee or performance security furnished by the Bidder to recover losses arising from violation of this Pact.

### **7. Fall Clause**

If at any stage, it is found that the Bidder has quoted a lower price for similar goods or services to any other Government department or organization, the Buyer shall have the right to reduce the price proportionately or terminate the contract.

### **8. Examination of Books of Accounts**

In case of any allegation of violation of this Pact, the Bidder shall allow the Buyer or its authorized representative to inspect its books of accounts and other relevant records for the purpose of investigation.

### **9. Law and Place of Jurisdiction**

This Pact shall be governed by and interpreted in accordance with the laws of India. The courts at Udaipur, Rajasthan shall have exclusive jurisdiction in all matters arising under or in connection with this Pact.

### **10. Other Legal Actions**

The actions stipulated under this Pact are without prejudice to any other legal rights or remedies available to the Buyer under law or under the terms of the contract.

### **11. Validity**

11.1 This Pact shall remain valid from the date of its signing and shall continue to be in force until the completion of the contract.

11.2 If any claim arises under this Pact during its validity, the provisions shall continue to be enforceable notwithstanding the expiry of the Pact.

### **12. Signing Clause**

The Parties hereby sign this Integrity Pact at \_\_\_\_\_ on \_\_\_\_\_.

#### **For the Bidder**

Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

#### **Witnesses:**

1. \_\_\_\_\_
2. \_\_\_\_\_