

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	22-12-2025 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	22-12-2025 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	30 (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	Esic Hospital Raigarh
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Assistance in Preparation of Financial Statement; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
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), OEM Authorization Certificate, OEM Annual 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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	1
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	96000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

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

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

#### लाभार्थी /Beneficiary :

Medical Superintendent  
ESIC HOSPITAL RAIGARH, Employees State Insurance Corporation, Employees State Insurance Corporation,  
Ministry of Labour and Employment  
(Medical Superintendent , Esic Hospital Raigarh , chhattgrish)

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. 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. 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.

3. 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.

4. 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.

5. 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<sup>5</sup>**

**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.<sup>5</sup>**

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

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Review of Financial Statements , Assistance in Preparation of Financial Statement
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , 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/Functions	Inventory & Store management , Purchase & Procurement , Human Resource & Payroll , Operational & Administrative , Owners Capital , 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
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	Yes

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**
**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Suraj Singh	496001,ESIC HOSPITAL PARSADA RAIGARH CHHATTISGARH 496001	1	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 12</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

**Manufacturer Authorization:**Wherever Authorised Distributors/service providers are submitting the bid, Authorisation Form /Certificate with OEM/Original Service Provider details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid

### 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. 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.**

### 6. Service & Support

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

### 7. 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.

### 8. Buyer Added Bid Specific ATC

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

## 9. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

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 terms and conditions specified in the scope of work.

All document mentioned in scope of work must be duly submitted .

Bidder must have a register office located within Raigarh District Chhattgrish .

The Bid estimate (Rs 96000/-) is inclusive of GST .

## 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

**---धन्यवाद/Thank You---**





क. रा. बी. नि.  
E. S. I. C.

कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत  
सरकार)

EMPLOYEES' STATE INSURANCE  
CORPORATION  
(Ministry of Labour & Employment, Govt. of  
India)



क. रा. बी. नि. अस्पताल-रायगढ़  
ESIC Hospital-Raigarh

परसदा रायगढ़ (छ. ग.) 496005  
Parsada, Raigarh (C.G.) 496005  
e-mail: ms-raigarh.cp@esic.gov.in

### Invitation of GeM-Bid for hiring CAG Empanelled CA Firm at ESIC Hospital, Raigarh (C.G)

ESIC Hospital Raigarh(C.G.), is 100 Sanctioned bedded hospitals is looking to engage C&AG empanelled Chartered Accountant (CA) firms to assist in timely preparation/submission of financial statement including March (Provisional) and March Final, in order to ensure finalization of Accounts of the Corporation within timelines and correctness of the various entries carried out therein by various accounting units.

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

Requirement/eligibility criteria/Terms and conditions of the contract have been detailed in the additional documents. Tender document (including additional documents and additional term and condition) is available online at GeM Portal as well as on the website of Employees' State Insurance Corporation i.e., [www.esic.gov.in](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 interested bidders should upload their bids along with duly signed scanned copies of all the relevant certificates, documents etc. in support of their technical & financial bids on GeM Portal Only.

Sr. No.	Details	Particulars
1	Period of availability of online e-tender document on website (Start Date)	As per GeM Bid
2	Lase Date and time of Bid submission	As per GeM Bid
3	Date & Time of Opening of online Tender (Technical)	As per GeM Bid
4	Estimated cost including all taxes	Rs. 96000/-

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

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

*Harish Chandra*  
13/11/2025

*Suraj*  
13/11/25

*Hargovind*  
13/11/2025

*Dr. Sanjay*  
13/11/2025

*Shankar*  
14/11/25

414  
13/11/25  
कर्मचारी राज्य बीमा निगम  
परसदा, रायगढ़ (छ. ग.) - 496005



## 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.

**Terms of reference:** C & AG empanelled Chartered Accountant (CA) firm(s) for ESIC Hospital Raigarh (C.G.) to assist in timely preparation/submission of Monthly and Annual financial statement (Including March (Provisional) and March (Final)) for the Financial Year 2025-26, in order to ensure finalization of Accounts of the Corporation within timelines and correctness of the various entries carried out therein by various accounting units.

## Period of Contract:

The period of Contract of the Appointment of the selected bidder shall be for a period of one year i.e. FY 2025-26 (which may be extended till finalization of Accounts, as per orders from HQ.). The rates quoted shall remain same during the entire period of the contract.

**Location of Work:** Empanelled CA Firm has to provide services at ESIC Hospital Raigarh (C.G.)

## Eligibility Criteria for Empanelment of CA Firm

1. The applicant firm must have been engaged in executing similar works for Government bodies or Public Sector Undertakings (PSUs) during the last five financial years (2020-21, 2021-22, 2022-23, 2023-24, and 2024-25). The firm should have successfully completed at least **three similar assignments** within this period. Workorder/contract along with Invoice/Work Completion Certificate for each of the years should be attached.
2. Applicant firm should be empanelled with CA&G. Empanelment certificate shall be submitted and ESIC holds the rights to terminate the contract if CA firm or any of its partners/members get debarred and/or blacklisted by center/state government organization, statutory organization or PSU.
3. Average annual turnover of firm for the last three years (2022-23, 2023-24, and 2024-25) should be at least 50 Lakhs. CA certified P&L, Balance sheet, ITR of the respective years shall be submitted.
4. Applicant firm and its partner should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any government/statutory Organization or PSU.
5. Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws and did not face any such litigation before Hon'ble Court(s).
6. Applicant firm or its partners should not be under **liquidation or loss making** at the time of bid submission.
7. A self-declaration shall be submitted by the applicant firm against S No. 4, 5 & 6 above.

*Aravind Anil*  
13/11/2025

*Sof*  
13/11/2025

*Hargovind*  
13/11/2025

*S. Janani*  
13/11/2025

*Aravind*  
14/11/25

Detailed scope of work:

1. Assist in finalization of March (Provisional) 2025-26 Accounts and finalization of March (Final) 2025-26.
2. Scrutiny of Accounts for financial year 2025-26 keeping in view classification of income and expenditure including verification of accounting adjustments/rectification of errors, omission in books of accounts and clearing suspense entries. All effort should be made to ensure that:
  - a) The expenditures are 100% reconciled with the statements(R&P) of concerned unit.
  - b) There are no obvious errors in accounts like "Minus balances in receipt and expenditure. Such balances need to be examined in detail and rectification entry need to be passed before sending accounts to headquarters.
  - c) The accounts are free of all mathematical errors/mistakes.
  - d) Expenditures under all account's heads are tallied with respective subsidiary ledgers.
  - e) Any unusual increase/decrease/divergent trend in any head of expense is examined and rectified.
  - f) Classification of expenditure between hospital and medical education, Regional offices/Sub regional offices and DCBO is done correctly.
  - g) Classification of Prior period items is done properly.
  - h) Verification of physical verification of cash in hand and reconciliation with cash book should be done.
  - i) Verification of reconciliation of Bank Balance with Bank statement should be done.
  - j) Verification of reconciliation of all statutory dues (not limited to TDS, TDS on GST) should be done properly.
  - k) Verification reconciliation of security deposit, unclassified receipt, Pension payments, NPS, miscellaneous advances on monthly basis should be done properly.
  - l) Verification reconciliation of exchange account and suspense slip should be done properly.
  - m) Verification accounting of disposed assets along with profit/loss should be done properly.
3. Checking of provisions for Permanent Disablement Benefit (PDB), Dependent Benefits, ESIC COVID-19 relief scheme, Employee Benefit Reserve Fund (EBRF) etc.
4. Checking of provisions for Pension, Gratuity, Leave Encashment and Pensioners Medical Scheme (PMS), Liabilities.
5. Verification/vetting of physical verification of Fixed Assets with Register of Fixed Asset.
6. Verification/vetting of physical verification of the closing inventories, Stores and consumables etc. as on 31st March 2026.
7. Assistance in preparation/verification of ESIC Budget of concerned unit.
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) 2025-26 and March 2025-26 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.

*Manish Anil*  
13/11/2025

*sup*  
13/11/25

*Hargovind*  
13/11/2025

*Balan*  
13/11/2025

*Abhishek*  
13/11/25



- 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.
11. Further, any other financial opinion/help/guidance/verification/vetting required/ sought by Financial Commissioner and Director General, ESIC in any matter. Any other financial report and compilation required by financial division.
12. The above scope of work is indicative in nature and may be enhanced/ curtailed as per the requirements of the division.

### Report

The detailed report(s) of visiting unit will be submitted in single hard copy to the Administrative Head and the Finance head of the unit. Further, the Administrative Head and the Finance head of the unit forward the said report with analysis/findings and recommendations (if any) to Financial Commissioner/Additional Commissioner, ESIC Hqrs. Soft Copy of report with analysis/findings and recommendations (if any) has also to be submitted in MS Excel/Word through email to ac-fin@esic.nic.in. ESIC Hqrs may direct the Empanelled CA firm of field unit for any specific work or any detailed work report.

### Payment:

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

### Penalties:

If the empaneled 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.

*Amresh Chandra*  
13/11/2024

*S. P.*  
13/11/24

*Harjiv*  
13/11/25

*S. Janu*  
13/11/2024

*Harjiv*  
14/11/26

### Termination of Contract:

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

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

1. The persons deployed shall, during the course of their work, will have access to the classified documents, which they are not supposed to divulge to any third party(s), and shall maintain confidentiality. Any breach of this confidentiality obligation shall make the service provider liable for penal action under the applicable laws besides action for breach of contract.
2. The service provider shall provide a suitable resource well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons
3. In case, service provider finds any serious financial irregularity (es) and points relating to grave deficiencies, then the same is required to be communicated to competent authority/officers of the ESIC immediately without waiting for the time of submission of the report.
4. All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the ESIC.
5. The Service provider will facilitate the accounting unit by paying at least 12 visits during the period of 01 year for which he has been engaged. However, in case requirement is felt, the service provider shall increase the number of such visits within the price of the bid accepted by the service provider.
6. The service provider shall, in no case, use or share the data and information gathered from the ESIC Accounting Unit for his benefit or for the benefit of his agency/firm engaged.
7. The service provider shall be bound for a smooth and hassle-free transition and help to pass on each and every information to his successor firm/agency/ESIC Unit.
8. The Audit of Monthly Accounts must be completed by the 10<sup>th</sup> of every month. The Audit of Annual Accounts for the FY 2025-26 must be completed by the 20-04-2026.
9. The successful contractor shall sign an agreement with ESIC with standard terms and conditions for providing professional services of Chartered Accountant.
10. The Contractor (CA) or his representative will have to appear before the competent authority as and when required due to exigency of Monthly/Annual Accounts related work.
11. The engaged firm will be responsible for any corrections arising out of their own faults at no further cost to this office.
12. The Responsibility of correctness and accuracy of the details collected from the records of ESIC Hospital, Raigarh (C.G.) will lie with the Contractor / Firm.
13. A reasonable penalty may be imposed on the Contractor / Firm by ESIC Hospital, Raigarh (C.G.) as decided, if it is found that the Contractor / Firm failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Contractor / Firm after giving a written notice.
14. Contractor / Firm will maintain high standards of integrity and professional ethics and

*Pranav Anil*  
13/11/2024

*Sanjiv*  
13/11/25

*Hargovind*  
13/11/25

*B. S. S. S.*  
13/11/2024

*Shashank*  
14/11/25



morality while handling the work of ESIC Hospital, Raigarh (C.G.) and dealing with ESIC Hospital, Raigarh (C.G.) and its officials. If it is found that this condition of confidentiality is compromised by the Contractor / Firm, then ESIC Hospital, Raigarh (C.G.) will be at liberty to take further steps (e.g., requesting ICAI for cancellation of license) against the Contractor / Firm.

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

*Manish Anand*  
13/11/2024

*6/11/25*

*Harjot*  
13/11/25

*Arjun*  
13/11/2024

*Arjun*  
12/11/25

### 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. 96000/- for a F.Y. which would require at least 3 visits in one quarter of the F.Y. of engagement and 12 visits during that particular F.Y. Participating bidders quoting lesser price for the entire F.Y. shall be declared L1.

### Instruction to Bidder: -

1. Bidders to apply only online through GeM bidding process.
2. Bidders should carefully read all terms and condition and apply on ensuring their eligibility.
3. While submitting the bid, the bidders shall be deemed to have read, understood and accepted all the terms and conditions stated in the bid document shall be furnished along the bid.
4. Incomplete bids are liable for rejection. ESIC reserves the right to reject any bid without assigning any reason.
5. All the documents shall be signed by the authorized signatory of the bidder. A certificate of authorization to authorize the signatory to 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 ambiguity in this account shall render the bid liable to rejection. Bids that are not complete in all respects are liable to be rejected.
7. Bids shall remain valid up to 90 days after the date of bid opening prescribed by the ESIC (buyer); a bid valid for shorter period would be liable to be rejected by the ESIC (buyer) as non-responsive.
8. Only CAG empaneled CA firms, as on the date of opening of the bid, will be eligible.
9. In case of a tie, the L1 shall be decided by the GeM through autorun/R.A.
10. Bids with wrong or unjustifiable amounts or centage values, shall outrightly be rejected.
11. Medical Superintendent, ESIC Hospital, Raigarh (C.G.) will be the final authority and he may / may not relax any of the conditions in the interest and suitability of the Hospital.
12. The Bidders must at all times during the contract period comply with the applicable Labor 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.

M. K. Mishra  
13/11/2025

S. K. Singh  
13/11/25

H. K. Singh  
13/11/25

S. K. Singh  
13/11/25

S. K. Singh  
13/11/25

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

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

*Pranavsinh Aulad*  
13/11/2025

*Scp*  
13/11/25

*Hargovind*  
13/11/25

*Bhushan*  
13/11/2025

*Shubham*  
14/11/25



[On the original letterhead of the Bidder]

**ANNEXURE -A**

**DETAILS OF THE FIRM**

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

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

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

Date :  
Place :

Signature of tenderer with seal  
(With Name and Designation of Appropriate Authority)

Himanshu Arora  
13/11/2024

conf  
13/11/24

Pragya  
13/11/24

Dr. Jyoti  
13/11/2024

14/11/25

[On the original letterhead of the Bidder]

**ANNEXURE -B**

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

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

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

Date :

Place :

Signature of tenderer with seal

(With Name and Designation of Appropriate Authority)

*Hemant Kumar*  
13/11/2025

*S. S. S.*  
13/11/25

*Hargovind*  
13/11/25

*S. S. S.*  
13/11/2025

*S. S. S.*  
13/11/25

[On the original letterhead of the Bidder]

ANNEXURE - C

CERTIFICATE OF 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 MS, ESIC Hospital, Raigarh (C.G.) shall be forfeited. In addition to the above MS, ESIC Hospital, Raigarh (C.G.), 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 of .....2025

Authorized Signatory (signature in full):

Name and Title of Signatory:

Company Rubber Stamp:

Hemant Kumar Anand  
13/11/2025

Sf  
13/11/25

Hargovind  
13/11/25

Prashant  
13/11/2025

12/11/25

[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: \_\_\_\_\_

*Manish Anil*  
13/11/2025

*SP*  
13/11/25

*Harjot Singh*  
13/11/25

*R. S. Singh*  
13/11/2025

*Shubay*  
14/11/25

[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, empaneled by CAG, to our Department/Organization during the period from ..... to .....at Rs.....

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

Signature of the authorized signatory.....

Name.....

Seal of the Firm/contractor.....

Mobile .....

*Anand Kumar Anand*  
13/11/2024

*Soni*  
13/11/25

*Hargovind*  
13/11/25

*Bhaskar*  
13/11/2024

*Sharma*  
13/11/25

[On the original letterhead of the Bidder]  
Annexure-F

**DECLARATION**

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

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

Signature of the authorized signatory\_\_\_\_\_

Name\_\_\_\_\_

Seal of the Firm/contractor ... ..

Mobile \_\_\_\_\_

Mamunur Anwar  
13/11/2015

Saf  
13/11/15

Margavind  
13/11/2015

Sadana  
13/11/2015

Asif  
14/11/25



[On the original letterhead of the bidder ]

ANNEXURE -G  
DECLARATION

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

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

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

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

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

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

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

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

*Manish Anil*  
13/11/2025

*Sof*  
13/11/25

*Hargovind*  
13/11/25

*S. Jana*  
13/11/25

*[Signature]*  
13/11/25



[On the letterhead of the Bidder]  
ANNEXURE – H  
BID SECURITY DECLARATION FORM

Tender No.

I/We, the undersigned, declare that:

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

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

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

Signed:

In the capacity of:

Name:

Duly authorized to sign the bid for an of behalf of

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

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

*Hemant Anil*  
13/11/2025

*Sanj*  
13/11/25

*Harjovind*  
13/11/25

*Saloni*  
13/11/25

*Sanjay*  
14/11/25