

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-12-2025 20:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	30-12-2025 20:30:00
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	Esi Corporation Sro Gulbarga
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 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 Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

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 मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	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	144000
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	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

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

आवश्यकता/Required	No
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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.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

SERVICE CHARGES - [1765804218.xlsx](#)

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**2

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification**2

**Number of XX fulltime CA's required and YY professional audit staff**1 AND 2

**Price Breakup Format for the bidders to upload for providing break-up of overall project cost:**[1765806938.pdf](https://www.esic.gov.in/1765806938.pdf)

**Pre Bid Detail(s)**

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
19-12-2025 12:00:00	Sub-Regional Office, ESI Corporation, ESIC Para Medical College Building, Sedam Road, Gulbarga. Bidders may also participate by Zoom Meet, by sending e-mail to sro-gulbarga@esic.gov.in before 18-12-2025 - 15.00 Hrs, so as to send the zoom link.

**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	As per attached tender document
Type of Industries/Functions	ESIC, Sub-Regional Office, Ministry of Labour and Employment , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly

विवरण/ Specification	मूल्य/ Values
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

#### अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

#### प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Vadrevu Surya Prakash	585106,ESIC SRO, ESIC PARA MEDICAL BUILDING ,ESIC MEDICAL COLLEGE AND HOSPITAL CAMPUS, SEDAM ROAD KALABURAGI-585106	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

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including addons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice

amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

### 3. Buyer Added Bid Specific ATC

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

## अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

**All GeM Sellers/Service Providers 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---**



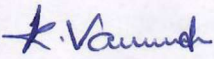
12/11  
draft

COMMITTEE REPORT ON DRAFT GEM BID FOR HIRING OF CAG EMPANELLED CA FIRM

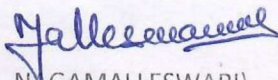
The committee constituted by Joint Director I/c. consisting of the following Officer/officials, namely Branch Officer (General), OS (F&A) and OS (Cash), for preparation of draft bid for Hiring CAG Empanelled CA Firm at ESIC Sub-Regional Office Kalaburagi (Gulbarga), has studied and scrutinized the Guidelines/Instructions given by the Headquarters on this subject, and has prepared the draft bid accordingly.

In this connection, the committee is individually and jointly submitting the enclosed draft bid consisting of various aspects like, the terms of reference, eligibility criteria, detailed scope of work, payment, penalties, standard terms and conditions, financial cost and bid annexures etc.

Encl: as above.



(K. VASANTHI)  
O.S. (CASH)



(B. N. GAMALLESWARI)  
O.S. (F & A)



(SAMIRAN DAS)  
ASST DIRECTOR (General)

उप क्षेत्रीय कार्यालय, (गुलबर्गा)  
Sub Regional Office, GULBARGA.  
क.रा.बी.नि./ESI CORPORATION

04 NOV 2025

डायरी नं./DIARY No. 197.....  
गुलबर्गा/ GULBARGA-585 106



**HIRING OF CAG EMPANELLED CA FIRM AT ESIC SUB REGIONAL OFFICE  
KALABURAGI (GULBARGA) BY TWO-BID TENDER THROUGH GeM**

**1. Introduction:**

Employees' State Insurance Corporation is a statutory body under the Ministry of Labour and Employment, Government of India. The Employees' State Insurance Corporation, established under the Employees' State Insurance Act'1948, is a comprehensive social security insurance scheme designed to provide social security to Insured Persons and their dependents as defined by the Act, in case of contingencies of sickness, maternity, disablement and death due to employment injury and to provide medical care to insured persons and their families. The ESI Act is applicable to all non-seasonal factories and establishments as per notification of appropriate Governments. The ESI Act, 1948 applies to factories/establishment employing 10 or more persons. The employees of registered factories and establishments drawing wages up to Rs. 21,000/- per month (Rs. 25,000/- for Persons with Disability) are covered under the Act. The ESIC, Sub Regional Office-Kalaburagi is looking for engaging a competent 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. Willing and eligible CA firms are requested to apply/participate in this Two-Bid tender.

**1.1. Period of Contract:** The period of Contract for the Appointment of the selected bidder shall be for a period of one year initially, which may be extended further on mutual consent.

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**1.2. Location of Work:** Empanelled CA Firm has to provide services at client location.

**1.3. Pre-Bid Meeting :** A pre-Bid meeting will be conducted through Video Conference prior to closing of the Bid, the details of which will be notified through GeM.

## **2. Eligibility Criteria for Empanelment of CA Firm:**

- 2.1** Applicant firm should be handling similar works at least for last 5 years.
- 2.2** Applicant firm should be empanelled with C&AG and ESIC holds the rights to terminate the contract if CA firm or any of its partners/members get debarred and/or blacklisted by Centre/State Government organisation, statutory Organisation or PSU. Declaration for the same must be submitted.
- 2.3** Average annual turnover of firm for the last three years should be at least 6 lakhs.
- 2.4** Applicant firm and its partner should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any government/statutory Organisation or PSU.
- 2.5** Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws and did not face any such litigation before Hon'ble Court(s).

## **3. Detailed scope of work:**

- 3.1** Assist in finalization of March (Provisional) Accounts and finalization of March (Final) / Annual Accounts
- 3.2** Scrutiny of Accounts for the financial year keeping in view classification of income and expenditure including verification of accounting adjustments/rectification of errors, omission in books of accounts and clearing suspense entries. All effort should be made to ensure that:
  - a) The expenditures are 100% reconciled with the statements (R&P) of concerned unit.

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- 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 Sub regional offices and Branch Office is done correctly.
- g) Classification of Prior period items is done properly.
- h) Verification of physical verification of cash in hand and reconciliation with cash book should be done.
- i) Verification of reconciliation of Bank Balance with Bank statement should be done.
- j) Verification of reconciliation of all statutory dues (not limited to TDS, TDS on GST) should be done properly.
- k) Verification reconciliation of security deposit, unclassified receipt, Pension payments, NPS, miscellaneous advances on monthly basis should be done properly.
- l) Verification reconciliation of exchange account and suspense slip should be done properly.
- m) Verification accounting of disposed assets along with profit/loss should be done properly.

**3.3** Checking of provisions for Permanent Disablement Benefit (PDB), Dependent Benefits, ESIC COVID-19 relief scheme, Employee Benefit Reserve Fund (EBRF) etc.

**3.4** Checking of provisions for Pension, Gratuity, Leave Encashment and Pensioners Medical Scheme (PMS), Liabilities.

**3.5** Verification/vetting of physical verification of Fixed Assets with Register of Fixed Asset.

**3.6** Verification/vetting of physical verification of the closing inventories, Stores and consumables etc. as on 31st March 2026.

**3.7** Assistance in preparation/verification of ESIC Budget of concerned unit.

**3.8** Guidance and assistance on audit observations of ESIC.

**3.9** Assist in maintaining party ledgers, other receipts & payment ledgers, Assets and Liability Ledgers, monthly accounts on the basis of ledgers, calculation of Depreciation on fixed Assets, preparation of March (Provisional) and March Final Accounts duly reconciled with vouchers, preparation of budget, reconciliation BRS, verification of liability created and discharged.

**3.10** Special emphasis may be given to the verification of following (but not limited to):

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- a. Verification in case of asset disposal- recording of depreciation, gain/loss booking.
- b. Classification of Annual repair, maintenance and special repair maintenance.
- c. Debt, Deposit reconciliation and advances receipts.
- d. Provision evaluation/calculation.
- e. Inventory accounting.
- f. Super specialty treatment (SST) advances (if any).
- g. Salary calculation, special reference to the people on deputation and hired on contractual basis for special services.
- h. Verification of classification and payment with respect to instructions by ESIC for On-account payment, PIP etc. made to States.
- i. Assistance and training (if required) to resources deployed in concerned unit.

**3.11** Further, any other financial opinion/help/guidance/verification/vetting required/sought by Financial Commissioner and Director General, ESIC in any matter. Any other financial report and compilation required by financial division.

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

#### **4. Report:**

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

#### **5. Payment:**

Monthly remuneration as quoted by the agency may be paid 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.

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## **6. Penalties:**

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

## **7. Termination of Contract:**

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

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

- 8.1 The persons deployed shall, during the course of their work, will have access to the classified documents, which they are not supposed to divulge to any third party(s), and shall maintain confidentiality. Any breach of this confidentiality obligation shall make the Firm / service provider liable for penal action under the applicable laws besides action for breach of contract.
- 8.2 The Firm / service provider shall provide a suitable resource well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.
- 8.3 In case, Firm / 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, SRO-Kalaburagi immediately without waiting for the time of submission of the report.

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- 8.4 All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the ESIC.
- 8.5 The Audit of Monthly Accounts must be completed by the **5<sup>th</sup> of every month**. The Audit of Annual Accounts for the FY 2025-26 must be completed by the **20-04-2026**.
- 8.6 The successful Firm shall sign an agreement with ESIC with standard terms and conditions for providing professional services of Chartered Accountant.
- 8.7 The CA firm or his representative will have to appear before the Competent Authority as and when required due to exigency of Monthly/Annual Accounts related work.
- 8.8 The engaged firm will be responsible for any corrections arising out of their own faults at no further cost to this office.
- 8.9 The Responsibility of correctness and accuracy of the details collected from the records of ESIC Sub Regional Office Kalaburagi(Gulbarga) will lie with the CA Firm.
- 8.10 CA Firm will maintain high standards of integrity and professional ethics and morality while handling the work of ESIC Sub Regional Office Kalaburagi(Gulbarga) and its officials. If it is found that this condition of confidentiality is compromised by the Firm, then ESIC Sub Regional Office Kalaburagi(Gulbarga) will be at liberty to take further steps (e.g., requesting ICAI for cancellation of license) against the CA Firm.
- 8.11 Notwithstanding anything contained herein above, ESIC Sub Regional Office Kalaburagi(Gulbarga) 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.
- 8.12 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.
- 8.13 The Firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.
- 8.14 Service charge/consultancy charge or any other charges will not be paid separately for any of the services mentioned in scope of work.

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**8.15** 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 a feedback on the services rendered by the Firm vis-a-vis corrective action required to make the services more efficient.

**8.16** The CA Firm or his representatives shall visit ESIC Sub Regional Office Kalaburagi(Gulbarga) during the working hours of ESIC Sub Regional Office Kalaburagi(Gulbarga) which is between 9:30 AM and 6.00 PM from Monday to Friday. This Contract may be terminated at any time if the work is not satisfactory.

**8.17 Period of Contract:** The period of contract shall be valid for a period of one year one year initially, which may be extended further on mutual consent.

The rates quoted shall remain same during the entire period of the contract. ESIC, however, reserves the right to terminate the contract by serving one month notice in writing and the contractor in turn has to give three months' notice.

**8.18** The CA Firm shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The CA Firm shall indemnify ESIC Sub Regional Office Kalaburagi (Gulbarga) from any claims in this regard.

**8.19 Dispute Settlement:** It is mutually agreed that all differences and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Joint Director (In-Charge), ESIC, SRO -Kalaburagi whose decision shall be final and binding on both the parties.

**8.20 Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to **Kalaburagi**, India jurisdiction only.

**8.21** Minor variations in the terms and conditions of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfil the objectives of the contract.

K. Vamudh

*[Signature]*

*[Signature]*



**8.22** ESIC is a statutory and autonomous body under Ministry Labour and 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.

### **9. Financial Cost**

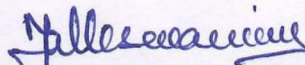
The Estimated cost for Financial Audit of ESIC Sub Regional Office Kalaburagi (Gulbarga) is Rs 12,000/- per day ( One visit for a month). For 12 visits in the Financial Year and the total cost is Rs. 1,44,000/- per Annum (i.e. Rs 12,000/- X 12 Visits). No TA/DA or reimbursement of any accommodation expenses or any other incidental expenses will be paid. All bidders shall quote their Per Visit Rate in the Financial bid, which shall not be more than the above estimated cost.

### **10. Following documents to be enclosed for submission of Technical Bid:**

1. Annexure A – Technical Bid and Application Form.
2. Annexure B – Declaration.
3. Annexure C – Declaration regarding Blacklisting/Non-Blacklisting.
4. Annexure D – Financial Bid (to be submitted **ONLINE** only).
5. CAG Empanelment Certificate.
6. PAN Card of the Firm.
7. GST Registration Certificate of the Firm.
8. Registration Certificate of the CA Firm with ICAI.



(K. VASANTHI)  
O.S. (CASH)



(B. NAGAMALLESWARI)  
O.S. (F & A)



(SAMIRAN DAS)  
ASST DIRECTOR (General)

**ANNEXURE -A****TECHNICAL BID AND APPLICATION FORM**

Sl.	Particulars	Details
1.	Name of Company / Firm/ Institution	
2.	Name of Owner / Partners / Directors	
3.	Name & Signature of Authorised signatory	
	<b>FIRM DETAILS</b>	
3.	(a) Office Address	
	(b) Telephone No.	
	(c) Mobile 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)	
	(d) 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	
6.	Whether Annexure B & Annexure C declarations have been submitted	Yes / No

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

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

Date :

Place :

Signature of tenderer with seal  
(With Name and Designation of Authorised Person)

K. Vamsi

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[On the original letterhead of the Bidder]

**ANNEXURE - B**

**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 shall 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: \_\_\_\_\_

*K. Vamsi*

*Galleseerani*

*AS*



[On the original letterhead of the Bidder]

**ANNEXURE - C**

**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 ESIC Sub Regional  
Office Kalaburagi(Gulbarga) shall be forfeited. In addition to the ESIC Sub  
Regional Office Kalaburagi(Gulbarga), 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: \_\_\_\_\_

*K. V. V. V.*

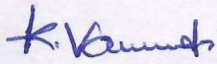
*[Signature]*

*[Signature]*

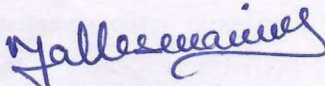
ANNEXURE - D

Financial Bid (to be submitted **ONLINE** only):

	Rs.
Rate per day (i.e. one visit per month). Maximum amount of Rs. 12,000-00. Also refer S. No. 9 of Additional Terms and Conditions (ATC).	



(K. VASANTHI)  
O.S. (CASH)



(B. NAGAMALLESWARI)  
O.S. (F & A)



(SAMIRAN DAS)  
ASST DIRECTOR (General)



Annexure - D

BOQ (to be uploaded only in GeM Portal)

Financial Bid for CAG Empanelment:

	Requirement & Charges	Quotation from Bidder
No. of Visits in a Month/Days	1	
Charges for each Month:	Rs.12000	
No. of Audit Personnel per month:	1	
Total Annual Value:	Rs. 1,44,000	

Bid Estimated Value : Rs.1,44,000/- (12 Months @ Rs.12,000)