

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	30-03-2026 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	30-03-2026 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/ Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/ Ministry/State Name	Ministry Of Labour And Employment
विभाग का नाम/ Department Name	Na
संगठन का नाम/ Organisation Name	Employees State Insurance Corporation (esic)
कार्यालय का नाम/ Office Name	Esi Hospital Sector 15 Rohini Delhi 110089
वस्तु श्रेणी / Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
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
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Relaxation for Turnover	Yes Complete
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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	216000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	15

(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
 Esi Hospital Sector 15 Rohini Delhi 110089, NA, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment
 (Esic Account Fund No.1)

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
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

1. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
2. 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.
3. 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.
4. 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.
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.

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

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1771567114.pdf](#)

Manpower Hiring For Financial Services - Onsite; Chartered Accountant (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Enterprise Risk Management (by ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	3 - 5 Years
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Savinder Lakra	110089,ESIC Hospital and Dental Collage Sector 15 Rohini 110089	1	<ul style="list-style-type: none"> Number of Months : 12

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. 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.

4. Service & Support

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

5. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses
as per uploaded tender document.

6. Buyer Added Bid Specific ATC

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

7. Forms of EMD and PBG

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

ESIC FUND ACCOUNT NO.1
payable at
DELHI

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

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---

	<p>कर्मचारीराज्यबीमा निगम Employee State Insurance Corporation (श्रम एवं रोजगार मंत्रालय, भारत सरकार,) Ministry of Labour & Employment, Govt. Of India)</p>	 सत्यमेव जयते	<p>क.रा.बी.नि.अस्पताल, रोहिणी, सेक्टर 15, दिल्ली 110089- ESIC Hospital, Rohini, Sector-15, Delhi-110089 फोन/Phone- 011-27861033 ईमेल/Email: ms-rohni@delhi@esic.nic.in वेबसाइट/Website: www.esic.nic.in</p>
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F.No. DM(RH)-

Dated:-

GeM BID NOTICE

E-TENDER FOR ENGAGEMENT OF OFFSITE TAX ADVISORY CHARTERED ACCOUNTANT FIRM

1. Employees' State Insurance Corporation (ESIC), ESIC Hospital & Dental College, Rohini, Sector-15, New Delhi, invites online bids from reputed, experienced, and ICAI-registered Chartered Accountant Firms for providing Offsite Tax Advisory, TDS, GST and Income Tax Compliance Services.
2. The contract shall be valid for a period of **One (01) Year** from the date of award and may be extended for another one (01) year or curtailed based on performance, subject to the terms and conditions and in accordance with the provisions of the **General Financial Rules, 2024**.
3. **Bid Estimated Value—Rs.2,16,000/- (Approximately Rupees Two lakhs sixteen thousand Only)**
4. **Contract Duration-** One years (as per GeM Bid)
5. The Bid Document, along with all relevant Terms & Conditions, eligibility criteria, and procedures for bid submission can be viewed under the attachments/annexure section of the respective tender document.
6. All Bidders are advised to regularly check the GeM Portal for any updates, corrigendum, or notifications related to this tender.
7. All Bidders are advised to refer to the latest guidelines issued by GOI/GeM for the **Two Packet Bid System** before submitting their bids". Bidders are requested to read carefully and comply with all instructions, including Eligibility Conditions, General Terms and Conditions, Bid Submission Procedures, Bid Evaluation Criteria and Additional Terms & Conditions (ATC).
8. Interested bidders must upload dully filled, signed and stamped copy of Annexure, relevant certificates, eligibility documents, financial and technical details. **Bidder must submit the all required documents in the bid in the same sequence as per Application Form cum Technical Bid/Checklist attached at Annexure 'I'.**
9. Each page/document should be numbered, signed, and stamped by the authorized signatory.
10. All documents must be uploaded on the GeM Portal before the last date and time mentioned in the bid schedule.

1

Vijay
6/2/26
DMS

[Signature]
DDC

Sanjay
06/02/26

ADG/DDO

11. ESIC reserves the right to cancel, withdraw, or annul the bidding process or terminate the contract at any stage.No claim or compensation shall be entertained by ESIC on account of such cancellation/termination.

Bid Document is also available for reference on the Official ESIC website:
www.esic.nic.in.

Sd/-
Medical Superintendent,
ESIC Hospital & Dental College,
Rohini, Sec.-15, New Delhi-110089


DDA


DMS

Done
26/02/26
ADG/DDO

Hiring of Offsite, Tax Advisory CA Firm at ESIC HOSPITAL ROHINI

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.

Period of Contract:

The period of Contract of the Appointment of the selected bidder shall be for a period of **ONE YEAR (extendable for another 1 year(1+1))**. The rates quoted shall remain same during the entire period of the contract.

Location of Work: Offsite

Eligibility Criteria

1. Applicant firm must be registered with the Institute of Chartered Accountants of India (ICAI). Self-attested valid copy of CA certificate should be enclosed.
2. Applicant firm should be handling similar works with Govt bodies/ PSUs from at least last 3 years. Work orders/Contract along with Invoice/Work Completion Certificate for each of the 3 years should be attached.
3. Average annual turn over of firm for the last three years should be at least (Rs.500,000/-).
4. ITR with Audit report for the F.Y 2022-2023, 2023-2024 & 2024-2025 shall be submitted.
5. The firm has to hold their active and fully functional office or branch in New Delhi or Delhi NCR.
6. An undertaking that the Agency/company/firm is not blacklisted.
7. Self-Declaration on Non-Bankruptcy and non-Insolvency
8. MSME/MSE Certificate, wherever applicable.

Detailed scope of work:

1. The Scope of work covers for a period of Two years. ESIC HOSPITAL Rohini shall provide required **monthly and quarterly TDS data(24Q,26Q and GST Figure)** in excel format to agency, after uploading, copy of the acknowledgements of TDS return filed shall be provided by the agency to ESIC HOSPITAL ROHINI.
2. Before uploading the data, the same shall be reviewed by the agency for correctness and if any Mismatch of data is found agency shall contact ESIC HOSPITAL immediately.
3. Agency shall provide soft copy of consolidated file (**Annual return**) downloaded from Traces for TDS return filed during the year in respect of 24Q & 26Q.

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4. Agency has to file revised return of any quarter, if situation so arises and for that no extra charges shall be paid.
5. After filling of E-TDS return, if there is any Default Notice received from Income Tax Authority, the responsibility for resolving the issue will rest with the agency within One (1) month or any specific time given by the Tax Authority, whichever is earlier.
6. During the preparation of data/detail for Tax Audit purpose and filing of income Tax Return for the respective year, Agency shall guide/provide required information whatsoever needed.
7. Timely Generation of TDS certificates in respect of Third Parties.
8. Generating and sharing of TDS certificates in Form 16A and 16B with ESIC, Hospital Rohini as per the provisions and within timelines provided under income Tax Act, 1961.
9. Preparing and filing of Correction of statements of previous year clearing of previous outstanding demands.
10. Take care of all pending E-TDS works of the office & give suitable reply/file correction statements etc to all demand/show cause notices etc.
11. Work related filing of GST return as per rules amended from time to time including: - preparation of data related to TDS under GST on Third Party Bills, Monthly GSTR & return filing within the time limit. Deductee details entry for their respective Claims, Tax deduction Certificates.

Note:-

- For 24Q-Approx 450 Employees
 - For 26Q-Approx 270 contractors
 - GST-Approx 270 approx(qtrly/monthly)
 - Form 16 for approx 450 employees
12. Ensuring that Monthly/Quarterly/Yearly statement, as the case may be, is filed before the statutory deadline as per income Tax 1961 Rules, Regulations and instructions thereof as amended time to time.
 13. Ensuring that Monthly/Quarterly/Yearly statement, as the case may be, is filed before the statutory deadline as per GST Act, 2017 Rules, Regulations and Instructions thereof as amended time to time.
 14. Ensuring that TDS Payment is made before the statutory deadline in accordance with INCOME TAX Act. 1961 Rules, Regulations and instructions thereof as amended time to time.
 15. Ensuring that GST payment is made before the statutory deadline as per procedure laid down in GST Act, 2017 Rules, Regulations and Instructions thereof as amended time to time.

TERMS & CONDITIONS OF THE CONTRACT

1. Payment to the successful bidder for filling of Quarterly return shall be made quarterly after submission of Quarterly E-TDS return. The claim shall be submitted along with original invoice, receipt(s) of quarterly return etc.
2. Agency shall keep update time to time to ESIC HOSPITAL ROHINI regarding additions/alteration on latest Income Tax rules & Regulations. Further, a detailed chart with last date for filling of quarterly E-TDS return etc. shall be provided by agency,

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well in advance.

3. Agency representative has to make the visit of the office of the ESIC Hospital Rohini as and when required and called by the authority.
4. The engaged firm will be responsible for providing professional services of Chartered Accountant within the scope of work to this office as and when required by this office irrespective of number of visits.
5. The mentioned work shall be undertaken under the supervision of the engaged firm and this office shall only be responsible for providing related documents when called for.
6. The engaged firm will be responsible for any corrections arising out of their own faults at no further cost to this office.
7. Service charge/consultancy charge or any other charges will not be paid separately for any of the services mentioned in scope of work.
8. The CA and or his representative will have to appear before competent authority as and when required for Income Tax/GST related work.
9. The responsibility of correctness and accuracy of the details collated from the records of ESIC Hospital Rohini will lie with the firm.
10. The firm shall maintain high standards of integrity and professional ethics and morality while handling the work of ESIC Hospital Rohini and dealing with its officials. If it is found that this condition of confidentiality is compromised by the firm, then ESIC Hospital Rohini will be at liberty to take further necessary actions against the firm.
11. ESIC Hospital Rohini is a Government office and hence, the accounting records and information related to this office shall be handled by the firm in a confidential manner and must not be shared with any outsider, whatsoever.
12. To provide any other advice/suggestions/solutions to issues arising out pertaining to income tax/GST/Tax deductions etc.
13. Visit of the consultant/authorized staff once or more in a month to guide on Income Tax related matters. No TA/DA etc. will be paid for this.
14. During the contract period, no increase whatsoever will be given other than quoted rates.
15. **Penalties:-**
 - (i) If the quarterly/monthly TDS, GST-TDS reports provided by this Institute to the firm are not filed by the firm on time, then the penalty imposed on it by the Income Tax Department can be recovered from its bill.
 - (ii) The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceeding paragraph.
 - (iii) No payment shall be made to contractor/firm if service provided by him is unsatisfactory.
16. **Terms of payment:-**(i) Payment will be released on quarterly basis to the Consulting firm and TDS will be deducted as per rule from the bill.
17. **Breach of Terms and Conditions:** - In case of breach of any of terms & conditions, the Competent Authority will have the right to cancel the contract without assigning any reason

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- thereof, and nothing will be payable by this office.
18. This Contract may be terminated at any time if the work is not satisfactory.
 19. **Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to NEW DELHI jurisdiction only.
 20. Upon receipt of notice or summon, if any, from Income Tax/GST/ Authority, the Successful Firm/Agency shall arrange for the visit of the qualified Chartered Accountant to the office and shall ensure timely preparation and submission of suitable/proper reply on behalf of ESIC Hospital Rohini.
 21. Successful Firm/Agency Shall arrange the visits of their representative (Chartered Accountant) with qualification/Address etc. who will visit the office for work.
 22. Successful Firm/Agency shall send their representative (Chartered Accountant) with authorized identity Card.
 23. **The competent Authority reserves the right to impose penalty of Rs. 500/-(Rs.Five Hundred only) on the Firm/Agency, if representative does not present himself when called for related work.**
 24. Successful Firm/Agency shall arrange for necessary software free of cost for the work assigned as per scope of work.
 25. ESIC Hospital Rohini will not provide any transport facility or accommodation to the employees of the successful firm under any conditions/circumstances. If the firm refuses or denies the assignments on the account after award of contract, all the required action as per terms and conditions of the Bid will be taken by this office to safeguard its interest.

PENALTY CLAUSE

1. ESIC Hospital Rohini shall forward the required data in excel format as per requirement for uploading purpose to the agency, at least 03 working days before the date of filling of return in E-TDS Portal. In case of delay in filling of E-TDS returns, penalty if any, levied by income tax department, it shall be borne by the agency. No extra charges shall be paid by ESIC HOSPITAL ROHINI for the same.
2. No subletting of the contract shall be permitted.
3. The contract may be terminated by ESIC Hospital Rohini by giving one month notice without assigning any reason thereof.
4. ESIC Hospital Rohini shall have the right to extent or to reduce the period of contract as per requirement without assigning any reason thereof.

EFFECT AND LEGAL JURIDICION:

1. The contract shall be considered as having come into force from the date as mentioned in the letter of award of the contract by ESIC Hospital Rohini on GeM Portal.
2. The law applicable to this contract shall be the law enforced in India. The courts of New Delhi shall have exclusive jurisdiction in all matters arising out of this contract.


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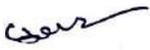

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Instruction to Bidder:-

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 with appropriate reasoning.
5. All the documents shall be signed by the authorized signatory of the bidder. A certificate of authorization to authorize the signatory to sign the bid document.
6. Rates quoted should be in Indian currency and should be inclusive of all charges including service charges, GST etc., as applicable. Any ambiguous wrote on this account shall render the bid liable to be rejected. Bid not complete in all respect are liable to be rejected.
7. In case of a tie, the L1 shall be decided by the GeM through auto run/R.A.
8. Bids with wrong or unjustifiable amounts or centage values, shall outrightly be rejected.
9. Medical Superintendent, ESIC Hospital Rohini will be the final authority and he may/may not relax any of the conditions in the interest and suitability of the hospital.
10. The Bidders must at all times during the contract period comply with the applicable labour laws, laws related to intellectual property rights and any other law related to the operation of the contract. Any deviation in this regard may lead to termination of the contract.


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ANNEXURE-I

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

Sl. No.	Document	Remarks
1	Name, Address, Contact details(Mobile/LandlineNo.)etc. of the Firm on the letter head.	Annexure A
2	MSME/MSE Certificate ,wherever applicable.	
3	Experience Certificate.	
4	PAN Card issued by IT Department of the Firm.	
5	ITR for the last three years 2022-2023,2023-2024 &2024-2025.	
6	GST Registration Certificate of the Firm	
7	Registration Certificate of the firm/company/proprietorship	
8	The bidder should not have been blacklisted by any Govt. Authority or public sector undertaking (undertaking need to be submitted) by the bidder.	Annexure-B
9	Each and every page of the attached documents should be signed & stamped by authorized person.	
10	Bidder Financial Standing	ANNEXURE-C
11.	Acceptance of Terms and Conditions of Bid and ATC	ANNEXURE-D
12	Escalation Matrix	On the original letter head of the Bidder
13.	Institute of Chartered Accountantsof India(ICAI).Self-attested valid copy of CA certificate	
14	Bid Security Declaration	Annexure-E
15	Supporting document of Active and fully functional office or branch in New Delhi	
16	Chartered Accountant Audited Turnover for the last three years 2022-2023, 2023-2024 & 2024-2025.	

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[On the original letterhead of the Bidder]
ANNEXURE-A

DETAILS OF THE FIRM

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

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

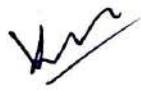
*Please use additional sheet for more details, if necessary.

Date :
Place:

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


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[On the original letterhead of the Bidder]

ANNEXURE-B

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING

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

I/We proprietor/partner(s)/Director(s)of M/Shereby Declare that the firm/company namely M/Swas blacklisted or Debarred by any Government Department from taking part in Government tenders for a period ofyears 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 Medical Superintendent,ESIC HOSPITAL ROHINI shall be forfeited. In addition to the above ESIC Hospital Rohini, 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 2026

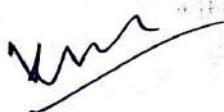
Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____


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[On the letter head of the Bidder/Contractor]

ANNEXURE-C

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 2026

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____


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[On the original letter head of the Bidder]

ANNEXURE-D

DECLARATION

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

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

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

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

I/We here by 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 of2026

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____


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[On the letter head of the Bidder]

ANNEXURE-E

BID SECURITY DECLARATION FORM

I/We.....certify that I/We will not withdraw or modify the bid during the period of validity in the case of award of the contract. I/We will sign the contract and submit the performance security (if any) before the deadline defined in the request of bid document. In the case of failure to do so, I/We will be debarred for a period of 02 years form being eligible to submit bids with ESIC Hospital Rohini.

Signed:

In the capacity of:

Name:

Duly authorized to sign the bid for /on behalf of

Dated, this.....day of.....2026

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____


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