

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	08-05-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	08-05-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (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	Regional Office, Telangana
वस्तु श्रेणी /Item Category	Financial Advisory Services - Offsite; Tax Advisory
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
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and 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	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover *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	124800
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

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. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. 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.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.

11. 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 to be uploaded by buyer:[1777351895.pdf](#)

Financial Advisory Services - Offsite; Tax Advisory (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Quarterly TDS Statements, Preparation of Form 16, Annual TDS returns, Revision of quarterly returns for present years and past years if required and other TAX/GST related work and as per Scope of work
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	CA certified by Institute of Chartered Accountants of India (ICAI)
Total Experience of Professionals / Resources (In years)	3 - 5 Years

विवरण/ Specification	मूल्य/ Values
एडऑन /Addon(s)	
Post Financial Advisory Support	NA

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

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Ranadheer Bonthapuri	500063,Regional Office Employees State Insurance Corporation 5-9-23 Hill Fort Road Adarsh Nagar Hyderabad	Project / Lumpsum Based	N/A

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. 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.

3. 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.

4. 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.

5. Buyer Added Bid Specific Scope Of Work(SOW)

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

6. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

7. Service & Support

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

8. Service & Support

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

9. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.

11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

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 कार्यवाई 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---

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 i.e. FY 2026-27 (which may be extended for another One Year)**. 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 turnover of firm for the last three years should be at least **Rupees Five Lakhs**.
4. Income Tax Returns(ITR) for the last Three Financial Years shall be submitted.
5. The firm must have an active and fully functional office or branch in **Hyderabad/Secunderabad, Telangana**.
6. An undertaking stating that the company/firm is not blacklisted by any Government Department/PSU.
7. Self-Declaration on Non-Bankruptcy and non-Insolvency.
8. MSME/MSE Certificate, wherever applicable.
9. Registration Certificate of the company/proprietorship

Detailed scope of work:

1. The Scope of work covers Financial Year 2026-27. **ESIC Regional Office, Hyderabad** shall provide monthly TDS Data (24Q, 26Q, and GST Data) along with Challan Payment Details every month to the Firm. The Firm shall prepare and file the quarterly TDS Statements (24Q, 26Q) on the Income Tax Portal. After filing, copies of the acknowledgements of Quarterly TDS returns shall be submitted to **ESIC Regional Office, Hyderabad**.
2. Before uploading the data, the Firm shall review the data for correctness. In case of any Mismatch, the Firm shall immediately inform **ESIC Regional Office, Hyderabad**.
3. Firm shall provide a soft copy of the consolidated annual return file downloaded from Traces for TDS returns filed during the year in respect of 24Q & 26Q.

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D. Kakali

D. Kakali
18/3/26

4. Firm has to file revised return of any quarter if situation so arises and for that no additional charges shall be paid for such revisions.
5. After filing of E-TDS return, if any Default Notice received from Income Tax Department, the Firm shall resolve the issue within One (1) month or within the specific time given by the Tax Authority, whichever is earlier.
6. During preparation of data/detail for Tax Audit purposes and filing of income Tax Returns for the respective year, Firm shall provide necessary guidance/information as required.
7. The Firm shall ensure timely generation of TDS Certificates for Third Parties.
8. The Firm shall generate and share TDS certificates in Form 16A and 16B to **ESIC Regional Office, Hyderabad** within the timelines prescribed under the Income Tax Act, 1961.
9. The Firm shall Prepare and file Correction statements for previous years and clear outstanding demands, if any.
10. Firm shall handle all pending E-TDS works of the office & give suitable reply/file correction statements etc to all demand/show cause notices etc.
11. Firm shall undertake filing of GST returns 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 (10th of every month).Entry of Deductee details for their respective Claims and issuance of Tax deduction Certificates.
12. In case of PAN errors or expirations relating to employees, the CA Firm shall coordinate with ESIC to rectify the same promptly.
13. Firm shall provide updated income tax slab details to this Office, as and when requested, so that this office may issue circulars to the employees.

Note:-

- For Form24Q – Approx. 400 Employees per Quarter (Total 04 Quarters for F.Y. 2026-27)
- For Form26Q – Approx. 550 Third Parties per Quarter (Total 04 Quarters for F.Y. 2026-27)
- GST filling – Monthly

OTHER 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. ESIC shall release the claim in respect of the successful bidder within 20 days after receipt of invoice.
3. Firm shall keep update time to time to **ESIC Regional Office, Hyderabad** 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 Firm, well in advance
4. Firm must have office in **Hyderabad/Secunderabad** and submit proof of address.
5. Firm representative shall visit **ESIC Regional Office, Hyderabad** as and when required and called by the authority.

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[Signature]

Aditya

*D. Karali
18/3/26*



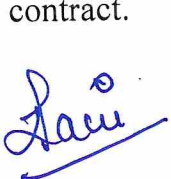
6. The engaged firm shall provide professional services of Chartered Accountant within the scope of work to this office as and when required by this office irrespective of number of visits.
7. The mentioned work shall be undertaken under the supervision of the engaged firm and this office shall only be responsible for providing related documents when called for.
8. Corrections arising due to the Firm fault shall be rectified at no additional cost.
9. No separate Service charge/consultancy charges or any other charges shall be paid beyond the quoted rates for any of the services mentioned in scope of work.
10. The CA or authorized representative shall appear before competent authority whenever required for Income Tax/GST related work.
11. The responsibility of correctness and accuracy of the details collated from the records of **ESIC Regional Office, Hyderabad** will lie with the Firm.
12. The Firm shall maintain high standards of integrity and professional ethics and morality while handling the work of **ESIC Regional Office, Hyderabad** and dealing with its officials. If it is found that condition of confidentiality is compromised by the Firm, then **ESIC Regional Office, Hyderabad** will be at liberty to take further necessary actions against the firm.
13. **ESIC Regional Office, Hyderabad** 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.
14. The Firm shall provide any additional advice/suggestions/solutions to issues arising out pertaining to income tax/GST/Tax deductions etc.

PENALTY CLAUSE:

1. **ESIC Regional Office, Hyderabad** shall provide required data for uploading purpose to the Firm, at least 05 days before the date of filling of return in E-TDS Portal. In case of delay in filing of e-TDS returns, penalty if any, levied by Income Tax Department, shall be borne by the Firm. No extra charges shall be paid by **ESIC Regional Office, Hyderabad** for the same.
2. No subletting of the contract shall be permitted.
3. The contract may be terminated by **ESIC Regional Office, Hyderabad** by giving One(01) month's notice without assigning any reason.
4. **ESIC Regional Office, Hyderabad** reserves the right to extend or reduce the contract period as per requirement without assigning any reason thereof.

EFFECT AND LEGAL JURISDICTION :

1. The contract shall come into force from the date of issue of letter of award of the contract by **ESIC Regional Office, Hyderabad** through the GeM Portal.
2. The law applicable to this contract shall be the law enforced in India. The courts at **Hyderabad/Secunderabad, Telangana** shall have exclusive jurisdiction in all matters arising out of this contract.



Terms & Conditions for the service for agreement: -

1. The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI). Self-attested valid copy of CA certificate should be enclosed.
2. The Firm should have at least 03 Years (Three Years) experience in providing similar taxation services to Central Government Departments, State Government Departments or Autonomous Bodies. Documentary proof of such experience shall be attached.
3. The average annual turnover of the Firm for providing such services should not be less than **Five Lakhs** per annum for the last three Financial Years. Supporting documents duly certified by a Chartered Accountant shall be submitted.
4. Initially, the contract shall be for a period of One Year. The same may be extended for an additional year on the same terms, conditions, and rates, subject to satisfactory performance of the Firm.
5. The consultant or authorised representative shall visit of the office at least once a month or more frequently, if required, to provide guidance on Income Tax and GST related matters. No TA/DA etc. or any additional charges shall be payable for such visits.
6. During the contract period, no increase whatsoever will be given other than quoted rates.
7. **Penalties:** - (i) If the quarterly/monthly TDS, GST, or GST-TDS reports provided by this office to the Firm are not filed by the Firm within the prescribed statutory timelines due to the Firm fault, any penalty imposed by the Income Tax Department or GST authorities shall be recovered from the Firm bill.
(ii) The competent authority shall have the right to withhold payments, either in full or in part, subject to recovery of penalties.
(iii) No payment shall be made to the Firm if the services rendered are found to be unsatisfactory.
8. **Terms of payment:** - Payment shall be released on a quarterly basis upon satisfactory completion of Services. Statutory Deductions, including TDS, will be deducted as per applicable rules from the bill.
9. **Breach of Terms and Conditions:** - In case of breach of any of terms & conditions, the Competent Authority shall have the right to cancel the contract without assigning any reason. In such cases, no compensation shall be payable by this office.
10. The Contract may be terminated at any time during its tenure if the services provided are found to be unsatisfactory.
11. **Jurisdiction:** All disputes and legal matters arising out of this contract shall be subject to **Hyderabad/Secunderabad, Telangana** jurisdiction only.

Instructions to Bidders : -

1. Bidders to apply only through the GeM online bidding process.
2. Bidders must carefully read all terms and conditions and ensure eligibility before submitting the bid.
3. Submission of the bid by the bidders shall be deemed to have read, understood and accepted all the terms and conditions contained in the bid document shall be furnished along the bid.
4. Incomplete bids are liable to be rejected. ESIC reserves the right to reject any bid without assigning any reason.

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[Signature]

Department

*D. Kankali
18/3/26*

5. All documents must be signed by the authorized signatory of the bidder. A certificate of authorization to authorize the signatory to sign the bid document shall be enclosed.
6. Rates quoted shall be in Indian Rupees and should be inclusive of all charges, including service charges and GST etc., as applicable. Any ambiguity in the quoted rates may render the bid liable for rejection. Bids not complete in all respects shall be rejected.
7. In case of a tie, the L1 bidder shall be decided by the GeM through autorun/Reverse Auction (R.A).
8. Bids containing incorrect, inconsistent, or unjustifiable rates/percentages shall be summarily rejected.
9. **The Regional Director, ESIC Regional Office, Hyderabad** will be the final authority and may / may not relax any of the condition in the interest of the organization.
10. The Bidders shall comply with all applicable Labour laws, intellectual property laws and other laws, Statutory provisions during the contract period. Any deviation/Violation may lead to termination of the contract.

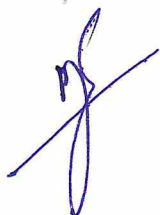
Proposed Contract Terms:

- (i) Upon receipt of any notice or summon, if any, from Income TAX or GST Authorities, the Successful Firm shall arrange for the visit of the qualified Chartered Accountant to the office and ensure timely preparation and submission of suitable/proper replies on behalf of **ESIC Regional Office, Hyderabad**.
- (ii) Successful Firm Shall nominate an authorized representative (Chartered Accountant) with full details of qualification and Address for handling the work.
- (iii) The authorized representative shall carry a valid identity card during office visits.
- (iv) The competent Authority reserves the right to impose penalty of **Rs. 500/- (Rs. Five Hundred only)** per visit on the successful Firm, if representative remains absent for a week without justified reason.
- (v) Successful Firm shall arrange necessary software for execution of the assigned work at no additional cost.
- (vi) **ESIC Regional Office, Hyderabad** shall 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 after award of contract, appropriate action shall be taken as per the bid terms.

Schedule for Completion of Task/Assignments:

1. 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.
2. 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.
3. 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.
4. 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.








D. Kakali
18/3/26

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

SlNo.	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	Experience Certificate	
4	PAN Card issued by IT Department of the Firm	
5	ITR for the last three Financial Years	
6	GST Registration Certificate of the Firm	
7	Registration Certificate of the 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 letterhead of the Bidder
13	Institute of Chartered Accountants of 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 Hyderabad/ Secunderabad (Telangana)	
16	Chartered Accountant Audited Turnover for the last three Financial Years	

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[Signature]

[Signature]

*D. Karali
18/3/26*

[On the original letterhead of the Bidder]

ANNEXURE -A

DETAILS OF THE FIRM

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

Signature of tenderer with seal

Place:

(With Name and Designation of Appropriate Authority)

Lau

[Signature]

[Signature]

D. Kakali
18/3/26

[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 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 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 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 **Regional Director, ESIC Regional Office, Hyderabad** shall be forfeited. In addition to the above **Regional Director, ESIC Regional Office, Hyderabad** 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: _____









[On the letterhead 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 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: _____

Lavi

MS

As per

D. Kankari
18/3/26

[On the original letterhead 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 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 _____ 2026

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Sau

[Handwritten signature]

[Handwritten signature]

*D. Karkali
18/3/26*

[On the letterhead 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 **Two(02) years** from being eligible to submit bids with **ESIC Regional Office, Hyderabad.**

Signed:

In the capacity of:

Name:

Duly authorized to sign the bid for an of behalf of

Dated, this _____ day of _____ 2026

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Lau

ms

Adiprakash

*D. Koushli
18/12/26*

