बिड संख्या/Bid Number: GEM/2026/B/8147769

दिनांक /Dated: 29-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	16-11-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	17-11-2026 11:00:00
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	Esicmh Baddi
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :ms-baddi.hp@esic.gov.in Buyer Email id: vikas.verma1@esic.gov.in
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	1 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 पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
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

बिड विवरण/Bid Details	
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),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
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 निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	250000
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

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India

ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(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 SUPRINTENDENT
ESIC Model Hospital,Vill-katha ,Opposite Gillete Factory, Baddi-173205,District- Solan, Himachal Pradesh.
(Medical Suprintendent)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

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 having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence

submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

6. 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:1793085280.pdf

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
05-11-2026 11:00:00	Conference Room ,Third Floor, ESIC Model Hospital,Vill-katha ,Opposite Gillete Factory, Baddi-173205,District- Solan, Himachal Pradesh.

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Chartered Accountants
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	0 - 3 Years

विवरण/ Specification	मूल्य/ Values
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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Vikas Verma	173205,ESIC Model Hospital, Baddi, Himachal Pradesh.	1	• Number of Months : 24

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

1. **Generic**

   OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. **Generic**

   Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

   ESICMH BADDI
   VILL-KATHA
   BADDI
   DISTT.--SOLAN
   HP-173205
   .

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. **Generic**

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

5. **Payment**

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

6. **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. **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
   BADDI
   . 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.

8. **Forms of EMD and PBG**

   Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

   Medical Superintendent
   A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

9. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

10. **Buyer Added Bid Specific ATC**

    Buyer Added text based ATC clauses

"If the bidder/contractor/supplier/seller or any any employee of the bidder/contractor/supplier/ seller or any person acting on behalf of the bidder/contractor/supplier/seller, either directly or

indirectly, is a relative of any of the Officers/Officials (regular/contractual) of Employees State I nsurance Corporation(ESIC), or alternatively, if any relative of an officer/official of ESIC has Fina ncial interest/stake in the bidder's/contractor's/supplier/seller's firm, the same shall be disclose d by the bidder/contractor/supplier/seller at the time of filling of the tender /participation in t he procurement process."

CHECKLIST OF DOCUMENTS TO BE UPLOADED

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid. Each page and all details provided should be duly signed by the owner/authorized signatory. All undertakings provided shall be on the letterhead of the company (if applicable) and duly signed by the authorized signatory.

Sl. No	Document	Uploaded Yes/No
1	Complete Tender document signed and stamped by authorized signatory which sha ll be legible. (Terms & Conditions and Other Instructions etc.) (GeM SLA, ATC & GT C)	
2	EMD / Proof of Exemption of EMD with Bid Security Declaration	N A
3	GST Registration, Copy of PAN Card issued by regulatory authority	
4.	Proof of minimum average annual turnover of ₹1,00,000/- (Rupees One Lakh only) for the last three financial years.	
5	Company or Agency Registration / Incorporation Certificate under Indian Companie s Act/Shops & Establishment Act	
6	Satisfactory Performance Certificate from the previous Employer for at leas t 3 years in the past five years (Copies of satisfactory work completion report in s upport of eligibility conditions. Satisfactory Work Completion report shall be consid ered for determining the work experience of the bidder)	
7	Undertaking that no case is pending with the police/legal proceedings in court of l aw against the proprietor/firm/partner or the company/Agency and contract labou r engaged by the contractor	
8	Undertaking for not being black listed or debarred by ESIC, Central /State Govern ment organizations/PSU/Autonomous Bodies in the past 3 years and is not under active blacklisting/debarment period.	
9	Self-declaration on the bidder’s letterhead confirming that the bidder has not been declared bankrupt and is not under liquidation proceedings.	
10	Declaration regarding the eligibility of Cost Accountant Firms (CMAs)/Chartered Acc ountant Firms, confirming that the firm or any partner has not been debarred by I CAI or disqualified/blacklisted by any regulatory authority or court, wherever applic able.	

11	Annexures A, B, C, D, E, F, G	

Signature of Owner/Managing Partner/Director:

Date :

Full Name:

Place :

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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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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 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---

कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEE'S STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)

सत्यमेव जयते

आदर्श अस्पताल / Model Hospital
गॉव: काठा, बद्दी, जिला: सोलन, हिमाचल प्रदेश: 173205
Village-Katha, Baddi, District:Solan, Himachal Pradesh– 173205
Phone: 01795-275105, 275106, E.mail: ms-baddi.hp@esic.nic.in
Website: www.esic.nic.in/ www.esichospitals.gov.in/ www.esic.in

Tender Document for Hiring the Services of a Chartered Accountant Firm for ESIC Model Hospital, Baddi, District Solan (H.P.)

Last Date & Time of Submission	**As per Bid Specifications & Terms and Conditions uploaded on GEM Portal**
Date & Time of Opening	As per Bid Specifications & Terms and Conditions uploaded on GEM Portal
EMD Amount	As per Bid Specifications & Terms and Conditions uploaded on GEM Portal
Pre Bid Meeting	As per Bid Specifications & Terms and Conditions uploaded on GEM Portal
Pre Bid Meeting Venue	ESIC Model Hospital, Baddi Distt. Solan (H.P)

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GEM BID NOTICE

E-Tenders through GeM portal are invited from eligible and experienced agencies under the Two-Bid System (Technical Bid and Financial Bid) for engagement of a Chartered Accountant Firm for processing records pertaining to Income Tax and GST of ESI Corporation, Model Hospital, Baddi (H.P.). The contract is for a period of two years from date of commencement and extendable by another one year on mutual consent.

Bidders have to upload Bid Security Declaration in lieu of the Earnest Money Deposit (EMD) as per bid details on GeM portal.

The interested bidders should upload duly filled & signed Bid form and their bids along with scanned copies of all the relevant certificates, documents, etc. in support of their technical bids – all duly signed on the GeM portal within the stipulated / last date of BID.

Bid Documents are also available for viewing on the website of Employee's State Insurance Corporation i.e. www.esic.gov.in

Terms & Conditions of Contract: -

Engaged firm will arrange the visits of their representatives to this Office at least once before fifth of every month. The interested firms shall submit bid along with satisfactory work completion certificates from previous organizations as per bid terms and conditions.

A. Estimated Bid Value: The estimated tender value is Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only), approximately for two years.
B. Bidders are required to upload their technical and financial bid as per bid specification uploaded on GeM Portal.
C. After the opening of technical bid, the attached documents will be checked. The evaluation of the tender will be done on the basis of the documents submitted. This is applicable to all bidders.
D. The bid of any bidder which has not met the eligibility criteria will be summarily rejected and bid(s) which do not comply with bid instruction and any conditions of the tender terms and conditions may also be rejected.
E. Lowest financial bid will be evaluated based on the overall lowest rate quoted by the bidder as per GeM guidelines. If similar price is offered by multiple service providers during financial evaluation of bid on GeM portal, ESIC Model Hospital, Baddi would choose to 'Run L1 selection' wherein the system would randomly identify a L1 seller.
F. Bidder must have office in Baddi, Distt. Solan, Himachal Pradesh as per records of Institute of Chartered Accountants of India (ICAI).
G. Copy of Certificate of Practice and PAN Card must be enclosed.
H. Cost Accountant/Chartered Accountant will visit before the Income Tax Authority and Sales-Tax/G.S.T. Authority if any notice or summon is received from these offices and will submit suitable reply on behalf of ESIC Model Hospital, Near Gillete Factory, Village -Katha, Baddi in consultation with ESIC Model Hospital, Baddi. Rs. 200/- per visit charges will be paid for any personal appearance in the office of Income Tax/Sales Tax/G.S.T. etc in response to any notice subject to the satisfaction of HOD. All the official fee, if any will be reimbursed on production of receipts. (in original).
I. The contract is for two years and same can be extended for another one-year subject to satisfactory performance report from Head of the concerned Branch on existing terms and conditions.
J. Firms shall provide full details of their representative, who will visit ESIC Model Hospital, Baddi for Work.
K. Firm shall send their representative with authorized I.D. Card.
L. Service charges, consultation charges or any other charges shall not be paid separately for any of the services mentioned in scope of work.
M. Representatives of Firms shall be bound to maintain office decorum of ESIC Model Hospital Office, Baddi.
N. Firms shall be liable to any damages of data/misconduct by their representative.
O. Rs. 1000/- per visit penalty can be imposed, if representative remains absent without any suitable reasons.
P. Engaged firm will arrange necessary software, as required for accomplishing the work assigned to the firm as per scope of work.
Q. Financial bids of only those bidders who are found technically successful in technical evaluation by the committee, will be opened thereafter online on date as decided by ESIC. Rates quoted in the Financial Bid shall be in Indian Rupees and shall be inclusive of all applicable charges, taxes and GST.
R. The Cost Accountant Firms (CMAs)/Chartered Accountant Firms is not eligible for empanelment if the firm or any partner of the Firm in discharge of his/her work has been debarred by ICAI or been disqualified or blacklisted by any regulatory authority/court.

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S. The Cost Accountant Firms (CMAs)/Chartered Accountant Firms is not eligible for empanelment if the firm or any partner of the Firm in discharge of his/her work has been debarred by ICAI or been disqualified or blacklisted by any regulatory authority/court.

T. The contract shall come into force from the date of agreement signed by both the parties. In case the contractor fails to execute the job after signing the agreement deed or leave the job before completion of the period of contract at their own accord, the Medical Superintendent ESIC Model Hospital, Baddi (H.P) shall have the right to forfeit the performance bank guarantee deposited by the agency for execution of the contract

U. The CA firm shall not engage in any subletting or transfer the contract to any other person in any manner.

V. The CA firm shall make its own arrangements for the transportation of its employees.

W. **Past Project Experience**: The bidder should have experience of providing similar services to at least one central government -ministry/department/ organization/institute/body for **at least 3 years in the last 5 financial year(s).** Experience Certificate of satisfactory completion of work with following details a. Name of Organization b. Address of Organization c. Nature of Work d. Date of Start e. Date of Completion need to be mandatorily attached.

X. The bidding CA Firm and/or its employees should not have been debarred from practice or subject to any disciplinary proceedings at any time by the Institute of Chartered Accountants of India. **A self-declaration to this effect on the letter head of the firm is required to be submitted.**

SCOPE OF WORK

1. To process records of Income Tax in respect of Employee's of ESIC Model Hospital, Baddi and third parties in r/o ESIC Model Hospital, Baddi, H.P.
2. To process records of TDS/GST in respect of Third Parties.
3. Submission of Quarterly and Yearly return to Income Tax Department.
4. Submission of monthly/quarterly/yearly returns of GST Department as per rules amended from time to time.
5 Issuance of Form-16 (Part A & B) in respect of employees and Form 16-A of third parties.
6. To provide professional advice in financial and tax matters.
7. Punching of data in Income Tax software.
8. Preparation of TDS return on salary and third-party payment.
9. Filing of Correction statement/ revised returns, if required.
10. Addressing of all kinds of notices from NSDL/Income Tax/ Sales Tax department arising from its service period.
11. Any other work related to TDS/ Sales Tax amended from time to time.
12. Filing of GST returns and other GST related work as amended from time to time.

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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 Authorized signatory	
3.	**FIRM DETAILS**	
	(a) Office Address	
	(b) Telephone No.	
	(c) Fax No.	
	(d) e-mail id	
4.	**FIRM REGISTRATION DETAILS**	
	(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**	
	(a) Name & Address of the Bank	
	(b) IFSC No.	
	(c) Account No. of the Firm	
6.	Whether undertaking to the effect of declaring that Firm has not been debarred/ disqualified by ICAI or any other regulatory authority, is enclosed	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 Appropriate Authority)

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[On the original letterhead of the Bidder]

ANNEXURE –B

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

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

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

Date :

Place :

Signature of tenderer with seal

(With Name and Designation of Appropriate Authority)

12.10.26

12/10/26

[On the original letterhead of the Bidder]

ANNEXURE - C

BID FORM

To,

Medical Superintendent,
ESICMH Baddi,
H.P-173205

Sub: - GeM Bid for Cost Accountant Firms (CMAs)/Chartered Accountant Firms to process records pertaining to Income Tax and G.S.T Firm for FY 2026-27 at ESICMH, Baddi, – reg.

Dear Sir,

We the undersigned Bidder, having read and examined in details the specifications and other documents of the GeM Bid No..... dated .....-..... -2026, do hereby propose to execute the job as per scope of work (Page - 3) as set forth in your bid documents.

The prices of all items/services stated in the bid are firm during the entire period of subscription and not subject to any price adjusted as per in line with the bidding documents. All prices/rates and other terms & conditions of this proposal are valid for a period of 180 days only from the date of opening of bid. We further declare that prices/rates stated in our proposal are in accordance with your bidding.

We declare that items/services shall be executed strictly in accordance with the specifications/scope of work and documents irrespective of whatever has been stated to the contrary anywhere else in our bid documents. Further, we agree that additional conditions, deviations, if any, found in the bid documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this bid is accepted by you, we agree to provide items/services as specified in tender document. We fully understand that the procurement/services are the essence of the job, if awarded.

We agree that ESICMH, Baddi reserves the right to accept in full/part or reject any or all the bids received or split order within successful Bidder/Contractor without any explanation to Bidder/Contractor and his decision on the subject will be final and binding on Bidder/Contractor.

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

Authorized Signatory (signature in full):
Name and Title of Signatory:
Company Rubber Stampmp:

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[On the original letterhead of the Bidder]

ANNEXURE – D

DECLARATION

I, Son/Daughter/Wife of Proprietor / Resident of 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 such as 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, if any, 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 Stampmp:

12/10/26.

12.10.26

[On the original letterhead of the Bidder]

ANNEXURE – E

CERTIFICATE

DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING

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

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S.....was blacklisted or debarred by any Government Department from taking part in Government tenders for a period of .....years w.e.f. ..... the period over on ..... And now the firm/ company is entitled to take part in Government tender. In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by EMPLOYEES' STATE INSURANCE CORPORATION MODEL HOSPITAL, BADDI shall be forfeited. In addition to the above EMPLOYEES' STATE INSURANCE CORPORATION MODEL HOSPITAL, BADDI 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 Stampmp:

12/10/26.

12.10.26

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[On the letterhead of the Bidder/Contractor]

ANNEXURE – F

FINANCIAL CAPABILITY OF BIDDER/CONTRACTOR

Annual turnover details of the Bidder/Contractor from [insert relevant details]

#	Financial Year	Turnover in Indian Rupees
A	2022-2023	
B	2023-2024	
C	2024-2025	

[Extra rows may be added, if required]

*Audited Balance sheet and Profit & Loss account statement of the Bidder/Contractor for each of the abovementioned financial years shall submit as supporting evidence.

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

Authorized Signatory (signature in full):
Name and Title of Signatory:
Company Rubber Stampmp:

12/10/26

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[On the letterhead of the Bidder]

ANNEXURE – G
BID SECURITY DECLARATION FORM

Tender No.

To,

I/We, the undersigned, declare that:

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

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

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity

i) fail or reuse to execute the contract, if required, or

ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

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

i) the receipt of your notification of the name of the successful Bidder;

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

12/10/26

12.10.26

12/10

[On the letterhead of the Bidder]

To,
Medical Superintendent,
ESICMH Baddi,
H.P-173205

Subject: Declaration regarding Bankruptcy and Liquidation.

Sir/Madam,

I/We hereby declare that our firm/company has not been declared bankrupt or insolvent by any competent court or authority and is not under liquidation proceedings as on the date of submission of this tender.

I/We certify that the above declaration is true and correct to the best of my/our knowledge and belief.

Date: _____

Place: _____

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Name of Firm/Company: _____

Official Seal of the Firm/Compan

12/10/26

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CHECKLIST OF DOCUMENTS TO BE UPLOADED

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid. Each page and all details provided should be duly signed by the owner/authorized signatory. All undertakings provided shall be on the letterhead of the company (if applicable) and duly signed by the authorized signatory.

Sl. No	Document	Uploaded Yes/No
1	Complete Tender document signed and stamped by authorized signatory which shall be legible. (Terms & Conditions and Other Instructions etc.) (GeM SLA, ATC & GTC)	
2	EMD / Proof of Exemption of EMD with Bid Security Declaration	
3	GST Registration, Copy of PAN Card issued by regulatory authority	
4.	Proof of minimum average annual turnover of ₹1,00,000/- (Rupees One Lakh only) for the last three financial years.	
5	Company or Agency Registration / Incorporation Certificate under Indian Companies Act/Shops & Establishment Act	
6	Satisfactory Performance Certificate from the previous Employer for at least 3 years in the past five years (Copies of satisfactory work completion report in support of eligibility conditions. Satisfactory Work Completion report shall be considered for determining the work experience of the bidder)	
7	Undertaking that no case is pending with the police/legal proceedings in court of law against the proprietor/firm/partner or the company/Agency and contract labour engaged by the contractor	
8	Undertaking for not being black listed or debarred by ESIC, Central /State Government organizations/PSU/Autonomous Bodies in the past 3 years and is not under active blacklisting/debarment period.	
9	Self-declaration on the bidder's letterhead confirming that the bidder has not been declared bankrupt and is not under liquidation proceedings.	
10	Declaration regarding the eligibility of Cost Accountant Firms (CMAs)/Chartered Accountant Firms, confirming that the firm or any partner has not been debarred by ICAI or disqualified/blacklisted by any regulatory authority or court, wherever applicable.	
11	Annexures A, B, C, D, E, F, G	

Signature of Owner/Managing Partner/Director

Date :

Place :

Full Name: :

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12/10/26

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