

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	26-06-2026 12:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	26-06-2026 12:30:00
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	Regional Office Guwahati
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	p.thotchui@esic.nic.in
वस्तु श्रेणी / Item Category	Hiring of Consultants - Per Person Per Month Based - Charter Accountant; Financial Services; CA; NA
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)	2 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, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

**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 मेन् 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	1
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	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	120000
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/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. 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 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.  
8. 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.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Last 3 years average business revenue from consulting:**2 lakh

**Number of Consultants on payroll of firms:**NA

**Number of projects completed in India having similar scope & size of proposed project under hiring:**NA

**Scope Of work:**[1781071941.pdf](#)

**Profile of Consultants:**[1781071968.pdf](#)

**Pre-qualifications Criteria:**[1781071974.pdf](#)

**Hiring Of Consultants - Per Person Per Month Based - Charter Accountant; Financial Services; CA; NA ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Consulting Category/ Stream	Charter Accountant
Consultant's Profile	Financial Services
Indicative generic Qualification of consultants/ resources/ SME	CA
Proof of Concept (POC) Required	NA
Total Experience of Consultants/ Resources (in Years)	1 to 3 Year
Deployment of Consultants/Resource	Hybrid
Certifications	Other Certification as indicated in BID
<b>एडऑन /Addon(s)</b>	

**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 दस्तावेज /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 Consultants / SMEs	अतिरिक्त आवश्यकता /Additional Requirement
1	P Thotchui	781021,ESIC Regional Office Bamunimaidan, Guwahati	1	<ul style="list-style-type: none"><li>Duration of Hiring of Consultant/SME in months During the Contract Period : 12</li></ul>

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

#### 1. 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 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---



**EMPLOYEES' STATE INSURANCE CORPORATION  
REGIONAL OFFICE, NORTH EASTERN REGION  
BAMUNIMAIDAM, GUWAHATI-781021**

**"NOTICE INVITING E-TENDER FOR HIRING OF CHARTERED ACCOUNTANT (CA) FIRM FOR  
REGIONAL OFFICE GUWAHATI, ASSAM (NORTHEAST)"**

DD(A) 316/26

AD(C)

AD(F)

**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. The ESIC Regional Office, Guwahati (North East Region), comprises seven accounting units, namely Assam, Meghalaya, Mizoram, Tripura, Nagaland, Manipur, and Arunachal Pradesh.

**Period of Contract:**

The contract for the appointment of the selected bidder shall be for a period of one year and may be extended further, subject to satisfactory performance. The rates quoted shall remain same during the entire period of the contract. Estimated bid value approximately 1,20,000/- (inclusive of GST)

**Detailed scope of work:**

1. The scope of work covers the Financial Year(s) under the tenure period. Employees' State Insurance Corporation Regional Office, Guwahati shall provide the required quarterly TDS data (24Q, 26Q, and GST figures) to the agency for preparation and processing of Income Tax records in respect of all officers/officials as well as third parties engaged under ESIC. After uploading the TDS returns, the agency shall submit copies of the acknowledgements of the filed returns to the ESIC Regional Office, Guwahati.
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 Regional Office, Guwahati 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 & GST.
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 in respect of Third Parties.
8. Generating and sharing of TDS certificates in Form 16A and 16B with ESIC Regional Office Guwahati 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. To provide any kind of professional advice of CA in Tax and financial matters whenever required by office.
  12. Addressing all correspondence work/notices with the Income Tax Department/NSDL on behalf of ESIC, Regional Office, Guwahati, including visiting, representing, and submitting replies before the concerned authorities on behalf of the office as and when required.
  13. 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 (10<sup>th</sup> of every month). Deductee details entry for their respective Claims, Tax deduction Certificates.
  14. Timely submission of bills for the work done/services provided in respect of the office.
  15. Maintaining proper documentation/data in hard copy as well as soft copy in relation to the above-mentioned works to ensure availability and retrieval of records in the event of any future dispute.

#### **TERMS AND CONDITIONS**

1. 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 the number of visits.
2. Service of Chartered Accountant shall initially be for a period of one year and may be extended on the same terms and conditions subject to satisfactory performance of work.
3. Payment shall be made on a monthly basis on production of bills to this office. No other payment besides the one mentioned for the services in the work order shall be made.
4. 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.
5. The engaged firm will be responsible for any corrections arising out of their own faults at no further cost to this office.
6. Service charge/consultancy charge or any other charges will not be paid separately for any of the services mentioned in the scope of work.
7. The engaged firm will be responsible for any corrections arising out of their own faults at no further cost to this office.
8. During the contract period, no increase whatsoever will be given other than quoted rates.
9. The contract may be terminated at any time if the work is found unsatisfactory.
10. The CA or his representative shall have to appear before the competent authority as and when required for Income Tax/GST related work.
11. The responsibility for correctness and accuracy of the details collected from the records of ESIC Regional Office, Guwahati shall lie with the firm.
12. The firm shall maintain high standards of integrity, professional ethics, and morality while handling the work of ESIC Regional Office, Guwahati and dealing with its officials. If it is found that this condition of

confidentiality is compromised by the firm, then ESIC Regional Office, Guwahati shall be at liberty to take necessary action against the firm.

13. ESIC Regional Office, Guwahati 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. Notwithstanding anything contained herein above, ESIC Regional Office, Guwahati reserves the right to discontinue the services of the firm in the event their services are evaluated as unsatisfactory at any time during the period.
15. The firm shall not be allowed to transfer, assign, pledge, or subcontract its rights and liabilities under this contract to any other agency.
16. The firm shall provide advice/suggestions/solutions to issues arising out of Income Tax/GST/tax deductions, etc.
17. The firm shall clear all previous outstanding demands in respect of ESIC Regional Office, Guwahati.
18. Representative of the CA firm shall visit once a month regarding Income Tax/GST/tax deductions or any other related query.

**PENALTY CLAUSE:**

1. 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 preceding paragraph. (iii) No payment shall be made to contractor/firm if service provided by him is unsatisfactory.

**EFFECT AND LEGAL JURISDICTION :**

1. The contract shall be considered as having come into force from the date of issue of letter of award of the contract by ESIC Regional Office, Guwahati on GeM Portal.
2. The law applicable to this contract shall be the law enforced in India. The courts of Guwahati, Assam shall have exclusive jurisdiction in all matters arising out of this contract.

**ELIGIBILITY CRITERIA**

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 of providing similar taxation service to Central Govt. Departments/State Govt./Autonomous Bodies. (Please attach Proof).
3. Turnover of firm providing such services should not be less than 02 lakh per annum for the last three years i.e. for 2022-2023, 2023-2024 & 2024-2025.
4. Agency must have office in Guwahati (Assam) and has to submit the proof of address.
5. Copy of PAN in the name of the firm/proprietor
6. Copy of Certificate of Registration of the firm

7. Copy of GST Certificate (if applicable) of the firm
8. The competent authority reserves the right to relax one or more of the above criteria or any condition of this e-tender wherever it is felt that a sufficient number of tenders may not be available to ensure fair competition.
9. The bidder should not have been blacklisted by any Govt. Authority or public sector undertaking (undertaking need to be submitted) by the bidder.
10. Acceptance of Terms and Conditions of Bid and ATC

**INSTRUCTION TO BIDDER: -**

1. Bidders to apply only online through GeM bidding process.
2. Bidders should carefully read all terms and condition and apply on ensuring their eligibility.
3. While submitting the bid, the bidders shall be deemed to have read, understood and accepted all the terms and conditions stated in the bid document shall be furnished along the bid.
4. Incomplete bids are liable for rejection. ESIC reserves the right to reject any bid without assigning any reason.
5. All the documents shall be signed by the authorized signatory of the bidder. A certificate of authorization to authorize the signatory to sign the bid document.
6. Rates quoted should be in Indian currency and should be inclusive of all charges including service charges, GST etc., as applicable. Any ambiguous wrote on this account shall ender the bid liable to be rejected. Bid not complete in all respect are liable to be rejected.
7. Bids with wrong or unjustifiable amounts or percentage values, shall out rightly be rejected.
8. The Regional Director, ESIC Regional Office, Guwahati will be the final authority and he may/ may not relax any of the conditions in the interest and suitability of the Regional Office.



[On the original letterhead of the Bidder]

**ANNEXURE-A**

**DETAILS OF THE FIRM**

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







[On the original letterhead of the Bidder]

**ANNEXURE-B**

**CERTIFICATE**

**DECLARATION**  
**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING**  
A

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 Regional Director, ESIC Regional Office, Guwahati shall be forfeited. In addition to the above, ESIC Regional Office, Guwahati, 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]

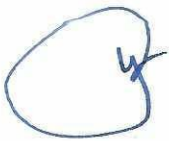
**ANNEXURE-C**

**Self-Declaration on Non-Bankruptcy and non-Insolvency**

I /We Proprietor / Partner (s) / Director (s) of M/s ..... the 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:  
\_\_\_\_\_



**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