बिड संख्या/Bid Number: GEM/2026/B/8148413
दिनांक /Dated: 13-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	27-10-2026 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	28-10-2026 13:00:00
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	Ro Ahmedabad, Gujarat
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :rd-gujrat@esic.gov.in Buyer Email id: general-gj@esic.gov.in
वस्तु श्रेणी /Item Category	Financial Audit Services - As per detailed Scope of Work , Hiring of Chartered Accountant for direct and Indirect Tax Compliance, As per detailed Scope of Work , Review of Financial Statements , Financial Reporting Framework , Audit report; CAG Empan..
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)	12 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 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
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

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/**Document required from seller**	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
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)**	309000
मूल्यांकन पद्धति/**Evaluation Method**	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / **Financial Document Indicating Price Breakup Required**	Yes
मध्यस्थता खंड/**Arbitration Clause**	No
सुलह खंड/**Mediation Clause**	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No

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

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 % (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. 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

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:1791795831.pdf

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
19-10-2026 11:00:00	ESIC REGIONAL OFFICE, PANCHDEEP BHAVAN, ASHRAM ROAD, AHMEDABAD-380009

Financial Audit Services - As Per Detailed Scope Of Work , Hiring Of Chartered Accountant For Direct And Indirect Tax Compliance, As Per Detailed Scope Of Work , Review Of Financial Statements , Financial Reporting Framework , Audit Report; CAG Empan.. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	

विवरण/ Specification	मूल्य/ Values
Scope of Work	As per detailed Scope of Work , Hiring of Chartered Accountant for direct and Indirect Tax Compliance, As per detailed Scope of Work , Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit, Tax Audit, As per detailed Scope of Work
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Compliance with law & regulations , Review system & processes , As per detailed Scope of Work
Type of Industries/Functions	Operational & Administrative
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit 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

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Mrigendra Kumar	380014,ESI Corporation, Panchdeep Bhawan, Ashram Raod, Ahmedabad	Project / Lumpsum Based	N/A

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**

   Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **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.

4. **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.

5. **Service & Support**

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

6. **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.

7. **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.

8. **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 (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---

કર્મચારી રાજ્ય વીમા નિગમ
(શ્રમ અને રોજગાર મંત્રાલય, ભારત સરકાર)
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
क.रा.बी.नि.
ESIC
सत्यमेव जयते
પ્રાદેશિક કચેરી / क्षेत्रीय कार्यालय / Regional Office
પંચદીપ ભવન, આશ્રમ માર્ગ, અમદાવાદ – 380014, ગુજરાત
पंचदीप भवन, आश्रम मार्ग, अहमदाबाद – 380014, गुजरात
Panchdeep Bhavan, Ashram Road, Ahmedabad -14, Gujarat
Phone: 079-27582400/450, E-mail: rd-gujrat@esic.nic.in
Website: www.esic.nic.in / www.esic.in

संख्या 37-डी/30/12/CA-Hiring/2024-जनरल **दिनांक :-**

क. रा. बी. नि, क्षेत्रीय कार्यालय, अहमदाबाद की फील्ड अकाउंटिंग यूनिट्स के लिए CAG-सूचीबद्ध CA फर्म की सेवाएं प्रदान करने के लिए GeM पोर्टल पर ई-निविदा आमंत्रण सूचना / रूचि की अभिव्यक्ति (ईओआई)

क्षेत्रीय निदेशक, कर्मचारी राज्य बीमा निगम, क्षेत्रीय कार्यालय, अहमदाबाद, द्वारा इच्छुक और पात्र बोलीदाताओं से जिसमें सरकारी/पीएसयू संगठन और निजी संस्थाएं शामिल हैं, ईएसआई निगम, क्षेत्रीय कार्यालय, अहमदाबाद की फील्ड अकाउंटिंग यूनिट्स के लिए CAG-सूचीबद्ध CA फर्म की सेवाएं लेने के लिए निम्नलिखित विवरण के अनुसार **"दो-बोली प्रणाली" (तकनीकी बोली और वित्तीय बोली)** के तहत GeM पोर्टल के माध्यम से ऑनलाइन निविदाएं आमंत्रित करते हैं :-

क्र. सं.	विवरण	विवरण/वर्णन
1	कार्य का नाम	कर्मचारी राज्य बीमा निगम, क्षेत्रीय कार्यालय, पंचदीप भवन, आश्रम रोड, अहमदाबाद फील्ड अकाउंटिंग यूनिट्स में CAG-सूचीबद्ध CA फर्म की नियुक्ति
2	पोर्टल	GeM पोर्टल पर (कोई अन्य मोड स्वीकार्य नहीं है)
3	अनुबंध की अवधि	अनुबंध प्रारम्भ में एक वर्ष की अवधि के लिए होगा तथा संतोषजनक निष्पादन के अधीन समान दर, नियम एवं शर्तों पर इसे एक वर्ष की अवधि के लिए बढ़ाया जा सकेगा।
4	अनुमानित लागत	लगभग ₹3,09,000 (तीन लाख नौ हज़ार) प्रति वर्ष
5	ऑनलाइन निविदा प्रस्तुति	GeM के अनुसार
6	बोली-पूर्व बैठक.	GeM के अनुसार
7	निविदा प्रस्तुत करने की ऑनलाइन समाप्ति	GeM के अनुसार

सभी बोलीदाताओं से अनुरोध है कि वे GeM पोर्टल पर GeM बोली संख्या **GEM/2026/_____** द्वारा प्रकाशित और ESIC/RO गुजरात वेबसाइट पर उपलब्ध विज्ञापन को ध्यानपूर्वक देखें और निर्धारित समय के अनुसार GeM पोर्टल में दिए गए निर्देश के अनुसार जमा करें। CAG-सूचीबद्ध CA फर्म सेवाएं के संबंध में किसी भी प्रश्न के लिए कार्यालय समय के दौरान सामान्य शाखा से संपर्क करें या general-gj@esic.gov.in पर मेल करें।

क्षेत्रीय निदेशक
कर्मचारी राज्य बीमा निगम

Signature of Bidder with stamp

કર્મચારી રાજ્ય વીમા નિગમ
(શ્રમ અને રોજગાર મંત્રાલય, ભારત સરકાર)
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
क.रा.बी.नि.
ESIC
सत्यमेव जयते
પ્રાદેશિક કચેરી / क्षेत्रीय कार्यालय / Regional Office
પંચદીપ ભવન, આશ્રમ માર્ગ, અમદાવાદ – 380014, ગુજરાત
पंचदीप भवन, आश्रम मार्ग, अहमदाबाद – 380014, गुजरात
Panchdeep Bhavan, Ashram Road, Ahmedabad -14, Gujarat
Phone: 079-27582400/450, E-mail: rd-gujrat@esic.nic.in
Website: www.esic.nic.in / www.esic.in

No. 37-D/30/12/CA-Hiring/2024-Genl **Date:-**

Notice inviting e-tender/Expression of Interest (EOI) on GeM portal for Hiring of CAG Empanelled CA Firm at Field Accounting units ESI Corporation, Regional Office, Ahmedabad.

The Regional Director, ESI Corporation, Regional Office, Ahmedabad, hereby invites online tenders through the **GeM Portal** under the **"Two-Bid System"** (Technical Bid and Financial Bid) from interested and eligible bidders, including Government/PSU Organizations and Private Entities, for the hiring of CAG Emplanelled CA Firm at Field Accounting units ESI Corporation, Regional Office, Ahmedabad, as per the following details:

Sl. No.	Particulars	Details/Descriptions
1	E-Tender / EOI For	Hiring of CAG Emplanelled CA Firm at Field Accounting units
2	Portal	On GeM Portal (No other Mode is acceptable)
3	Period of Contract	The Contract shall be initially for a period of **One year** and may be extended for a further period of one year subject to the satisfactory performance, on the same rate, terms and conditions.
4	Estimated Cost	Approximately Rs. 3,09,000/- (Three Lakh Nine Thousand only) per year
5	Opening Date:	As per GeM
6	Pre Bid Meet Date:	As per GeM
7	Closing Date:	As per GeM

All Bidders are requested to refer the advertisement carefully which is published on GeM Portal vide GeM Bid No **GEM/2026/B/_____**(also available on ESIC/RO Gujarat website) and submit as per the given instruction and time schedule in GeM Portal. For any query regarding CAG Empanelled CA Services may contact General Branch during office hours or mail on general-gj@esic.gov.in.

REGIONAL DIRECTOR
Employees' State Insurance Corporation

Signature of Bidder with stamp

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 ESI Act is applicable to all non-seasonal factories and establishments as per notification of appropriate Governments. The ESI Act, 1948 applies to factories/establishment employing 10 or more persons. The employees of registered factories and establishments drawing wages up to Rs. 21000/- per month (Rs. 25,000/- for Persons with Disability) are covered under the Act.

Instructions for Online Bid Submission on GeM Portal

1. **GeM Registration**: All bidders/contractors must have a valid **GeM registration** to be eligible to participate in the bid.
2. **Timely Login**: Bidders are advised to log into the portal well in advance of the bid submission deadline to ensure they have sufficient time to upload their bids. ESIC will not be held responsible for any delays caused by technical or other issues.
3. **Bid Submission**: Interested bidders are required to upload their bids along with **duly signed scanned copies** of bid documents along with all Annexures, undertaking, all relevant certificates, documents, etc., in support of both technical and financial bids on the **GeM Portal**. Tender documents can be viewed and downloaded from the official website: https://gem.gov.in/.
4. Except above, no other mode of submission of the tender/bid will be accepted.
5. All Bidders are requested to read all the terms & conditions of the bid properly. if any queries relating to the tender document and the terms and conditions contained therein please attend Pre-Bid Meeting as per given schedule on GeM portal.
6. Any queries relating to the process of online bid submission or queries relating to GeM Portal in general may be directed to contact the 24 x 7 GeM Helpdesk.
7. Any corrigendum or amendments to this tender will be notified exclusively through the aforementioned portal.

Evaluation of Bid

1. The evaluation of the tender will be based solely on the online documents submitted by the bidders before the specified date and time in GeM Portal.

2. **Bid Opening**: Technical bids will be opened through the **GeM Portal**.

3. **Financial Bid Consideration**: Financial bids will only be considered for qualified bidders by the evaluation committee, followed by their recommendations.

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 till finalization of Accounts).

Even though Tender start after 01/10/2026 , empaneled firm has to complete assigned work of whole financial year 2026-2027 and payment will also be done for the same.

The Contract shall be initially for a period of **One year** and may be extended for a further period of one year subject to the satisfactory performance, on the same rate, terms and conditions.

Signature of Bidder with stamp

Location of Work:

Empanelled CA Firm has to provide services at **ESIC Regional Office, Ahram Road, Ahmedabad, Gujarat** .

Eligibility Criteria for Empanelment of CA Firm

1. Applicant firm should be handling similar works from at least last 5 years.

2. Applicant firm should be empanelled with CA&G and ESIC holds the rights to terminate the contract if CA firm or any of its partners/members get debarred and/or blacklisted by center/state government organisation, statutory Organisation or PSU.

3. Average annual turnover of firm for the last three years should be at least 50 lakhs.

4. Applicant firm and its partner should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any government/statutory Organisation or PSU.

5. Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws and did not face any such litigation before Hon'ble Court(s).

6. The Bidder must have registration in GeM Portal.

7. The Bidder must have successfully executed / completed at least:

One (1) similar work at least 80% of the estimated bid value
OR
Two (2) similar work each at least 50% of the estimated bid value
OR
Three (3) similar work each at least 40% of the estimated bid value

for similar service(s) in last three years (2023-24/2024-25/2025-26).

Detailed scope of work for Finance & Account Branch of Regional Office, ESIC, Ahmedabad

1. Assist in finalization of March (Provisional) 2025-26 Accounts and finalization of March (Final) 2025-26.

2. Scrutiny of Accounts for financial year 2025-26 keeping in view classification of income and expenditure including verification of accounting adjustments/rectification of errors, omission in books of accounts and clearing suspense entries. All effort should be made to ensure that:

a. The expenditures are 100% reconciled with the statements(R&P) of concerned unit.

b. There are no obvious errors in accounts like "Minus balances in receipt and expenditure. Such balances need to be examined in detail and rectification entry need to be passed before sending accounts to headquarters.

c. The accounts are free of all mathematical errors/mistakes.

d. Expenditures under all account's heads are tallied with respective subsidiary ledgers.

e. Any unusual increase/decrease/divergent trend in any head of expense is examined and rectified.

f. Classification of expenditure between hospital and medical education, Regional offices/Sub regional offices

Signature of Bidder with stamp

and DCBO is done correctly.

g. Classification of Prior period items is done properly.

h. Verification of physical verification of cash in hand and reconciliation with cash book should be done.

i. Verification of reconciliation of Bank Balance with Bank statement should be done.

j. Verification of reconciliation of all statutory dues (not limited to TDS. TDS on GST) should be done properly.

k. Verification reconciliation of security deposit, unclassified receipt, Pension payments, NPS, miscellaneous advances on monthly basis should be done properly.

l. Verification reconciliation of exchange account and suspense slip should be done properly.

m. Verification accounting of disposed assets along with profit/loss should be done properly.

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

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

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

6. Verification/vetting of physical verification of the closing inventories, Stores and consumables etc. as on 31st March 2025.

7. Assistance in preparation/verification of ESIC Budget of concerned unit.

8. Guidance and assistance on audit observations of ESIC.

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

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

a. Verification in case of asset disposal recording of depreciation, gain/loss booking, b Classification of Annual repair, maintenance and special repair maintenance.

c. Debt, Deposit reconciliation and advances receipts

d. Provision evaluation/calculation.

e. Inventory accounting

f. Super specialty treatment (SST) advances (if any),

g. Salary calculation, special reference to the people on deputation and hired on contractual basis for special services.

h. Verification of classification and payment with respect to instructions by ESIC for On- account payment, PIP etc. made to States.

i. Assistance and training (if required) to resources deployed in concerned unit.

Signature of Bidder with stamp

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

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

13. The detailed report(s) of visiting unit will be submitted in single hard copy to the Administrative Head and the Finance head of the unit. Further, the Administrative Head and the Finance head of the unit forward the said report with analysis/findings and recommendations (if any) to Financial Commissioner/Additional Commissioner, ESIC Hqrs. Soft Copy of report with analysis/findings and recommendations (if any) has also to be submitted in MS Excel/Word through email to ac-fin@esic.nic.in ESIC Hqrs may direct the Empanelled CA firm of field unit for any specific work or any detailed work report.

Detailed scope of work for Cash Branch of Regional Office, ESIC, Ahmedabad

A. Requirement of work from empaneled C.A. Firm, Filing of 24Q, filing 26Q, Revised Return charges, Form 16/Form 16A, Data entry charges, Govt. Fees (NSDL filing fees), filing of GST Returns (Monthly GSTR-7), Compliance of notice with GST & Income Tax Dept. :

Nature of Services
Filing of 24 Q
Filing of 26Q
Revised Return charges
Form 16/ Form 16A
Data entry charges
Government Fees (NSDL filing fees) Actual as per receipt
Filing of GST

B. Data should be collected from ESIC Regional Office, Ashram Road, Ahmedabad in such a manner that there is no delay in filing/submission of return to income Tax Department & GST Department.

C. Monthly/Quarterly uploading or submission of data should be completed within prescribed time limit. In case any error on the part of Agency, this office will not bear the expenditure for revised statement.

D. Vendor have to provide guidance/opinion and active help in resolving any query raised by Income tax department or GST department pertaining to contract period not covered by Agreement with present vendor. The vendor shall help in resolving issue with Income tax Department or GST Department and any other claim raised by vendor for this work shall be decided mutually and the decision of The Competent Authority of Regional office, Ahmedabad, Gujarat shall be final.

E. Vendor shall represent ESIC Regional office, Ahmedabad, Gujarat before Income Tax or GST Department as and when required.

F. Vendor shall help in all work pertaining to Income tax/GST not expressly mentioned in this letter.

Signature of Bidder with stamp

Standard Terms & Conditions for the service for agreement :-

Generic standard terms and conditions for the service are as under –

1. The persons deployed shall, during the course of their work, will have access to the classified documents, which they are not supposed to divulge to any third party(s), and shall maintain confidentiality. Any breach of this confidentiality obligation shall make the service provider liable for penal action under the applicable laws besides action for breach of contract.

2. The service provider shall provide a suitable resource well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.

3. In case, service provider finds any serious financial irregularity (es) and points relating to grave deficiencies, then the same is required to be communicated to competent authority/officers of the ESIC immediately without waiting for the time of submission of the report.

4. All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the ESIC.

5. Even though Tender start after 01/10/2026 , empanelled firm has to complete assigned work of whole financial year 2026-2027 and payment will also be done for the same.

6. In case non satisfactory services, The Competent Authority Regional office Ahmedabad, Gujarat reserve the right to terminate contract after giving one week notice.

7. Bills shall be submitted in triplicate along with all the relevant documents.

8. Bills shall be preferred for payments after satisfactory service.

9. Payment shall be made through RTGS/NEFT or ECS in designated Bank Account of vendor.

10. In case of any dispute, the decision of the Competent Authority, Regional Office Ahmedabad, Gujarat will be final and has to be afforded by vendor.

11. The rate will be applicable for all transaction which will take place during the period commencing from **01/04/2026** to **31/03/2027**.

12. Monthly remuneration may be paid to the empanelled agency in accordance with the visits paid by the CA as per the bill raised by the empanelled agency and visits acknowledge by units in respect of work assigned and performed as defined in scope of work subject to the satisfaction of work and report submitted by empanelled CA firm. All mandatory deductions like Taxes/TDS as applicable shall be done as per statuary provisions. The empanelled Chartered Accountant Firm shall be entirely responsible for all taxes, duties, fees, levies etc., incurred relating to the delivery of the services. ESIC reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the ESIC will be the final and binding in this regard.

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

Signature of Bidder with stamp

1% per week of the total billing amount limited to 10% of fee may be levied.

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

Estimated cost for Finance & Account Branch

All the activities defined in scope of work mentioned above may require deploying sufficient number of CA for said work from time to time.

For A classified city (Ahmedabad, Gujarat) CA: 18000/- per day.

Classified cities A,B &C	**CA (Per day)**	**Visits in F.Y**	**Total Cost for a F.Y.**
City A (Ahmedabad)	Rs. 18000	12	18000*12 = Rs. 2,16,000/-

Estimated cost for Cash Branch

All the prescribe rates are as mentioned below:-

Nature of Services	**Fees Monthly/Quarterly/P.A.** Excluding GST & Govt. Filing charges	**Qty.**	**Annually Total Amount**
Filing of 24 Q	Rs. 2000/- per return	04	8000
Filing of 26Q	Rs. 2000/- per return	04	8000
Revised Return charges	Rs. 750/- Per return	10	7500
Form 16/ Form 16A	Rs. 25/- each form	Staff -400, Third Party-160	14000
Data entry charges	Rs. 01/- per entry	24Q-15000 26Q- 2500	17500
Government Fees (NSDL filing fees)	Actual as per receipt	08	2000
Filing of GST Returns (monthly GSTR-7) etc.	Rs. 3000/- per return	12	36000
		Grand Total	**Rs. 93000/-**

Total Estimated cost for Finance & Account Branch and Cash Branch = Rs. 3,09,000/-

Signature of Bidder with stamp

Check list of documents to be uploaded with the Bid

Sl. No.	Terms and conditions of GeM Bid	Documents required		Yes/No
1.	Signed Bid Document	All pages of tender document in GeM must be singed.		
2.	C&AG Empanelled CA (2026-2027) Certificate	Document of C&AG Empanelled CA (2026-2027) Certificate		
3.	Unconditional Acceptance of all Terms and Conditions as per **Annexure "A"**	Declaration as per Annexure "A" with seal and signature of authorized person .		
4.	Declaration regarding any professional misconduct under the CA Act, 1949.	Document of declaration regarding any professional misconduct under the CA Act, 1949. (**Annexure "B"**)		
5.	Declaration regarding any investigation by tax authority for violation of tax laws and hon'ble Court(s).	Document of declaration regarding any investigation by tax authority for violation of tax laws and hon'ble Court(s). (**Annexure "C"**)		
6.	Bidder's Profile.	Declaration as per **Annexure "D"** with seal and signature of authorized person .		
7.	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. (**at least 50 lakhs**)	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.	2023-24	
			2024-25	
			2025-26	
8.	05 Years of Last Experience required(If applicable) The bidder must have experience for 05 years (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization/PSU/Public Listed Company.	The bidder must have experience for 05 years (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization/PSU/Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.	2021-22	
			2022-23	
			2023-24	
			2024-25	
			2025-26	

Signature of Bidder with stamp

9.	Past Experience of Similar Services(If applicable)	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 to40% (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. for similar service(s) in last three years (2023-24/2024-25/2025-26).	
10.	Availability of office of Service Provider	Document of registration displaying the address of the unit in the state of Gujarat	
11.	Dedicated /toll Free Telephone No. forService Support	Bidder must provide Dedicated/ toll FreeTelephone No. for Service Support.	

Signature of Authorised Person :

Date : **Full Name :**

Place : **Company's Seal :**

Signature of Bidder with stamp

ANNEXURE - A

Unconditional Acceptance of all Terms and Conditions

(To be submitted on letter head of bidder with Sign and Stamp)

Subject: Acceptance of Terms & Conditions of Tender and related corrigendum.

I/We,_____, holding Membership No. / Firm Registration No. _____, do hereby solemnly declare and undertake as follows:

1. I/we hereby certify that I/ We have read and understood the entire terms and conditions of the tender document published on GeM Portal for the above work which shall form part of the contract agreement and I / we shall abide by the conditions / clauses / corrigendum contained therein.

2. I/We hereby unconditionally accept the tender conditions contained in the tender document in its entirety for the above works. Any conditions submitted by us stand automatically withdrawn.

3. It is clarified that after unconditionally accepting the tender conditions in their entirety, it is not permissible to put forth any remarks or conditions.

4. That our company/firm is not under liquidation, court receivership, or any similar legal proceedings.

5. That our company/firm is not bankrupt as on the date of submission of this bid.

6. That we are financially capable and legally competent to undertake and perform the obligations as required in the bidding process.

7. That, our company/firm, has not been indicted or found guilty of any criminal, fraudulent, or anti-competitive activities by any authority.

8. That, our firm has not been blacklisted or debarred at present or during last 5years (i.e. from 01.04.2021 onward) by any Government Department/Govt. Organisation, Autonomous Body, PSU, Local Body.

9. That, there is no vigilance/CBI case pending against the firm.

I/We further undertake that the information furnished above is true, complete, and correct to the best of my/our knowledge and belief. If any declaration made herein is found to be false, incorrect, or misleading, or if any material fact has been concealed, the Procuring Entity shall be at liberty to reject our bid, cancel the award of contract (if awarded), and take any other action as deemed appropriate under the applicable rules and conditions of the bid.

Signature of Authorized person
Date **Name & Designation:**
Place **Bidders seal:**

Signature of Bidder with stamp

ANNEXURE - B

Declaration regarding any professional misconduct under the CA Act, 1949
(To be submitted on letter head of bidder with Sign and Stamp)

Sub: Declaration regarding any professional misconduct under the CA Act, 1949. I/We hereby undertake :

I/We,_____, holding Membership No. / Firm Registration No. _____, do hereby solemnly declare and undertake as follows:

1. That I/We are registered as Chartered Accountants in practice/service with the Institute of Chartered Accountants of India (ICAI).

2. That I/We have not been held guilty of any professional or other misconduct under the First or Second Schedule of the Chartered Accountants Act, 1949, or any other rules/regulations framed thereunder.

3. That my/our membership is in active status and I/we possess a valid Certificate of Practice.

4. That there are no ongoing disciplinary proceedings, inquiries, or debarment orders issued by ICAI, the Disciplinary Directorate, or any other competent authority against me/us.

5. That I/We undertake to immediately notify _____ in the event that any disciplinary action or finding of professional misconduct is initiated or established by ICAI in the future.

Signature of Authorized person

Date: **Name & Designation:**
Place: **Bidders seal:**

Signature of Bidder with stamp

ANNEXURE - C

Declaration regarding any investigation by tax authority for violation of tax laws and hon'ble Court(s).
(To be submitted on letter head of bidder with Sign and Stamp)

Sub: Declaration regarding any investigation by tax authority for violation of tax laws and hon'ble Court(s).

I/We, _____, Partner/Authorized Signatory of M/s _____, hereby solemnly declare and undertake that:

1. Our firm is **not under investigation, prosecution, or adjudication** by the Income Tax Department, GST Authorities, or any other Central/State Tax Authority for violation of any tax laws as on the date of submission of this bid.

2. No criminal case involving fraud, corruption, tax evasion, financial irregularity, or professional misconduct is pending against the firm or any of its partners before any Court of Law in India. In case any such matter is pending, the details thereof have been fully disclosed to the Procuring Entity.

3. Neither the firm nor any of its partners has been convicted by any Court of Law for offences relating to financial fraud, tax evasion, corruption, or professional misconduct.

4. I/We further undertake that the information furnished above is true, complete, and correct to the best of my/our knowledge and belief. If any declaration made herein is found to be false, incorrect, or misleading, or if any material fact has been concealed, the Procuring Entity shall be at liberty to reject our bid, cancel the award of contract (if awarded), and take any other action as deemed appropriate under the applicable rules and conditions of the bid.

Signature of Authorized person

Date: **Name & Designation:**
Place: **Bidders seal:**

Signature of Bidder with stamp

ANNEXURE - D

BIDDER'S PROFILE

(To be printed on the letterhead of the bidder and submitted as part of the Technical Bid)

Sr. No	Description	Details
1	Name of Tendering Company/Firm/Esst./Individual Ownership.	
2	Name of Owner / Partners/ Directors	
3	Name of the authorized person with Contact No.	
4	Full Postal Address	
5	Local Address of Ahmedabad	
6	Telephone No. & Email ID of Firm/ Company	
7	Bank Details :	
a)	Account Holder Name	
b)	Bank Name with Branch	
c)	Account type	
d)	Account No.	
e)	IFSC Code No.	
8	GST Registration No. & Name of Company/Firm/Esst./Individual Ownership	
9	PAN No. & Name of Company/Firm/Esst./Individual Ownership	

Signature of Authorized person

Date: **Name & Designation:**

Place: **Bidders seal:**

Signature of Bidder with stamp

Item Number	Description of Service	Unit	Estimated Quantity	Estimated Unit Rate	Bidder's Quoted Unit Rate	Total Quoted Amount
1	Charted Accountant for Finance and Accounts Branch	Per Day	12	18000		
2	Filing of Form 24Q	Per Return	4	2000		
3	Filing of Form 26Q	Per Return	4	2000		
4	Revised TDS Return	Per Return	10	750		
5	Form 16 and Form 16A Generation	Per Return	560	25		
6	Data Entry Charges	Per Return	17500	1		
7	Government Filing Fees NSDL	Per Return	8	250		
8	Filing of GST Returns GSTR-7 etc	Per Return	12	3000		
					Grand Total	