



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/4873124  
Dated/दिनांक : 01-05-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	13-05-2024 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	13-05-2024 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Labour And Employment
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Employees State Insurance Corporation (esic)
Office Name/कार्यालय का नाम	Sro Jalandhar
Item Category/मद केटेगरी	Financial Advisory Services - Offsite; Tax Advisory
Contract Period/अनुबंध अवधि	1 Year(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	22000

**Bid Details/बिड विवरण**

<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
-------------------	----

**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
-------------------	----

**Splitting/विभाजन**

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

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
-------------------------------	-----

**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
-------------------------------------------	-----

1. 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 / 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.

2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[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.

3. 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.

4. 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.

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

**Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:**At least 3 years experience of similar services.

**Scope of work to be uploaded by buyer:**[1713507941.pdf](https://www.psc.gov.in/1713507941.pdf)

**Financial Advisory Services - Offsite; Tax Advisory ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns , Advance Tax Computation , Tax Litigation Strategy , Support for Tax Assessment , Negotiations Support , tax matters
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Indian Accounting Standards (Ind AS)
Total Experience of Professionals / Resources (In years)	3 - 5 Years
<b>Addon(s)/एडऑन</b>	
Post Financial Advisory Support	NA

## Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Kumar Vicky	144001,Sub Regional Office, ESI Corporation, Inside ESI Hospital Complex, S.U.S. Nagar	1	N/A

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

#### 1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

#### 2. 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.

#### 3. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

#### 4. Service & Support

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

### Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.

3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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।

**---Thank You/धन्यवाद---**



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



उप क्षेत्रीय कार्यालय  
ई.एस.आई. अस्पताल परिसर, शाहीद उधम सिंह नगर, जालंधर-144001  
SUB REGIONAL OFFICE  
ESI HOSPITAL COMPLEX, S.U.S. NAGAR, JALANDHAR-144001  
फोन: 0181-2233222 ई-मेल: { sro-jalandhar@esic.nic.in }  
वेबसाइट: {http://www.esic.nic.in}

GeM के माध्यम से ई-निविदा/E-Tender through GeM

**विषय: ईएसआईसी, उप क्षेत्रीय कार्यालय, जालंधर में GeM एजेंसियों के माध्यम से चार्टर्ड अकाउंटेंट की नियुक्ति.**  
**Sub: Engagement of Chartered Accountant through GeM Agencies at ESIC, Sub Regional Office, Jalandhar.**

उप निदेशक (प्रभारी), उप क्षेत्रीय कार्यालय, ई.एस.आई.सी. जालंधर उप क्षेत्रीय कार्यालय, ई.एस.आई.सी. में जालंधर में उपलब्ध/आसीन चार्टर्ड अकाउंटेंट की सेवाओं के लिए जीईएम के माध्यम से 01 वर्ष की अवधि के लिए बोलियां आमंत्रित करता है और जिसे समान नियमों और शर्तों और दरों पर अगले एक वर्ष के लिए बढ़ाया जा सकता है।

Deputy Director (I/c), Sub Regional Office, E.S.I.C. Jalandhar invites bids through GeM for hiring of Chartered Accountant at Sub Regional Office, E.S.I.C. Jalandhar for a period of 01 Year and extendable for another one year on same terms and conditions and rates.

Detail of Requirement	Location	Earnest Money Deposit	Last date and time for receiving tender Bid	Technical bid opening date and time.
Chartered Accountant-01	Sub Regional Office, E.S.I.C. Jalandhar	As per GeM Bid Document	As per GeM Bid Document	As per GeM Bid Document

निविदा प्रकाशन की तिथि/ Tender Publish Date: - As per Gem bid documents  
निविदा प्राप्ति की अंतिम तिथि /Last Date for receiving tender: - As per GeM Bid Document  
निविदा खोलने की तिथि/ Tender opening date:- As per GeM Bid Document

इच्छुक बोलीदाता GeM पर निर्दिष्ट अंतिम तिथि तक या उससे पहले अपनी बोली के समर्थन में आवश्यक दस्तावेजों, प्रमाणपत्रों आदि की विधिवत हस्ताक्षरित स्कैन प्रतियों के साथ [www.gem.gov.in](http://www.gem.gov.in) पर बोली जमा कर सकते हैं। तकनीकी बोलियाँ उप क्षेत्रीय कार्यालय, ई.एस.आई.सी., जालंधर में GeM पर निर्दिष्ट तिथि पर ऑनलाइन खोली जाएगी।

The interested bidders may submit the bid at [www.gem.gov.in](http://www.gem.gov.in) along with duly signed scanned copies of required documents, certificates etc. in support of their bid on or before last date specified on GeM. The technical bids will be opened online on date specified on GeM at Sub Regional Office, E.S.I.C. Jalandhar

यदि आवेदक द्वारा दी गई कोई भी जानकारी किसी भी स्तर पर झूठी पाई जाती है, तो बोली तुरंत रद्द कर दी जाएगी और बयाना राशि जब्त कर ली जाएगी। आवेदक को बोली प्रक्रिया से वंचित किया जा सकता है। केवल सभी प्रकार से पूर्ण बोलियों पर ही मूल्यांकन के लिए विचार किया जाएगा।

If any information furnished by the applicant is found to be false at any stage, the bid shall be cancelled forthwith and earnest money will be forfeited. The applicant shall be liable to be debarred from bid process. Only bids complete in all respect will be considered for evaluation.

बोली के लिए कोई भी शुद्धिपत्र केवल [GeM/www.esic.gov.in](http://www.esic.gov.in) के माध्यम से सूचित किया जाएगा। उप क्षेत्रीय कार्यालय, ई.एस.आई.सी. जालंधर, बिना कोई कारण बताए किसी भी या सभी बोलियों को अस्वीकार करने का अधिकार सुरक्षित रखता है।

Any corrigendum to the bid will be notified through [GeM/www.esic.gov.in](http://www.esic.gov.in) only. Sub Regional Office, E.S.I.C. Jalandhar, reserves the right to reject any or all bids without assigning any reason.

दिनांक/Date

उप निदेशक (प्रभारी)  
Deputy Director(I/c)

## **BID NOTICE (THROUGH GeM) FOR ENGAGEMENT OF CHARTERED ACCOUNTANT**

Bid has been invited on GeM under two bid system (Technical & Financial bid) for engagement of one Chartered Accountant for Sub Regional Office, E.S.I.C. Jalandhar. The contract is for a period of 01 years extendable for another one year on same terms and conditions and rates on the basis of satisfactory work performance on mutual agreement.

### A. Instructions for Bidders.

1. The bid documents are available on website [www.esic.gov.in](http://www.esic.gov.in) and on [gem.gov.in](http://gem.gov.in). Bidders are advised to follow the instructions provided in the bid documents for submission of online bid at GeM Portal only.

### Bids must be submitted through GeM only.

1. Incomplete bids are liable for rejection. ESIC reserves the right to reject any bid without assigning any reason.
2. The successful bidders will have to deposit performance security of the estimated cost in ESI Fund A/c No.1, payable at Jalandhar which shall remain valid up to 15 months as per GeM bid.
3. While submitting the bid, the bidder 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. All the documents shall be signed by the authorized signatory of the bidder. A certificate of authorisation to authorise the signatory to sign the bid document.
5. No interest shall be paid on the Earnest Money Deposit and the Performance Guarantee, deposited by the bidder.
6. ESIC reserves the right for accepting the whole or any part of the bid without assigning any reason to the bidder.
7. Rates quoted should be in Indian Currency and should be inclusive of all charges including service charges, GST etc. as applicable. Any ambiguous quote on this account shall render the bid liable to be rejected. Bid not complete in all respect are liable to be rejected.
8. The competent Authority reserves the right to withdraw/relax any of the terms and conditions laid down in this bid.
9. Bids shall remain valid up to 90 days after the date of bid opening prescribed by the ESIC (buyer); a bid valid for a shorter period would be liable to be rejected by the ESIC (buyer) as non-responsive.
10. The Bidder must at all times during the contract period comply with the applicable Labour laws, laws related to intellectual property rights and any other law related to the operation of the contract.
11. Any deviation in this regard may lead to termination of the contract.

## B. Qualifying/Eligibility criteria for bidder.

### Experience Details and Capability.

Check list of the documents for technical evaluation

S. No.	Document	
1.	Name, Address and Contact details (Mobile/Landline No.) of the Firm on the letter head	
2.	Experience Certificate (Annexure-I) from Government Organization/ Statutory Body/CPSE/SPSE/ for the specified financial years i.e. FY 2020-21, 2021-22 & 2022-23.	
3.	Copy of Certificate of practice issued by ICAI.	
4.	PAN Card issued by IT Department of the CA	
5.	Audited balance sheet/Audited Profit and loss account/ITR for last three years i.e., F.Y 2020-21,2021-22&2022-23.	
6.	GST registration certificate of the firm.	
7.	PAN NO. of the Firm/ Company/proprietorship	
8.	Registration Certificate of the firm/company/proprietorship	
9.	The bidder should not have been black listed by any Govt. Authority or public sector undertaking (undertaking need to be submitted) by the bidder.	
10.	Each and every page of the attached documents should be signed & stamped by authorized person.	



### **3. TERMS OF REFERENCE (TOR)-**

TASKS TO BE CARRIED OUT-- The empaneled CA will be required to work towards timely completion before the statutory dead line of following -

- a) Submission of Return certificates of TDS (Income Tax) as per procedure laid down in IT Act, 1961 for Sub Regional Office, E.S.I.C. Jalandhar employee.
- b) Submission of Return certificates of TDS (Goods and Services Tax) as per procedure laid down in GST Act, 2017.
- c) Preparation of Form 16 and 16A (Apart from Salary 24Q and 26Q)
- d) Preparation of monthly challans of TDS and TDS on GST.
- e) To process records of Income-Tax in respect of employees and Third parties of Sub Regional Office, E.S.I.C. Jalandhar.
- f) To filing and processing of records of TDS in respect of Third Parties. Quarterly and Yearly return to Income-Tax Department.
- g) Generation of GST challan on monthly basis.
- h) Submission and filing of monthly/quarterly/yearly returns to GST Department as per rules amended from time to time.
- i) Issuance of Form-16 (Part A & B) in respect of employees and Form 16-A of Third parties.
- j) To provide professional advice in financial matters, if required by Sub Regional Office, E.S.I.C., Jalandhar.
- k) Punching of data in Income Tax Software.
- l) Preparation of TDS return on salary and third-party payment (24Q & 26Q).
- m) Filing of Correction statement/ revised returns, if required.
- n) Addressing of all kinds of notices from NSDL/Income Tax department/GSTN.
- o) Scrutiny of Voluntary Income Tax (VIT) of employees.
- p) Any other work related to IT/GST as per requirement of the office.

#### 4. Contract Terms and Conditions

- i. Chartered Accountant shall visit before the Income Tax/ G.S.T. Authority if any notice or summon is received and shall submit suitable reply on behalf of Sub Regional Office, E.S.I.C. Jalandhar. Visit charges will be paid for any personal appearance in the office of Income Tax/G.S.T. etc in response to such notices subject to the approval of Competent Authority. Incidental charges, if any, will be reimbursed on production of receipts.
- ii. The contract is for one year and the same may be extended for another one-year on same terms & conditions and rates.
- iii. Engaged firm will arrange the visits of their representatives to this office at least on quarterly basis during office hours & beyond office hours as per requirement of the office after giving formal intimation in advance.
- iv. Firms shall provide full details of their representative with qualification/address etc. who will visit Sub Regional Office, E.S.I.C. Jalandhar for work.
- v. Firm shall send their representative with authorized I.D. Card.
- vi. No other charges will be paid separately except those quoted by the firm in the financial bid.
- vii. Representatives of firms shall be bound to maintain office decorum of Sub Regional Office, E.S.I.C. Jalandhar.
- viii. Firms shall be liable for any damage/loss of data.
- ix. Engaged firm will arrange for necessary software, free of cost for work assigned as per the scope of work.
- x. The Chartered accountant firm will not be 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 by any regulatory authority/court.
- xi. Confidentiality Clause- Engaged firms must ensure that No data pertaining to IT/GST of this office is leaked to any other firm/individual failing which the firm shall be blacklisted by ESIC.
- xii. Sub Regional Office, E.S.I.C. Jalandhar will not provide transport or accommodation to the employees of the firm in any condition. If the contractor re-fuses/denies the assignment, after award of work, all the required actions will be taken by Sub Regional Office, E.S.I.C. Jalandhar to safeguard its interest.
- xiii. Any dispute between both the parties will be settled by and Arbitrator by Deputy Director In-charge Sub Regional Office Jalandhar.
- xiv. Area of jurisdiction in case of any legal dispute shall be Jalandhar only.
- xv. The firm will raise the Bill for services quarterly to the Deputy Director In-charge, Sub Regional Office, Jalandhar monthly.

**Annexure-I (Format of Experience Certificate)**  
**(To be given in the official letterhead of the Department/Organization)**

This is to certify that M/S\_\_\_\_\_ has satisfactorily provided the services as the empaneled Chartered Accountant of our Department/Organization during the period from \_\_\_\_\_to\_\_\_\_\_.

Signature with Seal