



**EMPLOYEES' STATE INSURANCE CORPORATION  
HOSPITAL & MEDICAL COLLEGE, NH-3, NIT, FARIDABAD**

Tele: 0129-2413032

E-mail: [esih-nh3faridabad.hr@esic.in](mailto:esih-nh3faridabad.hr@esic.in)

No. 134/F/20/24/TDS Bills/2017-18/cash-Vol.II

Date: 16/09/2019

**Invitation of proposal for providing part time Chartered Accountant in ESIC Medical college  
and Hospital, NH-3, NIT, Faridabad**

Proposal is invited from the reputed/recognized institutions/companies for providing qualified Chartered Accountant on Part Time basis for imparting Tax Related work to this institute on following term and conditions.

1. The Chartered Accountant will be responsible to do the following work timely.

a. Preparation of TDS returns in Form 26Q(non-salary) and Form 24Q(Salary).
b. Validation of all the PAN and challans in order to ensure an error free TDS return.
c. Generation of Form 27A and submission of TDS returns as per the provisions of the Income Tax act, 1961.
d. Generating and sharing TDS certificates in Form 16A (non-salary) and Form 16 (salary) with ESIC, as per the provisions and within the timelines provided under the Income Tax Act, 1961.
e. Preparing and filing of correction statements of previous years.
f. Preparing and maintaining proper documentation/data in hard copy & soft copy in relation to the above.
g. Work related to filling the GST returns including preparation of data related to GST/TDS on 3 <sup>rd</sup> party Bills.
h. The Chartered Accountant or their representative shall visit at least for 10 days every month to prepare TDS/GST related data for summary/returns during working day of Hospital.

2. The institute/company will be responsible for providing qualified Chartered Accountant to ESIC Medical College and Hospital, Faridabad.
3. The Monthly/Quarterly remuneration will be made to the Chartered Accountant on no work no remuneration basis.
4. **Services of Chartered Accountant shall be initially for a period of one year and would be extendable for another one year on same term and conditions subject to satisfactory performance and mutual consent.**
5. Agency will be responsible to pay penalty raised by IT/GST department.

Interested institutions are requested to submit their proposal along with Bio-Data of Chartered Accountant to be provided to this Hospital as well as experience of the Institution in the relevant field latest by **25-09-2019** up to **12:00(Noon)**. Envelope containing proposal will clearly mention the "Proposal for Providing Chartered Accountant".

The interested Institutions may be asked to make a presentation of their plan in this regard before a committee constituted for this purpose. No fee/charges shall be paid for this presentation. This organization reserves the full right to terminate the engagement process at any stage without assigning any reason and without any prior notice.

The application form can be obtained from the office of the DDO/Dean ESIC Medical College and Hospital, Faridabad or can be downloaded from the website [www.esic.nic.in/medical-institution/8/haryana](http://www.esic.nic.in/medical-institution/8/haryana) and the application form fee of Rs. 100/- (Rupee One Hundred only) for each application should be paid in the form of Demand Draft of any nationalized Bank in name of ESIC Fund A/C no. 1 and payable at Faridabad/New Delhi.

21/9/19  
RAMPHAL LADWA  
A.D (Cash)

19.9.19

19/9/19

Dean 19/9





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**Application Form for the post of part time Chartered Accountant**

1	Name of the Institution/company/Firm	
2	Registration No. Of the Institute/company	
3	Date of formation of Institute/Company	
4	Experience of Institute in this field	
5	Detail of Staff	
6	Office Address	
7	Contact No.	
8	Email ID	
9	PAN no.	
10	GST no. , if applicable	

**Financial Bid**

Charges per quarter for TDS & GST	
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21/11/19  
(RAMPHAL LADWAL)  
AD (Cash)

2  
19.08.

19/11/19  
A

**Signature of Authorized Signatory**