

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	07-07-2025 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	07-07-2025 19:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (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	Sub Regional Office, Mangalore
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, AS PER BID DOCUMENT; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	10 Month(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
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
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
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

बिड विवरण/Bid Details	
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	7
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 बिड मूल्य /Estimated Bid Value	144000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / <b>Financial Document Indicating Price Breakup Required</b>	Yes
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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### लाभार्थी /Beneficiary :

Deputy Director  
Sub Regional Office, Mangalore, NA, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment  
(Jatin Meena)

## विभाजन/Splitting

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
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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. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to 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 the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
3. 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.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

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

**Number of Years of firm/company's existence as per ICAI certificate:**As per bid document

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:**As per bid document

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**As per bid document

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification**As per bid document

**Number of XX fulltime CA's required and YY professional audit staff**As per bid document

**Price Breakup Format for the bidders to upload for providing break-up of overall project cost:**[1751025619.pdf](#)

**Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, AS PER BID DOCUMENT; CAG Empaneled Audit Or CA Firm ( 1 )**

**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , AS PER BID DOCUMENT
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	AS PER BID DOCUMENT
Type of Industries/Functions	Statutory Social Security Organisation
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per Bid Document
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	NA

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**

**प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	JATIN MEENA	575003,ESIC, 1st Floor, City Point Building, Kodialbail, Mangaluru	1	N/A

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

### 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. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

## अस्वीकरण/**Disclaimer**

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.
15. 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.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. 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 catalogs 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 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.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

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 कार्यवाई 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---





ಕಾರ್ಮಿಕರ ರಾಜ್ಯವಿಮಾ ನಿಗಮ  
(ಕಾರ್ಮಿಕ ಮತ್ತು ಉದ್ಯೋಗ ಸಚಿವಾಲಯ, ಭಾರತ ಸರ್ಕಾರ)  
ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ವೀಮಾ ನಿಗಮ  
(ಶ್ರಮ एवं रोजगार मंत्रालय, भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



ಉಪ ಕ್ಷೇತ್ರೀಯ ಕಾರ್ಯಾಲಯ (Sub-Regional Office) / उप क्षेत्रीय कार्यालय (Mangalore)  
**SUB REGIONAL OFFICE (MANGALORE)**  
ಪ್ರಥಮ ತಲ, ಸಿಟಿ ಪಾಯಿಂಟ್ ಕೋಡಿಯಲಬೇಲ, ಮಂಗಲೂರು-575003  
1<sup>st</sup> Floor, City Point, Kodialbail, Mangaluru-575003  
Phone: 0824-2496716 / Email : dir-mangalore@esic.nic.in  
Website : www.esic.gov.in

77-ESIC-SRO-MAQ-GEN-CAG-EMPANELLED-CA-FIRM/Comp No: 1211744

Date: 27/06/2025

**GEM BID NOTICE INVITING E TENDER THROUGH GEM PORTAL FOR HIRING OF  
CAG EMPANELLED CA FIRM FOR ESIC SRO MANGALURU FOR ASSISTANCE IN  
THE PREPARATION OF FINANCIAL STATEMENTS**

Employees' State Insurance Corporation (ESIC), Sub Regional Office, Mangaluru invites online tender in GeM Portal in **two bid system i.e. Technical and Financial bid** from experienced and eligible firms/company who have executed similar nature of work as on 31.03.2024 in Government Ministries / Departments, Semi Government Organizations / PSU / Autonomous Body / Scheduled Banks for providing of CAG Empanelled CA firm for SRO Mangalore for assistance in the preparation of financial statements for FY 2025-26.

<b>Name of the work</b>	Hiring Of CAG Empanelled CA Firm for SRO Mangalore for assistance in the preparation of financial Statements for FY 2025-26.
<b>Estimated Bid Value</b>	Rs.1,44,000/-
<b>Average Annual Turnover</b>	Rs.5000000/- for last 3 years
<b>Period of work</b>	(01.08.2025 to 31.05.2026) (may be extended till finalization of Accounts)

The bidder has to submit the Tender through GeM portal only. The tender document can also be seen in GeM portal only. Interested bidders should fill the online forms and upload the technical & financial bids along with scanned copies of all relevant certificates, documents, etc. in this tender document, duly signed by authorized signatory with seal on the GeM portal.

Instructions, Schedule of tender, terms and conditions, Cost of device, Technical and Financial bid are mentioned at **Annexure 'A' to Annexure 'L'** of the tender document.

The Joint Director, ESI Corporation, Mangaluru does not pledge to accept lowest or any quotations and reserves the right for accepting the whole or any part of the quotation, portion, and quantity offered and the same shall be supplied at the rates quoted by the bidders. The rates shall be valid for the minimum period of 90 days from the date of opening of tender.

**Any amendment/corrigendum to this E-tender will be published on the website GEM Portal only and not in print media.** Bidders should regularly visit the websites to keep themselves updated.

✓  
27/6/25

**Date: 27.06.2025**  
**Place: Mangaluru**

*M*  
*27/6/25*  
**Joint Director**  
**ESIC SRO Mangaluru**

**Following Annexure is part of this tender document:**

Sl. No	Description	Annexure	Page No
1	Important Instructions for Bidders	Annexure-A	3
2	Schedule of E Tender	Annexure-B	4
3	Introduction, Terms & period of contract	Annexure-C	5
4	Eligibility Criteria for Empanelment of CA Firm	Annexure-D	6
5	Detailed Scope of Work	Annexure-E	7-9
6	Payment Terms, Penalties & Termination	Annexure-F	10
7	Standard Terms & conditions for service of agreement	Annexure-G	11-12
8	Instruction to Bidders	Annexure-H	13-14
9	Technical Bid	Annexure-I	15
10	Financial Bid	Annexure-J	16
11	Tender Declaration	Annexure-K	17
12	Undertaking	Annexure-L	18



**IMPORTANT INSTRUCTIONS FOR BIDDERS**

- Bidder should get registered in GeM Portal.
- Note– Bidders are requested to kindly mention the Bid Number/Tender ID in the subject while e-mailing any issue along with the contact details.
- For any Issues / clarifications relating to the published tender (s), kindly contact the respective Tender Inviting Authority (Joint Director, ESIC Sub Regional Office, Mangaluru).
- Technical Bid Form as in Annexure-D with declaration and Financial Bid form as in Annexure-E with declaration has to be uploaded with attested BID Document in GeM portal only.

Email ID: [dir-mangalore@esic.nic.in](mailto:dir-mangalore@esic.nic.in)  
Office Phone: 08242496716/08242496714



**SCHEDULE OF E-TENDER**

<b>Sl No</b>	<b>Description</b>	<b>Date &amp; Time</b>
1	Date & Time of issue of E Tender	27.06.2025
2	Last date & Time of receipt of E Tenders	07.07.2025
3	Date & Time of Opening of "Technical Bid"	As per GeM
4	Date & Time of Opening of "Financial Bid" of technically qualified bidders	As per GeM
5	Place of Opening the Tender	ESIC Sub Regional office, Mangaluru.
6	Bid Validity period	90 days from the date of opening of tender. Joint Director, ESIC SRO Mangaluru reserves the right to extend the validity period, if so required.

**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 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. ESIC is looking to engage C&AG Empanelled Chartered Accountant (CA) firms to assist in timely preparation/submission of financial statement including March (Provisional) and March Final, in order to ensure finalization of Accounts of the Corporation within timelines and correctness of the various entries carried out therein by various accounting units.

**Period of Contract**

The period of Contract of the Appointment of the selected bidder shall be for a period of (01.08.2025 to 31.05.2026) i.e. FY 2025-26(which may be extended till finalization of Accounts).



**ELIGIBILITY CRITERIA FOR EMPANELMENT OF CA FIRM**

1. Applicant firm should be handling similar works from at least last 5 years. The bidder must submit a copy of the work order/ satisfactory certificate/ experience certificate for the successful completion of the work in similar nature in (Central/State/Govt/PSU's) during the financial period 2023-24, 2022-23, 2021-22, 2020-21 and 2019-20. Should also submit the certificate regarding value of contract and duration of contract.
2. Applicant firm should be Empaneled with CA&G (Enclose documentary proof for same) 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 organization, statutory Organization 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 Organization or PSU. The bidder has to provide self-declaration in this regard.
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). The bidder has to provide self-declaration in this regard.
6. The bidder has to submit document proof for filing income tax returns attested by CA, GST returns, Average Annual turnover for the financial period 2023-24, 2022-23, 2021-22, 2020-21 and 2019-20.





**DETAILED SCOPE OF WORK**

1. Assist in finalization of March (Provisional) 2025-26 Accounts and finalization of March (Final) 2025-26 of ESIC SRO Mangaluru and its jurisdictional offices. Three branch office under the jurisdiction of this SRO are located at Mangalore, Baikampady and Udupi. The expenditure made in the branch offices are received by this SRO on daily basis.
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 and DCBO is done correctly.
  - g). Classification of Prior period items are 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 2026.

7. Assistance in preparation/verification of ESIC Budget of ESIC SRO Mangaluru.

8. Guidance and assistance on audit observations of ESIC SRO Mangaluru and its jurisdictional offices.

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 ESIC SRO Mangaluru.
11. Further, any other financial opinion/help/guidance/verification/vetting required/sought by Joint Director, Deputy Director (Fin.), Competent Authority of 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 ESIC SRO Mangaluru.

### **Report Submission**

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.



**Payment Terms**

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 statutory 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.


The service provider is expected to make at least one visit in a month to the SRO Mangalore at the time finalizing monthly accounts.

**Penalties**

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

**Termination of Contract**

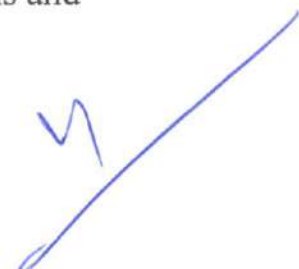
If service provider is found responsible for any leakage of information, lobbying, bribing etc., then ESIC have the right to terminate the contract and if required as per applicable law, action deemed fit may be initiated against the empanelled CA firm. Also, if cumulative penalties reach 10% of contract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





**Standard Terms & Conditions for the service for agreement**

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. Bidder financial standing: The bidder should not be under liquidation; court receivership or similar proceedings should not be bankrupt. Bidder need to upload undertaking to this effect with bid.
6. The Bidder shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
7. The Bidder shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
8. The Bidder shall/nor withstand the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ subcontractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.
9. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, Additional Terms & Conditions and Corrigendum if any.



10. 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 where the service has been executed.

(b) Certificate by client with contract value where services have been deployed/provided.

11. Service & Support - Escalation Matrix for Service Support: Bidder must provide Escalation Matrix of Telephone Numbers for Service Support.

12. Additional Requirement: Availability of Office of Service Provider: The office of the service provider is preferably located in the state of Consignee. Documentary Evidence to be submitted for office location.



**INSTRUCTIONS TO THE BIDDERS: -**

1. In addition to the instructions of GeM portal, other terms and conditions specific to this bid are also applicable. Tender must be submitted through GeM only. The bidders shall upload all the documents as per eligibility criteria. The bid received in physical mode shall not be accepted at all.
2. Any corrigendum to this tender will be notified through the GeM portal only and no newspaper advertisement shall be given.
3. The Bidder is directed to examine all instructions, eligibility criteria, forms, General terms and conditions and Special Terms and Conditions in the tender document. Failure to furnish complete information as required with reference to the tender document shall result in rejection of the bid.
4. The tender is a two-bid system and those who are qualified in the technical bid alone shall be eligible for the financial bid and the bidder qualified for the financial bid shall only be informed through Gem Portal.
5. Any attempt to negotiate directly or indirectly on the part of the Bidder with the competent authority to finally accept the Tender, or influence the acceptance of the tender by any means will result in his bid excluded from consideration.
6. Conditional tender, illegible and ambiguous tender, partially filled tender, incomplete tender and tender without enclosing the required necessary documents mentioned in this tender notification will summarily be rejected.
7. Canvassing in any form is strictly prohibited and the bidders who are involved in canvassing are liable to have their Tenders rejected out-rightly.
8. The bidder, at the bidder's own responsibility and risk, may visit at their own cost and examine the site of required services, its surroundings and obtain all information which is necessary for preparing the bid and entering into a contract for the services.
9. It requires that ESIC SRO Mangaluru as well as bidder observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, ESIC SRO Mangaluru will reject a proposal for award, if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. It will declare a firm ineligible either indefinitely or for a stated period of time for award of the ESIC SRO Mangaluru contract if, at any time it determines that the firm has engaged in corrupt or fraudulent practices in competing for or in executing an ESIC SRO Mangaluru contract.





10. The Joint Director, ESIC SRO Mangaluru reserves the right to accept or reject any bid without assigning any reason at any time at any stage of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders or of the grounds for action.

11. Clarification regarding this tender may be sought through email  
**dir-mangalore@esic.nic.in.**

12. Corrigendum/Clarification with respect to issue by the ESIC SRO Mangaluru shall be applicable to all bidders and it has to be complied by all bidders.

13. Bidder has to upload attested copy of all the pages of this tender document in full in the portal.





**TECHNICAL BID FOR HIRING OF CAG EMPANELLED CA FIRM FOR ESIC SRO MANGALURU**

<b>S.No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Firm/Company	
2	Full Postal Address	
3	Contact Number (Mobile & Office)	
4	Registered mail ID	
5	Bank Details (attach copy, passbook/cheque) of firm/company	
5.a	Bank Name	
5.b	Account Number	
5.c	IFSC Code	
5.d	Branch Name	
6	PAN Number (attach copy)	
7	GST Number (attach copy)	
8	Adhaar Number (attach copy)	
9	ICAI/ICWAI registration (attach copy)	
10	No. Of Qualified full time CA's	
11	Experience of the Firm/company	
12	Firm/Company Registration certificate (attach copy) (ICAI Copy)	
13	Firm/Company reviewed by ICAI	
14	Audit experience in (Govt/Central/State/PSU)	
15	Average annual turnover during last 3 FY ending 2023-24. (attach copy)	
16	Income Tax return during last 3 FY ending 2023-24 (Certified by CA)	
17	List of clients in Central/State/Govt/PSU's during last 5FY ending 2023-24 (Experience certificate and work order to be enclosed)	

Place:

Authorized Seal &amp; Signature

Date:

Full Name &amp; Designation:

**FINANCIAL BID FOR HIRING OF CAG EMPANELLED CA FIRM FOR  
ESIC SRO MANGALURU**

**Price BID Calculation sheet (PDF/EXCEL format only)**

S.No.	WORK	CHARGES per month (In Rupees)	Charges per year (In Rupees)
1	Total fees		
2	GST		
3	Total Amount inclusive of GST		
4	Total Amount in words		

- Please Quote the rate in financial bid only.
- The bidder shall not tamper with or modify the "Price Bid Calculation Sheet" (PDF/Excel Format). The quoted value should match the Grand Total in the uploaded PDF/Excel.
- In case of any discrepancies between the Grand Total (per year) in the "Price Bid Calculation Sheet" uploaded by the bidder and the amount quoted in the financial bid on the GeM portal, the bidder's bid shall be rejected.
- The bidder has to quote for all the expenses above. No other expenses in the name of travel, accommodation etc will be borne by this office.

**Total charges quoted for evaluation:**

Rs. (figures)

Rs. (words)

**DECLARATION**


I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the Company/Firm shall be blacklisted and shall not have any dealing with the Department in future.

Place:

Authorized Seal & Signature

Date:

Full Name & Designation:



**TENDER DECLARATION**

I/We,.....  
son/daughter of Shri.....  
Proprietor/Partner/Director/Authorized signatory of.....  
.....  
(Name of Firm/Agency/Company with address) sign this declaration and execute this tender document.

I have carefully read and understand all the terms and conditions of the tender and hereby convey my acceptance of the same.

This information /documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I am well aware of the fact that furnishing of any false information/fabricates document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Place:

Authorized Seal & Signature

Date:

Full Name & Designation:



**UNDERTAKING**

1. I/we the undersigned hereby declare and affirm that I have gone through the terms and conditions mentioned in the tender documents and undertake to comply with all terms and conditions.
2. The rates quoted by me are valid and binding upon me for the entire period of contract.
3. I/we, undertake to abide by all statutory liabilities and laws framed by Government.
4. That I/We authorize Competent Authority ESIC SRO Mangaluru to forfeit the security money/EMD deposited by me /us if any delay or failure to supply the CAG empanelled CA Firm to the satisfaction of the ESIC SRO Mangaluru authority, within the stipulated time or the items of desired quality.
5. That I/We will be in the position to provide contract as per the work explained to me to the satisfaction of the ESIC SRO Mangaluru authority.
6. That there is no police/criminal/vigilance/CBI case or court case pending against me /my firm debarring me /my firm it undertakes contract work/supply of items quoted. Further, the firm is not black listed by any Central /State /Govt /PSU /Organization /Institution.
7. I hereby undertake to carry out the work as has been explained to me to the satisfaction of the Competent Authority, ESIC SRO Mangaluru within stipulated period.
8. I/We have been informed that the Competent Authority, ESIC SRO Mangaluru has the right to accept or reject any or all the tenders without assigning any reason thereof.
9. I/We ready to sign the agreement with the ESIC SRO Mangaluru.

Place:

Authorized Seal & Signature

Date:

Full Name & Designation:

✓  
27/6/25