

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	25-07-2025 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	25-07-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	120 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Labour And Employment
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Employees State Insurance Corporation (esic)
कार्यालय का नाम/Office Name	Regional Office Kolkata
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
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)	6 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
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),Additional Doc 2 (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। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	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	216000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

(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 :

Assistant Director
 EMPLOYEES STATE INSURANCE CORPORATION GB- Block, Plot No- 06, Sector-3,ESI Corporation, Salt Lake, Kolkata
 - 700097.
 (Ajeet Neelam Bhengra)

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. 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.
2. 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.
3. 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.
4. 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.
5. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1752126351.pdf](#)

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
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
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Investigating fraud , Compliance with law & regulations , Bank Transactions , Compliance with contracts , Internal Control over Financial Reporting
Type of Industries/Functions	Operational & Administrative , Inventory & Store management , Receivables , Payables , Cash and Bank Balance , Human Resource & Payroll
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	Yes

अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Ajeet Neelam Bhengra	700097,Plot No. 6, G.b. Block, Salt Lake, Sector - III	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 12

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. **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.

3. **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.

4. **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.

5. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

6. **Service & Support**

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

7. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

8. **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.

9. **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.

10. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

ESIC FUND ACCOUNT NO 2 (A/C NO. 30064773553)

payable at

STATE BANK OF INDIA, ULTADANGA

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

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---



क.रा.वी.नि.
ESIC

कर्मचारी राज्य बीमा निगम
श्रीम. एवं राज्य शासन मंत्रालय, भारत सरकार
कर्मचारी राज्य बीमा निगम
(श्रीम एवं राज्य शासन मंत्रालय, भारत सरकार)
Employees' State Insurance
Corporation

(Ministry of Labour & Employment, Govt. of India)



सत्यमेव जयते

उप क्षेत्रीय कार्यालय, ब्यारकपुर
प्रॉट-6, जी बी ब्लॉक, सेक्टर-III, सोल्टलेक, कोलकाता-700097

उप क्षेत्रीय कार्यालय, बैरकपुर

प्रॉट-6, जी बी ब्लॉक, सेक्टर-III, सोल्टलेक, कोलकाता-700097

Sub Regional Office, Barrackpore

Plot-6, G. B. Block, Sector-III, Salt Lake, Kolkata-700097

Phone: 2335 1950, FAX 033-23351956

(ISO 9001:2015 Certified), Email - dir-bhpore@esic.nic.in

Website : www.esic.nic.in/www.esic.in

GeM BID NOTICE

NAME OF WORK: E-TENDER FOR HIRING OF CAG EMPANELLED CHARTERED ACCOUNTANT (CA) FIRM ON OUTSOURCED BASIS AT EMPLOYEES' STATE INSURANCE CORPORATION, SUB REGIONAL OFFICE, BARRACKPORE, GB -BLOCK, SALT LAKE, KOLKATA - 700097 FOR A PERIOD OF 1 (ONE) YEAR.

Last Date & time of submission	As per Bid Specifications uploaded on GeM Portal
Pre Bid Meeting Date & Time	As per GeM Portal
Date & time of Opening of Bid	As per Bid Specifications uploaded on GeM Portal
EMD Amount	As per Bid Specifications uploaded on GeM Portal
Estimated Bid Value	Rs. 2,16,000/- (Rupees Two Lakh Sixteen Thousand Only)

E-tenders (through GeM Portal) under two-bid system are invited for hiring of CAG empanelled CA firm at Employees' State Insurance Corporation (ESIC), Sub Regional Office, Barrackpore, Salt Lake for a period of 1 (One) year. However, Employees' State Insurance Corporation (ESIC), Sub Regional Office, Barrackpore, Salt Lake reserves the right to terminate the contract at any time without assigning any reason thereof by serving one-month notice.

The period of contract of the **Appointment of the selected bidder shall be for a period of 1 (One) year (which may be extended till finalization of Accounts) and hiring shall be done for every Financial Year till further orders from Headquarters Office, New Delhi.**

The interested bidders should upload duly filled signed Bid form and their bids along with duly signed scanned copies of all the relevant certificates, documents, etc. in support of their technical bids on the GeM Portal with in the stipulated date as mentioned in GeM Bid.

Tender document is available online at GeM portal.

A N BHENGRA

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. 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.

Terms of reference:

Guidelines/Instruction for empanelment of C&AG empanelled Chartered Accountant (CA) firm(s) for all field units to assist in timely preparation/submission of financial statement, 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 one year i.e. F.Y. 2025-26 (which may be extended till finalization of Accounts) and hiring shall be done for every Financial Year till further orders from Headquarters.

Location of Work:

Empanelled CA Firm has to provide services at client location i.e. Employees' State Insurance Corporation (ESIC), Sub Regional Office, Barrackpore, Plot No. – 6, GB Block, Sector – III, Salt Lake, Pin - 700097.

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 Centre/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).

Detailed scope of work:

1. Assist in finalization of March (Provisional) 2024-25 Accounts and finalization of March (Final) 2024-25.
2. Scrutiny of Accounts for financial year 2024-25 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 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.

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.

Report

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

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.

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 reaches 10% of contract value, competent authority may terminate the contract.

Standard Terms & Conditions for the service for agreement:

Given the varied scope for the finance work, some 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 (ies) 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.

Estimated cost

All the activities defined in scope of work mentioned above may require deploying sufficient number of CA for said work from time to time. Rates for classified cites A, B and C.

For 'A' classified cities: (CA)	For 'B' classified cities: (CA)	For 'C' classified cities: (CA)
18000/- per day	12000/- per day	8000/- per day

Detailed calculation for aforesaid units according to classified cities and no. of required visits for providing aforesaid services in each quarter.

Classified cities A, B & C	CA	Visits in F.Y.	Total Cost for a F.Y.
A	18000	12	18000X12 ————— 216000/-
B	12000	12	12000X12 ————— 144000/-
C	8000	12	8000X12 ————— 96000/-

Consolidated cost may be based on the number of visits required depending upon the size of the unit.

Annexure-I

TECHNICAL BID
FORM

NAME OF WORK: E-TENDER FOR HIRING OF CAG EMPANELLED CHARTERED ACCOUNTANT (CA) FIRM ON OUTSOURCED BASIS AT THE OFFICE OF ESIC SRO-BARRACKPORE, GB -BLOCK, SALT LAKE, KOL-97 FOR A PERIOD OF 1 (ONE) YEAR

Sl. No.	Description	Information
01	Name of the concern/Firm/Company	
02	Name of the Authorized Person submitting the Bid	Shri/ Smt. /Ms.
03	Designation of the authorized person submitting the bid	
04	Address of the Prop. Concern	
05	Contact Details i) Mobile No. (Office) ii) E-Mail ID (Office)	
06	Registration & incorporation particulars of the Prop./ Concern/ Firm/ Company i) Private Limited ii) Public Limited iii) Any Other- Please specify	
07	Name of the Prop/ Managing partners / Managing Director(s)	
08	Bidder's Bank, its Address IFSC and Current Acct Number	
09	Permanent Income Tax Number	
10	GST No.	
11	CAG Empanelled No.	
12	EMD Exemption required: YES/NO i) If yes, Category of Exemption ii) If No, Particulars of EMD	Demand Draft No. ../.....DateName of the Bank : Address of the Bank: Validity of DD :
13	Address of the Bidder in state of West Bengal (Documentary proof shall be uploaded)	
14	Mobile No. & E-mail ID of the bidder	

15	Description of Similar work in providing CAG Empanelled Chartered Accountant (CA) Firm during the last five financial years in Govt. Dept. / PSU :
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Description of Work Order executed	Actual value of work Order executed	Name of the Gov. Dept. / PSU	Start Date	End Date	Document evidence like satisfactory performance certificate from the client. upload (Y/N)

16	Details of Annual turnover & Net profit for the last 3 years: (to be certified by CA)
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Financial Year	Annual Turn Over	Net Profit
2023-2024		
2022-2023		
2021-2022		

18	Whether Police / Legal proceeding in Court pending against Proprietor / Firm / Company /Contract labour engaged by the Agency : YES / NO
19	Whether Agency is Black listed by any Central/ State Govt. / PSU during the last three years, if not attach self-certificate : YES / NO

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 ESIC , SRO- Barrackpore, KOLKATA, in future besides forfeiture of EMD. Also, I undertake to abide by the stipulations/conditions of the Tender in full.

Signature of Authorized Person

Date :

Full Name:

Place :

Owner /Company / Firm's Seal:

ANNEXURE -II

BID SUBMISSION FORM

(To be printed on Bidder's letterhead, signed, stamped, scanned and submitted
online through GeM Portal)

Date

LETTER OF BID

To
The Joint Director,
General Branch,
ESI Corporation,
GB- Block, Salt Lake-III,
Kolkata – 700 097.

Ref: Invitation for Bid document No_____dated _____

I / We, the undersigned, declare that:

1. I / We have gone through and read the entire terms and conditions, scope of services, penalty clause, procedure for submission of monthly bills along with the statutory and mandatory requirements/documents for the release of payments to Bidder of the Tender Document of ESIC Sub Regional Office, Barrackpore.
2. I / We have examined and have no reservations to the Bidding Documents.
3. I / We undertake that we possess valid empanelment with CAG and we will provide our qualified Resources to your office in conformity with the Bidding Document.
4. Our bid shall be valid for a period of 120 days from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. If our bid is accepted, we commit to submit a performance security in accordance with the Bidding Documents.
6. I / We also declare that Government of India or any other Government body has not declared us ineligible or black listed us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any other failure/lapses of serious nature.
7. I / We undertake, to enter into agreement as per the terms and conditions of the bidding document and bear all expenses including charges for stamps etc. and agreement will be binding on us.
8. I / We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.
9. In case any provision of the tender is found violated, I / We agree that the bid shall be liable to be rejected and ESIC SRO-Barrackpore, Kolkata shall without prejudice to any other right or remedy will be at liberty for forfeit the Earnest Money absolutely deposited by me / us along with the bid document and a Security Deposit absolutely deposited by me / us upon award of contract to me / us.

Yours sincerely,

Authorized Signatory

Full Name and Designation (To be printed on Bidder's letterhead)

ANNEXURE III

UNDERTAKING REGARDING NON-BACKLISTING/PROSECUTION OF THE FIRM
(To be submitted on the Letter Head of the Bidder/Tenderer)

Date:

TO WHOMSOEVER IT MAY CONCERN

I / We / Our organization, M/s_____

_____hereby
undertake and declare that neither me nor our Organization including our Partners / Shareholders / Directors were ever blacklisted / prosecuted by any government department / statutory body(ies) / Public Sector Undertakings in any State or by any Court of Law. I, the undersigned declare that my firm has not been convicted of an offence under the Prevention of Corruption Act, 1988.

We further undertake that our firm and its partner have never 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.

I, the undersigned also declare that no case is pending with the police / legal proceedings in court of law against the Proprietor / firm /partners or against the company / Agency and contract labour engaged by the contractor.

Signature of Authorized Person

Date :

Full Name:

Place :

Owner /Company / Firm's Seal:

ANNEXURE - IV

Checklist of documents (Signed stamped and scanned copies)

S.No	Document	Yes/No
1	Bid Documents signed and stamped	
2	Copies of ITR, Audited Balance Sheets, P&L Statements (FY 2023-24, 2022-23, 2021-22)	
3	Registration/incorporation Certificate	
4	EMD (If exempted, provide the copies of exemption certificates)	
5	GST Registration No	
6	CAG Empanelment Number	
7	Copy of PAN/TAN	
8	Copies of Experience certificates, Satisfactory completion certificate for five years _____	
9	Details of Annual turnover & Net profit for last 3 years (to be certified by CA)	
10	Technical Bid Form - Annexure I	
11	Bid Submission Form - Annexure II	
12	Undertaking - Annexure III	
13	Checklist— Annexure IV _____	
14	Proof regarding Local office (in the state of West Bengal preferably at Kolkata)	

Date:

Place

Signature of Authorized Person

Full Name:

Owner 's Company / Firm's Seal

