

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	04-08-2025 12:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	04-08-2025 12:30:00
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	Regional Office, Raipur, Chhattisgarh
वस्तु श्रेणी / Item Category	Financial Audit Services - As per ATC; 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)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
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	1250000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	25000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).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.

लभार्थी /Beneficiary :

Regional Director
Regional Office, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment, 107 Ram Nagar Road, Kota, Raipur (C.G.) 492010
(Regional Director)

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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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. 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.
8. 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

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Number of years of Registration with the Institute of Chartered Accounts of India above 05 Years:	10	5	View File
Number of years of Empanelment with the CAG : 01 mark for each completed year (Max 10)* (must attach documentary evidence which substantiates the claim). Maximum 10 years	10	5	View File
No. of Full Time FCAs over and above of minimum (i.e., 03) 02marks for each additional Full Time FCAs beyond 03 (must attach documentary evidence which substantiate the claim). Maximum 5 additional FCAs beyond minimum requirement of 03 FCAs.	10	5	View File
Average Annual Turnover during last three (03) financial years i.e., 2022-23, 2023-24 and 2024-25: (Must attach duly audited copy of CA as per Annexure - IV or its equivalent)	10	5	View File
Original Assignment awarded from the Financial Year started from 2019-20 for Preparation & Finalization of Annual Account, Internal Audit etc. in the relevant organization as mentioned in Section - I	20	10	View File
Number of ongoing Contracts (as on last date of submission of tender) for relevant services in the Central Government sector (as mentioned in Section - I): 02 Marks for each running contract. Maximum 10 ongoing contracts	20	10	View File
Presentation Before the Committee/ESIC Authority	20	10	View File

Total Minimum Qualifying Marks for Technical Score: 50

QCBS Weightage(Technical:Financial):70:30

Financial Audit Services - As Per ATC; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	As per ATC
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 ATC
Type of Industries/Functions	As per ATC
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 दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Kundan Kumar Jha	492010,E.S.I. Corporation, 107, Ramnagar Road, Kota	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. 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.

3. 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.

4. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

5. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [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. 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.

16. 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---

Tender Documentfor
Hiring of Chartered Accountant Firm
for Providing Works/Services
at ESIC RO Raipur
Through GeM Portal Only

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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.

Eligibility Criteria for Hiring Chartered Accountant Firm

1. Registration and Empanelment

The Chartered Accountant (CA) Firm must be registered with the Institute of Chartered Accountants of India (ICAI), possess a valid PAN and GST Registration, and be **empanelled with the Comptroller and Auditor General of India (C&AG) for PSU Audit for 2025-26**. The ESIC reserves the right to terminate the contract if the CA firm or any of its partners/members is debarred or blacklisted by any Central/State Government organization, statutory body, Constitutional Body or PSU.

2. Experience

The firm must be in operation for at least **Five (05) years** after registration and should have handled **at least three (03)** similar assignment (*in the areas of Preparation and Finalization of Annual Accounts, Internal Audit, etc., in Central Government Organization/ Central PSU / Autonomous Body or Statutory Body under the Central Government or a Constitutional Body*) during the last **Five (05) financial years (FY 2020-21 onwards)**.

Note: Documentary evidence must be attached.

3. Turnover

The firm must have an **average annual turnover of at least ₹50 lakhs** during the last three financial years (2022-23, 2023-24, and 2024-25). Audited/certified copies by another CA firm (not the bidding firm) must be submitted as per Annexure IV or equivalent.

4. Office Location

The firm must have a registered head or branch office located in **Raipur (Chhattisgarh)**. Appropriate documentary evidence must be submitted.

5. Personnel

The firm must have a minimum of **three full-time Fellow Chartered Accountants (FCA)** on its payroll. Details of the same must be attached.

6. Professional Conduct and Legal Compliance

- a. Neither the firm nor any of its partners should have been held guilty of professional misconduct under the Chartered Accountants Act, 1949 (as amended) in the past five years.
- b. Neither the firm nor any of its partners should have been penalized under any tax laws or be under investigation/enquiry for tax law violations or have faced such litigation in court.
- c. An affidavit (as per Annexure III) duly certified by a Notary, issued within 3 months of tender issue date, must be submitted, declaring non-blacklisting of the firm/agency.

7. Document Verification

- a. Bidders may be required to produce original documents for verification at any stage of the tender process.
- b. All documentary proofs must be listed on the company's letterhead, with references to relevant page numbers. Mere undertakings will not suffice.

8. Bid Security

The bidder must submit Earnest Money Deposit (EMD), as prescribed on GeM platform.

INSTRUCTIONS TO THE BIDDERS

1. Minimum Eligibility Criteria

1.1 Minimum Eligibility Criteria will be as per Section – I.

2. Scope Work/Services

2.1 Scope of work/services shall be as per Section – III.

3. EMD and Performance Security

3.1 Earnest Money Deposit (EMD) – The bidder has to submit EMD of the prescribed amount.

3.2 Performance Security – Successful bidder has to deposit a sum of equivalent to 3% of total annual contract value, in the form of Bank Guarantee/Demand Draft/FDR etc. in favour of ESIC. The performance security shall be released after two months beyond date of all contractual obligations, without any interest. No exemption is allowed to NSIC/MSME registered firm.

4. Cost of Bidding

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the ESIC will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

4.2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish any or all information sought by the bidding documents or submission of a bid not responsive to the bidding requirements in any respect will be at the Bidder's risk and may result in rejection of bid.

5. Language of Bid

5.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English language.

6. Period of Validity of Bids

6.1 Bids shall remain valid for 90 days from the date of opening of technical bid. A bid valid for a shorter period shall be rejected as non- responsive. In exceptional circumstances, ESIC may ask the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. A Bidder may refuse the request. If extension is given, a Bidder will not be permitted to modify the bid during the extended bid validity period.

7. Modifications and Withdrawal of Bids

7.1 No bid will be modified after submission of bids. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids. Tender Document for Hiring of Chartered Accountant Firm at ESIC

7.2 No bid will be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder in the bid form. Withdrawal of a bid during aforementioned interval may result in blacklisting of firm.

8. Right to accept or to reject any bid or all bids

8.1 ESIC reserves the right to accept or to reject any bid or all bids, and to annul the bidding process at any time prior to award of contract, without assigning any reasons thereof and ESIC shall not bear any monetary liability incurred to the affected Bidder(s). Decision of ESIC in this regard shall be final and binding to all.

9. Notification of Award

9.1 Prior to the expiry of the validity period of bid, ESIC shall notify the successful bidder in writing that their bid has been declared qualified and award letter is being issued. The Bidder has to give his acceptance within 05 (Five) days from the date of issue of award letter.

9.2 Before commencement of work, successful bidder has to execute an agreement on a Non Judicial Stamp paper of Rs. 100/- or above. Cost of the stamp paper will be borne by the bidder.

10. Period of Contract

10.1 The period of Contract of the Appointment of the selected bidder shall be for a period of one year i.e. FY 2025-26 *(or till the finalization of Accounts whichever is later with no escalation in prices)* which may be extended for further period of maximum two F.Y. (on yearly basis) upon satisfactory performance and recommendation of a duly constituted committee of the ESIC.

10.2 However, assigned contract may be terminated with a notice of 15 days without assigning any reasons thereof. Decision of the ESIC in this regard shall be final and binding. No correspondence in this regard shall be entertained.

10.3 Notwithstanding anything contained herein above, the ESIC reserves the right to discontinue the services of Chartered Accountant firm in the event their services are found unsatisfactory at any time during the contract period.

11. Termination of Contract

11.1 If the services of the firm are not found satisfactory or If service provider is found responsible for any leakage of information, lobbying, bribing etc., they may be issued (depending upon the discretion of the Regional Director) a written notice for improvement by the ESIC Authority. If satisfactory improvement is not found (within 01 week) after this notice, a final notice will be issued to the firm by the ESIC Authority to terminate the contract without prejudice to any rights or privileges accruing to either party prior to such termination. During the period of notice, both parties shall continue to discharge their duties and obligation. Also, if cumulative penalties reaches 10% of contract value, competent authority may terminate the contract.

11.2 The ESIC also reserves the right to terminate the contract by giving 15 days' notice to the agency without assigning any reasons thereof. Decision of the ESIC in this regard shall be final and binding.

11.3 The ESIC in any situation will not be under any obligation to pay compensation or make the payment for which services are not rendered.

12. Clarification of Bids

12.1 During evaluation of the bids, the ESIC may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing through GeM shall be sought, offered or permitted.

12.2 Any effort by a Bidder to influence the ESIC's authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

TERMS OF REFERENCE

1. Detailed Scope Of Work

The detailed scope of work involves various financial and accounting tasks, including assistance, scrutiny, verification, reconciliation, compliance, and reporting.

A. Account Preparation and Finalization:

- a. Assistance in the preparation of annual and monthly accounts as per the format prescribed by the ESIC Headquarters from time to time.
- b. Assist in the preparation of monthly accounts on the basis of ledgers.
- c. Preparation of March (Provisional) and March Final Accounts duly reconciled with vouchers.

B. Account Scrutiny, Verification, and Reconciliation:

- a. Scrutiny of Accounts for the financial year , keeping in view the classification of income and expenditure.
- b. Verification of accounting adjustments/rectification of errors, omission in books of accounts, including clearing suspense entries.
- c. All effort should be made to ensure that the expenditures are 100% reconciled with the statements of the concerned unit.
- d. Examining in detail and rectifying Minus balances in receipt and expenditure.
- e. Ensure the accounts are free of all mathematical errors/mistakes.
- f. Expenditures under all account's heads are tallied with respective subsidiary ledgers.
- g. Examining and rectifying any unusual increase/decrease/divergent trend in any head of expense.
- h. Verification of physical verification of cash in hand and reconciliation with cash book should be done.
- i. Reconciliation of bank accounts of Regional Office & Branch Offices. This also includes Verification of reconciliation of Bank Balance with Bank statement, preparation of bank reconciliation statement on a monthly basis, and reconciliation BRS.
- 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 a monthly basis should be done properly.
- l. Verification reconciliation of exchange account and suspense slip should be done properly.
- m. Debt, Deposit reconciliation and advances receipts require special emphasis on verification.
- n. Verification of liability created and discharged.

C. Classification:

- a. Keeping in view the classification of income and expenditure during account scrutiny.
- b. Correct classification of expenditure between hospital and medical education, Regional offices/Sub regional offices and DCBO.
- c. Proper classification of Prior period items.
- d. Classification of Annual repair, maintenance and special repair maintenance requires special emphasis.
- e. Verification of classification and payment with respect to instructions by ESIC for On-account payment, PIP etc. made to States requires special emphasis.

D. Provision Management:

- a. Checking of provisions for Permanent Disablement Benefit (PDB), Dependent Benefits, ESIC COVID-19 relief scheme, Employee Benefit Reserve Fund (EBRF) etc..
- b. Checking of provisions for Pension, Gratuity, Leave Encashment and Pensioners Medical Scheme (PMS), Liabilities.
- c. Provision evaluation/calculation requires special emphasis.

E. Fixed Assets Management:

- a. Verification/vetting of physical verification of Fixed Assets with Register of Fixed Asset.
- b. Physical verification of fixed assets on an annual basis and submission of its report.
- c. Preparation of itemized fixed assets schedule for the purpose of charging depreciation on a Straight Line Method basis for the current FY and other associated work.
- d. Calculation of Depreciation on fixed Assets.
- e. Verification accounting of disposed assets along with profit/loss should be done properly.
- f. Verification in case of asset disposal- recording of depreciation, gain/loss booking, requires special emphasis.
- g. Inventory accounting requires special emphasis.

F. Budget Assistance:

- a. Assistance in preparation/verification of the ESIC Budget of the concerned unit (RO & BOs).

G. Audit, Compliance, and Statutory Matters:

- a. Guidance and assistance on audit observations of ESIC.
- b. Liaisoning with C&AG and preparation of reply to their queries and paras.
- c. Internal Audit of Regional Office if called upon by the Regional Director.
- d. Preparation and filling of all statutory returns related to the current Financial Year.
- e. Preparation of draft reply of notices received from different statutory authorities during the current FY.

- f. Providing necessary suggestions on the applicability of any statutory amendments / changes notified by the Government time to time and its submission to statutory authorities.

H. Ledger Maintenance:

- a. Assist in maintaining party ledgers, other receipts & payment ledgers, Assets and Liability Ledgers.

I. Specific Transaction Verification/Accounting:

- a. Verification of Super specialty treatment (SST) advances (if any) requires special emphasis.
- b. Salary calculation, with special reference to the people on deputation and hired on contractual basis for special services, requires special emphasis on verification.

J. General Financial Opinion and Reports:

- a. Providing opinion on specific matters as and when required. This includes any other financial opinion/help/guidance/verification/vetting required/sought by the Financial Commissioner and Director General, ESIC in any matter.
- b. Any other financial report and compilation required by the financial division.

K. Assistance and Training:

- a. Assistance and training (if required) to resources deployed in the concerned unit (RO & BOs)

L. Scope Flexibility:

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

2. Essential Terms & Conditions for Completion of the Contract

- A. The firm has to depute at least 01 (one) qualified Article, having adequate experience of handling the aforesaid jobs and would be responsible for timely completion of the jobs and would be required to visit the Regional Office/Branch Office as and when required and called upon.
- B. The ESIC shall provide working space and other support (*during visit to the office*) to the selected Firm to perform their work/services. The ESIC will also provide all primary data to the firm for carrying out the jobs listed in the scope of work.
- C. 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.
- D. 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.
- E. All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the ESIC.

3. Payment Terms

- A. Monthly remuneration may be paid to the empanelled agency in accordance with the rate quoted for each visit paid by the qualified and competent human resources (CA) of the Firm as per the bill raised by the empanelled agency and the visits acknowledged by the Regional Office in respect of work assigned and performed as defined in scope of work subject to the satisfaction of work and report submitted by the empanelled CA firm. (format as of the Price Bid under Section VI)
- B. 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.
- C. 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.

4. Arbitration Clause

- A. In the event of any difference or dispute arising out of this contract, all efforts shall be made by the both Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award. The venue of arbitration, if any, shall be at Raipur (CG).
- B. However, the legal jurisdiction for all matters would be Raipur (CG) only.

5. Indeminty& Secrecy Clause

- A. The selected firm must indemnify ESIC, from all Legal, Financial, Statutory, Taxation, and other associated liabilities, related to the assigned work.
- B. The selected firm has to pay or compensate the ESIC for the losses, damages or liabilities incurred by the firm during the course of completion of assigned work.
- C. All information given to or made available to the selected C.A. firm by virtue of this tender, which is identified as proprietary or confidential information, will be safeguarded by the selected C.A. firm and shall not be disclosed to any individual or organization without the prior written approval of the ESIC.
- D. Any points that have not been specifically addressed/enumerated in this tender document or any points that need clarification at later stage, will be decided by the competent authority of ESIC and his decision in this regard shall be final and binding.

BID OPENING : EVALUATION PROCESS AND SELECTION CRITERIA

- A. Bid shall be evaluated based on the minimum eligibility criteria and supporting documents attached by the bidders. Bidders are advised to attach all supporting documents.
- B. The Bidders are required to fill the cells under column ‘C’ without which their bids may not be evaluated.
- C. **ONLY QUALIFIED BIDDERS** (as per minimum eligibility criteria) will be awarded a Technical Bid Score on the following parameters:

S. No.	Particulars (A)	Marks (B)	Supporting Documents are placed at page No. (C)
Part A			
1A	<p>Number of years of Registration with the Institute of Chartered Accounts of India above 05 Years: 01 mark for each completed years (<i>after 5 years</i>) of registration* (must attach documentary evidence which substantiate the claim). Maximum 10 years post the minimum requirement of 5 years registration.</p> <p><i>* A minimum of 10 months in a calendar year would be reckoned as one complete year for the above purpose.</i></p>	10 (Max)	
1B	<p>Number of years of Empanelment with the CAG : 01 mark for each completed year (Max 10)* (must attach documentary evidence which substantiates the claim). Maximum 10 years.</p> <p><i>* A minimum of 10 months in a calendar year would be reckoned as one complete year for the above purpose.</i></p>	10 (Max)	

	Certificate which substantiate claim.)		
5	Number of ongoing Contracts (as on last date of submission of tender) for relevant services in the Central Government sector (as mentioned in Section – I): 02 Marks for each running contract. Maximum 10 ongoing contracts. Must attach documentary evidence/work order which substantiate the claim.	20 (Max)	
	Total Part (A)	80 (Max)	
PART B			
1	Presentation Before the Committee/ESIC Authority [B] Topic: Company Profile; Experience of firm in relevant organization/area; Work Plan; and Availability of FCAs/ACAs; Details of task handled.	20 (Max)	-
	Grand Total [A+B] Technical Bid Score (TBS)	100 (Max)	

Note: Presentation: The bidders will be given 10 Minutes time to present themselves before the ESIC Authority/Committee on the given topics. The presentation should be precise and to the point and all the points/presentation, related to the job as specified in the tender document, should be completed in the prescribed time limit of 10 Minutes.

- D. Bidders who achieve minimum 70% of total marks allotted to Part A and Part B will be eligible for financial bid evaluation.**
- E. The financial bid, received through GeM portal only, will be evaluated through GeM Portal following QCBS (Qualify and Cost Based Selection) method.**
- F. Final Selection of Bidders: The bidders who achieve highest combined technical score and financial score (70% of Technical score + 30% of Financial score) will be awarded the work order for the purpose.**
- G. ESIC shall not be under any obligation to furnish any information/explanation to the unsuccessful bidders. ESIC shall correspond only with the successful bidder.**

2	No. of Full Time FCAs over and above of minimum (i.e., 03) 02marks for each additional Full Time FCAs beyond 03 (must attach documentary evidence which substantiate the claim). Maximum 5 additional FCAs beyond minimum requirement of 03 FCAs.	10 (Max)	
3	Average Annual Turnover during last three (03) financial years i.e., 2022-23, 2023-24 and 2024-25: (Must attach duly audited copy of CA as per Annexure – IV or its equivalent)	10 (Max)	
	Above Rs. 100 Lakh	10	
	Above Rs. 90 Lakh and upto 100 Lakh	9	
	Above Rs. 80 Lakh and upto 90 Lakh	8	
	Above Rs. 70 Lakh and upto 80 Lakh	7	
	Above Rs. 60 Lakh and upto 70 Lakh	6	
	Equal to or Above Rs. 50 Lakh and upto 60 Lakh	5	
4	Original Assignment awarded from the Financial Year started from 2019-20 for Preparation & Finalization of Annual Account, Internal Audit/Filling of Statutory Returns etc. in the relevant organization as mentioned in Section – I : 02 Marks for each Original awarded ASSIGNMENT for similar work during the Financial Year starting from 2020-21. Maximum 10 original assignments. Note: Extended Work Order shall not be treated as Original Assignment. (Must attach Satisfactory/Work Completion	20 (Max)	

Section – V

PROFORMA FOR FINANCIAL BID

[Please do not fill this format, this is for reference only]

S. No.	Payment Term	Unit	Professional Fees as quoted on GeM <i>(inclusive of all ancillary charges and statutory obligations)</i>
			Rupees (in Figure)
	<i>Per visit basis*</i>	<i>Lumpsum per visit</i>	

** There would be a requirement of at least one visit per month.*

Date :

Signature.....

SEAL:

Name and Designation.....

ANNEXURE- I**(Undertaking from Bidder on their Letter Head)****To****The Regional Director****ESIC RO Chhattisgarh****Raipur -492010****Subject: UndertakingfortheparticipationintheTenderRef. No.....**

Sir,

1. I/WeherebyagreetoabidebyalltermsandconditionslaiddownintheTender document.
2. This is to certify that I / We before signing this bid have read and fully understood all the terms and conditions/scope of work and all other instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/ We shall provide work/services, as mentioned in the said tender document, at ESIC, ifwork awarded.
4. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I/We hereby declare that I/We am/are not a relative of any of the employees of the National ESIC of Technology Patna. Nor do I/We have any relationship whatsoever with any of them.

Date:**Signature.....****SEAL:****NameandDesignation.....**

**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING FROM TAKING PART
IN GOVT./PSU /CAB TENDER**

**(To be executed on Non Judicial Stamp paper of Rs. 100/- or above and duly attested by a Public
Notary/Executive Magistrate)**

I/We Proprietor/Partner(s)/Director(s) of M/s _____ hereby declare that the firm/company namely M/s _____ has not been blacklisted or debarred and no Police Case or Vigilance enquiry is pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration. Our firm has not been blacklisted in the past by ESIC or any other Govt. body/agency and other similar institutions/Central Autonomous Bodies/ PSU/Statutory or Constitutional Body from taking part in such tenders.

Further, no Police Case or Vigilance enquiry pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration.

In case the above information found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by ESIC and EMD/SD shall be forfeited. In addition to the above, ESIC will not be responsible to pay the bills for any completed/partially completed work.

OR

I/We Proprietor/Partner(s)/Director(s) of M/s _____ hereby declare that the firm/company namely M/s _____ was blacklisted or debarred by ESIC or any other Govt. agency/body/ Central Autonomous Bodies/PSU/Statutory Body/Constitutional Body from taking part in Government- tenders for a period of _____ years w.e.f. _____. The period is over on _____ and now the firm/company is entitled to take part in Government tenders.

Further, no Police Case or Vigilance enquiry pending or have ever been punished by any Hon'ble Court. No dues towards any tax liabilities is pending as on the date of the declaration.

In case the above information found false, I/We are fully aware that the tender/ contract will be rejected/cancelled by ESIC and EMD/SD shall be forfeited. In addition to the above, ESIC will not be responsible to pay the bills for any completed/partially completed work.

Signature.....

Name.....

Address of the firm:.....

Date:.....

ANNEXURE- III**DetailsofCAFirm'sTurnover**

[tobesubmittedontheletterheadoftheCAFirm,otherthanbiddingC.A.firm and not bidding for the Tender]

Particular	Financialyear			Average
	2021-22	2022-23	2023-24	
AnnualTurnover				

Duly audited copy of C.A. **(other than bidding CA firm and not bidding for the Tender)** for Annual Turnover and Annual Income in the prescribed format or equivalent must be attached along withcopies of duly audited balance sheets.

DetailofauditingC.A.Firm

Date:

Signature.....

SEAL:

NameandDesignation.....