

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	19-09-2025 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	19-09-2025 17:30:00
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	South Zone
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Assistance in preparation of financial statement; 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)
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

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	144000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	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(%)	3.00
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 :**

Medical Superintendent

ESIC Model &amp; Super Speciality Hospital, Asramam, Kollam, Kerala - 691002

(Dr. Premlal K I)

**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.

6. 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 Buyer Added Bid Specific ATC

**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 Buyer Added Bid Specific ATC

**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 Buyer Added Bid Specific ATC

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:**As per Buyer Added Bid Specific ATC

**Number of XX fulltime CA's required and YY professional audit staff:**As per Buyer Added Bid Specific ATC

#### Financial Audit Services - Review Of Financial Statements, Assistance In Preparation Of Financial Statement; 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 , Assistance in preparation of financial statement
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 , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functions	Inventory & Store management , Human Resource & Payroll , Purchase & Procurement , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	Yes

## अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

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

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Akash. S	691002,ESIC Model & Super Specialty Hospital, Asramam	1	<ul style="list-style-type: none"><li>Number of Months for which Post Audit Support is required : 3</li></ul>

## 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 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. 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---



എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷുറൻസ് കോർപ്പറേഷൻ  
തൊഴിൽ മന്ത്രാലയം, ഭാരത സർക്കാർ

कर्मचारी राज्य बीमा निगम  
Employees' State Insurance Corporation

श्रम एवं रोजगार मंत्रालय, भारत सरकार  
Ministry of Labour & Employment, Government of India



മോഡൽ & സൂപ്പർ സ്പെഷ്യാലിറ്റി ഹോസ്പിറ്റൽ  
ആശ്രമം, കൊല്ലം, പിൻ - 691 002

मॉडल एवं सुपर स्पेशलिटी अस्पताल  
अश्रमम, कोल्लम, केरल -691 002  
MODEL AND SUPER SPECIALITY HOSPITAL  
ASRAMAM POST, KOLLAM, KERALA-691002  
Ph: 0474- 2742833,2766618 (M.S)  
Website: [www.esic.gov.in](http://www.esic.gov.in)  
E-mail: [mh-ashramam@gov.nic.in](mailto:mh-ashramam@gov.nic.in)

No. 542/F/1/2024-25/CA Firm/Misc/F&A

Dated : 20<sup>th</sup> Aug, 2025

### **Notice Inviting Tender**

Subject : Tender Document for Hiring CAG empanelled CA Firm for Providing Work/Services at ESIC Model & Super Speciality Hospital, Asramam, Kollam through GeM Portal for the Financial Year 2025-26 – Reg.

1. ESIC Model & Super Specialty Hospital, Asramam, Kollam is functioning under the Employees' State Insurance Corporation, which is a Statutory body under the Ministry of Labour and Employment, Govt. of India. The Employees' State Insurance Scheme established under the Employees' State Insurance Act 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 health due to employment injury and to provide medical care to Insured persons and their families. The ESI Act, 1948 applies to factories/establishment employing 10 or more persons. The employees of registered factories and establishments drawing wages upto Rs. 21,000/- per month (Rs. 25,000/- for persons with disability) are covered under the Act.
2. The Employees' State Insurance Corporation (ESIC) intends to engage CAG-empanelled Chartered Accountant (CA) firms to assist in the timely preparation and submission of financial statements, including the provisional and final accounts for the month of March. This engagement aims to ensure the accurate and timely finalization of the Corporation's accounts, as well as the correctness of entries made by various accounting units.

Accordingly, ESIC Model & Super Specialty Hospital, Asramam, Kollam invites tenders under the Two-Bid System, exclusively through the GeM Portal, from eligible, experienced, financially sound, and registered agencies/firms. The tender is for hiring a CAG-empanelled Chartered Accountant firm to provide accounting services at ESIC Hospital, Asramam, Kollam for the financial year 2025-26 (extendable until the finalization of accounts). The eligibility criteria, bid submission procedure and selection process are detailed in the tender document.

3. Before submission of the bid through GeM portal, interested bidders are advised to go through the tender document carefully and fill in all relevant information and submit complete tender documents through GeM Portal only.
4. For any queries relating to the tender documents and the terms and conditions contained therein, bidders may seek clarification, within the stipulated time, by writing email to [mh-ashramam@esic.nic.in](mailto:mh-ashramam@esic.nic.in)

**MEDICAL SUPERINTENDENT**



**MINIMUM ELIGIBILITY CRITERIA**

**1. Minimum Eligibility qualification for evaluation**

- 1.1 The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and should have PAN Number and GST Registration Number. **The CA Firm should also be empanelled with C&AG for the year 2024-25.**
- 1.2 The Firm should have been handling similar works for at least 05 years after its registration.
- 1.3 The average Annual Turnover of the Firm during the last 3 [three] financial years (i.e. 2022-23, 2023-24 and 2024-25) must be equal to or more than Rupees Fifty Lakhs (Rs. 50.00 Lakh). The bidder must attach duly audited/certified copy of C.A. Firm (other than bidding C.A. firm) as per prescribed annexure – IV or its equivalent. The firm should also be a profit making firm.
- 1.4 The Firm should have their registered head/branch office in Kerala [preferably at Kollam] which should be operational during last one year. The firm must attach supporting document which substantiate the claim.
- 1.5 Applicant firm and its partner should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 [as amended] during last 5 [five] years or penalised under any of the tax laws by ICAI or any government/statutory organisation or PSU. An affidavit duly certified in the prescribed format as per Annexure-III must be uploaded.
- 1.6 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).
- 1.7 Production of originals for verification: The applicant firm may be asked to produce the original documents for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.
- 1.8 Applicants must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company referring page numbers on which documents are placed.
- 1.9 **Earnest Money Deposit (EMD)** – The bidder has to submit Bid Security Declaration in lieu of EMD. Format of declaration is placed at Annexure – II. Tender without Bid Security Declaration from the Bidders shall not be considered.

**INSTRUCTIONS TO THE BIDDERS**

**2 Minimum Eligibility Criteria**

- 2.1 Minimum Eligibility Criteria will be as per **Section – I.**

**3 Scope Work/Services**

- 3.1 Scope of work/services shall be as per **Section – III.**

**4 EMD and Performance Security**

- 4.1 **Earnest Money Deposit (EMD)** – The bidder has to submit Bid Security Declaration in lieu of EMD. Format of declaration is placed at Annexure – II. Tender without Bid Security Declaration from the Bidders shall not be considered.
- 4.2 **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 ESI Corporation Fund Account No. I Kollam or in the form of Bank Guarantee (PBG), valid for a period of 60 days beyond the date of completion of all contractual obligations. After submission of the performance security deposit amount only the permission for the commencement of the contract shall be given.

**5 Cost of Bidding**

- 5.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Hospital will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.
- 5.2 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.

**6 Language of Bid**

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

**7 Period of Validity of Bids**

- 7.1 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.
- 7.2 In exceptional circumstances, the Hospital may request the bidder's consent to extend the period of bid validity. Such requests and the bidder's responses shall be made in writing. While a bidder has the right to refuse the request, if the extension is accepted, no modifications to the bid shall be permitted during the extended validity period.

## 8 **Modifications and Withdrawal of Bids**

- 8.1 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.
- 8.2 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.

## 9. **Right to accept or to reject any bid or all bids**

- 9.1 The competent authority, ESIC Model & Super Specialty Hospital, Asramam, Kollam 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 the Hospital shall not bear any monetary liability incurred to the affected Bidder(s). Decision of competent authority, ESIC Model & Super Specialty Hospital, Asramam, Kollam in this regard shall be final and binding to all.

## 10. **Notification of Award**

- 10.1 Prior to the expiry of the validity period of bid, the Hospital 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 07 (Seven) days from the date of issue of award letter.
- 10.2 Before commencement of work, successful bidder has to execute an agreement on a Non-Judicial Stamp paper of Rs. 200/- or above. Cost of the stamp paper will be borne by the bidder.

## 11. **Period of Contract**

- 11.1 The contract period of Chartered Accountant firm, to provide the desired services, shall be initially for a period of One year at a time, starting from F.Y. 2025-26 [which may be extended till finalization of Accounts].
- 11.2 However, assigned contract may be terminated with a notice of 15 days without assigning any reasons thereof. Decision of the Medical Superintendent, ESIC Model & Super Specialty Hospital, Asramam, Kollam in this regard shall be final and binding. No correspondence in this regard shall be entertained.
- 11.3 Notwithstanding anything stated above, ESIC Model & Super Specialty Hospital, Asramam, Kollam reserves the right to terminate the services of the Chartered Accountant firm at any time during the contract period if the services are found to be unsatisfactory, or if such discontinuation is directed by the **ESIC Headquarters Office**.

## **12. Termination of Contract**

- 12.1 If the services of the firm are not found satisfactory, they will be issued a written notice for improvement by the Hospital Authority. If satisfactory improvement is not found (within 01 week) after this notice, a final notice will be issued to the firm by the Hospital 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.
- 12.2 The Hospital also reserves the right to terminate the contract by giving 15 days' notice to the agency without assigning any reasons thereof. Decision of the Hospital in this regard shall be final and binding.
- 12.3 The Hospital in any situation will not be under any obligation to pay compensation or make the payment for which services are not rendered.

## **13 Clarification of Bids**

- 13.1 During evaluation of the bids, the Hospital 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.
- 13.2 Any Corrigendum to this tender will be notified through the ESIC website and / or GeM portal only and no news paper advertisement shall be given.
- 13.3 Any effort by a Bidder to influence the Hospital'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**

### **14. Scope of Work/Services**

- 14.1 The work/services consist of following jobs (the bidder shall quote consolidated price covering all the works listed below:
- i. Assist in the preparation and finalization of the **March [Provisional] 2025–26 Accounts** and the **March [Final] 2025–26 Accounts**.
  - ii. Scrutiny of Accounts for financial year 2025-26
  - iii. Conduct a thorough review of the accounts, with a focus on the classification of income and expenditure, including:
    - a. Verification of accounting adjustments
    - b. Rectification of errors and omissions in the books of accounts
    - c. Clearing of suspense entries
- 14.2 The Chartered Accountant firm shall ensure the following during the scrutiny process:
- a. All expenditures are 100% reconciled with the Receipts & Payments (R&P) statements of the concerned unit.
  - b. There are no obvious errors in the accounts, such as negative ('minus') balances in receipts and expenditures. Such discrepancies must be thoroughly examined, and appropriate rectification entries must be passed prior to submission of the accounts to the ESIC Headquarters Office.
  - 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 DCBOs 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
- 14.3 Checking of provisions for Permanent Disablement Benefit [PDB, Dependent Benefits, ESIC COVID-19 relief scheme, Employee Benefit Reserve Fund [EBRF] etc.
- 14.4 Checking of provisions for Pension, Gratuity, Leave Encashment and Pensioners' Medical Scheme [PMS], Liabilities etc.
- 14.5 Verification/vetting of physical verification of Fixed Assets with Register of Fixed Asset.
- 14.6 Verification/vetting of physical verification of the closing inventories, Stores and consumables etc. As on 31<sup>st</sup> March, 2026.
- 14.7 Assistance in preparation/verification of ESIC Budget of ESIC Model & Super Specialty Hospital, Asramam, Kollam.
- 14.8 Guidance and assistance on audit observations of ESIC ESIC Model & Super Specialty Hospital, Asramam, Kollam.
- 14.9 Assist in maintaining party ledgers, other receipts & payment ledgers, Assets and Liabilities Ledgers, monthly accounts on the basis of ledgers, calculation of depreciation of 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.
- 14.10 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 State Governments.
  - i. Assistance and training [if required] to resources deployed in concerned unit.

- j. Further, any other financial opinion/guidance/verification/vetting required/sought by Financial Commissioner and Director General, ESIC in any matter and any other financial report required by financial division of ESIC Headquarters Office.
- k. The above scope of work is indicative in nature and may be enhanced/ as per the requirements of the office.
- l. Further, the Competent Authority, ESIC Model and Super Speciality Hospital, Asramam, Kollam reserve the right to increase, decrease or did not assign any particular job as per the Hospital requirement. Any such variation has to be fulfilled by the firm with in the same terms & condition.
- m. **Report**  
The detailed report(s) of visiting unit will be submitted in single hard copy to the Administrative Head and Finance Head of the Hospital. Further, ESIC Headquarters may direct the empanelled CA firm of the Hospital for any specific work or any detailed work report, which may also require to be submitted by the firm.

## **15. Support and Input to the Firm**

- 15.1 The Hospital shall provide working space, computer(s)/printers(s), to the selected Firm to perform their work/services. The Hospital will also provide all primary data to the firm for carrying out the jobs listed in the scope of work.

## **16. Payment Terms**

The monthly remuneration shall be paid to the selected empanelled agency in accordance with the visits paid by the CA as per the bill raised by the empanelled agency and visits acknowledged by the authorized officer of the Hospital in respect of work assigned and performed as defied in scope of work subject to the satisfaction of work and report submitted by empanelled CA firm.

- 16.1 The payment will be made after satisfactory completion of service by the firm. No price variation would be allowed during the initial contract period.
- 16.2 All mandatory deductions like Taxes/TDS as applicable shall be done as per statutory provisions.
- 16.3 The empanelled CA firm shall be entirely responsible for all taxes, duties, fees, levies etc. incurred related to the delivery of services.
- 16.4 All the payment shall be made on Job basis and visits paid by the CA as per upon submission of bills and work completion certificate(s) from the authorized official of the Hospital.
- 16.5 The ESIC Model & Super Specialty Hospital, Asramam reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing services. The decision of the competent authority of the Hospital will be the final and binding in this regard.

## 17 **Price Escalation**

- 17.1 The Hospital reserves the right to increase or not to increase the initial contract price and decision of the Hospital in this regard shall be final and binding.

## 18 **Penalty**

- 18.1 If the empaneled CA firm there off is found guilty of gross negligence, lack of duty of care, 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 by the ESIC, un-authorized 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 of 1% per week of the total billing amount limited 10% of fee may be levied.
- 18.2 Further, unforeseen circumstances will be dealt separately and quantum of penalty will be decided by the Hospital. The decision of the competent authority, ESIC Model & Super Specialty Hospital, Asramam, Kollam will be final and binding in this regard.
- 18.3 In case, the firm fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof ESIC Hospital, Asramam, Kollam is put to any loss/obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the outstanding bills/PBG to the extent of the loss or obligation in monetary terms.

## 19 **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 shall have the authority to terminate the contract.

### **Arbitration Clause**

- 19.1 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 Patna.
- 19.2 However, the legal jurisdiction for all matters would be Kollam (Kerala) only.

## 20 **Indemnity and Secrecy Clause**

- 20.1 The selected firm must indemnify Model & Super Specialty Hospital, Asramam, Kollam, from all Legal, Financial, Statutory, Taxation, and other associated liabilities, related to the assigned work.



- 20.2 The selected firm has to pay or compensate the Hospital for the losses, damages or liabilities incurred by the firm during the course of completion of assigned work.
- 20.3 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 Hospital. 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.
- 20.4 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.
- 20.5 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.
- 20.6 All necessary reports and other information shall be supplied immediately as required and regular meetings will held with the ESIC.
- 20.7 The audit of Monthly accounts must be completed by the 10<sup>th</sup> of every succeeding month. The audit of Annual Accounts for the FY 2025-2026 must be completed by 20.4.2026.
- 20.8 In case of death or mishap leading to any injury or disability whatsoever, occurred during discharging the duty, the compensation/legal or any other liability will solely rest with the CA firm.
- 20.9 The CA firm's authorized representative [owner/Director/Partner/Manager] shall personally contact the Assistant Director [Finance] / Head of Office at least once a month to get a feedback on the services rendered by the agency vis-à-vis corrective action required to make the services more efficient.
- 20.10 The representatives of the agency shall visit the ESIC Model & Super Specialty Hospital, Asramam, Kollam during the working hours of the office i.e 09.00 AM to 4.00 PM from Monday to Friday and 09.00 AM to 01.00 PM on Saturday.

## **21 Force Majeure**

- 21.1 ESIC may consider relaxing the requirements as specified in this document, if and to the extent that, the performance or other failure to performs in obligations under the contract is the result of Force Majeure. Force Majeure is defined as an event of effect that cannot reasonably be anticipated such as acts of God (like earthquakes, floods, storms etc.), acts of states/state agencies, the direct and indirect consequences of wars (declared or undeclared), hostilities, national emergencies, civil commotion and strikes at successful Bidder's premises or any other act beyond control of the bidder.

## **22 Dispute settlement**

- 22.1 It is mutually agreed that all differences and disputes arising out or in connection with this Agreement shall be settled by mutual discussions and negotiations if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the DG, ESIC whose decision shall be final and binding on both the parties
- 22.2 Minor variations in terms and conditions of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfil the objectives of the contract.
- 22.3 ESIC Model & Super Specialty Hospital, Asramam, Kollam is functioning under Employees' State Insurance Corporation, which is statutory body under the Ministry of Labour and Employment, Govt. of India and accordingly all notifications/guidelines of Govt. of India/ESIC as applicable shall be a part of this tender/contract.
- 22.4 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 Model & Super Specialty Hospital, Asramam, Kollam and his decision in this regard shall be final and binding.

**Proforma for Technical Bid/Minimum Eligibility Criteria**

Sl. No.	Criterion	Details		The supporting document is placed at Page No.
1.	Names & address of Regd. Office of bidding firm/Agency with telephone No./email Id			
	Name, Address, Telephone No. and Email Id of Authorized Person.			
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN), GST Registration and C&AG Empanelment. (must attach copies of all the registration certificates)	Registered with ICAI, then mentioned Registration Number (Date of Registration No.)		
		PAN of CA Firm		
		GST Registration No.		
		C&AG Empanelment No. [for the year 2024-25]		
3.	The CA firm should be in operation for at least <b>05 years</b> after its registration (provide necessary evidence)	Year of Registration/ starting of operation		
		Nos. of years in operation after registration (in years)		
4.	Average Annual Turnover of the CA Firm for the last 3 (three) financial years i.e. <b>2022-23, 2023-24 and 2024-25 [must be equal to or greater than Rs. 50.00 Lakh (Rupees Fifty Lakh)]</b> . Provide the details as per <b>Annexure-IV</b> or its equivalent.			
5.	The Firm should have experience of <b>at least last 5 [Five] years</b> started from the Financial year 2019-20 in Preparation & Finalization of Annual Account, Internal Audit/Filing Statutory Return, etc. in any Central Govt./Autonomous/PSU.	<b>Please provide the details in the prescribed Annexure-V with all supporting documents</b>		

6.	Registered head/branch office in Kerala which should be operation during last one year. <b>Must attach supporting document in this regard.</b>	YES / NO	
7.	Must attach Declaration in the prescribed <b>Annexure – II.</b>	YES / NO	
8.	Whether EMD declaration in lieu of EMD in the prescribed Annexure – III	YES / NO	

In case the above information found false I/We are fully aware that the tender/contract will be rejected/cancelled by the Medical Superintendent, ESIC Model & Super Speciality Hospital, Kollam. In addition to the above, NIT Patna will not be responsible to pay the bills for any completed/partially completed work.

**Date :**

**Signature.....**

**SEAL:**

**Name and Designation.....**

**(Undertaking from Bidder on their original Letter Head)**

**To**

**The Medical Superintendent  
ESIC Model & Super Speciality Hospital  
Asramam Post  
Kollam – 691 003**

**Subject: Undertaking for the participation in the Tender Ref No.....**

Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in the Tender 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 Model and Super Specialty Hospital, Asramam, Kollam, if work 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 ESIC Model and Super Specialty Hospital, Asramam, Kollam. Nor do I/We have any relationship whatsoever with any of them.

**Date:**

**Signature.....**

**SEAL:**

**Name and Designation.....**

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD**

**(On Bidder's original Letter head)**

Bid Security Declaration Form

Date:\_\_\_\_\_Tender No.\_\_\_\_\_

To

**The Medical Superintendent  
ESIC Model & Super Speciality  
Hospital  
Asramam Post  
Kollam – 691 003**

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period as decided by you from the date of notification if I am /We are in a breach of any obligation/clause of bid documents and/or because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; and or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to submit the Performance Security/Bank Guarantee, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or(ii) thirty days after the expiration of the validity of my/our Bid.

**Date:**

**Signature.....**

**SEAL:**

**Name and Designation.....**

*[On the original letter head of the firm]*

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

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 are pending as on the date of the declaration. Our firm has not been blacklisted in the past by Central Government Institutions/Central Autonomous Bodies/Central Research Organisation/PSUs etc. from taking part in such tenders.

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 ESI Corporation or any other Central Govt. departments/organization/ Central Autonomous Bodies/Central Research Organisation/PSU 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 are 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 Model & Super Specialty Hospital, Asramam, Kollam. In addition to the above, NIT ESIC Model & Super Specialty Hospital, Asramam, Kollam will not be responsible to pay the bills for any completed/partially completed work.

**Signature.....**

**Name.....Address**

**of the firm:**

.....

.....

**Date.....**

**Details of CA Firm's Turnover**  
***[to be submitted on the letterhead of the CA Firm]***

Particular	Financial year			Average
	2022-23	2023-24	2024-25	
Annual Turnover [In Indian Rupees]				

[Extra rows may be added, if required]

\*Audited balance sheet and Profit & Loss account statement of the Bidder/Contractor for each of the above mentioned financial years shall submit as supporting evidence.

**Date :**

**Signature.....**

**SEAL :**

**Name and Designation.....**



**ANNEXURE-V**

[On the original letterhead of the bidder]

**Format for providing details of experience of works**

Sl. No.	Name & Address of the Central Government Organisations/PSUs/ Autonomous bodies etc. Including Name, designation, contact number, e-mail ID of the officer concerned	Nature of services provided/ work description	Ref No & date of the order	Work order value	Duration of the contract	
					From	To
					dd/mm/yy	dd/mm/yy
[1]	[2]	[3]	[4]	[5]	[6]	[7]
1.						
2.						
3.						
4.						
5.						

The above format may be used to provide requisite details and proof to be attached for all the above information.

Note: It may please be noted that only experience shall be considered for which supporting documents are attached.

Date:

SEAL:

Designation.....

Signature.....

Name and

## FORM OF CONTRACT AGREEMENT

This agreement made the \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year 20....  
 BETWEEN, The Medical Superintendent, ESIC Model and Super Speciality Hospital  
 (hereinafter called "ESIC") or Client which expression shall unless repugnant to the context  
 or meaning thereof be deemed to include its successors and permitted assigns, having its  
 Hospital at Asramam, Kollam – 691 002 on the ONE PART; and

\*Shri. \_\_\_\_\_ S/D/o \_\_\_\_\_ resident of  
 \_\_\_\_\_ the sole proprietor of M/s \_\_\_\_\_ having office at  
 the following address \_\_\_\_\_

\* M/s. \_\_\_\_\_ the partnership firm having an administrative/  
 principal office at \_\_\_\_\_ represented by its Managing/duly authorized partner.

\* M/s. \_\_\_\_\_ company/body corporate incorporated under the  
 provisions of the Companies Act 1956 having its registered office at the following address  
 \_\_\_\_\_, duly represented at \_\_\_\_\_ duly represented by its  
 constituted and authorized Managing Director, Shri \_\_\_\_\_ and (hereinafter  
 called the Tenderer which term shall also be called the Supplier or the Bidder) which  
 expression shall unless repugnant to the context or meaning thereof be deemed to include  
 its successors and permitted assigns on the other part

**[Note: \* Strike off whichever is not applicable]**

WHEREAS, the Client / ESIC is desirous that certain works should be designed, supplied,  
 installed, tested & commissioned as detailed in the notice inviting tender and their office  
 mentioned and called for invitation to tenderers for the supply, installation and  
 performance of such works has been accepted by ESIC on the terms and conditions as set  
 out therein and inter-alia others.

**NOW THIS AGREEMENT WITNESSETH as follows:**

1. In this agreement words and expression shall have the same meanings as are respectively  
 assigned to them in the conditions of contract hereinafter referred to.
2. The following documents not inconsistent with these presents shall be deemed to form  
 and be read and construed as part of this agreement viz;
  - a) GeM Bid No. .... dated .....
  - b) General Financial Rules (GFRs) and Manual for Procurement of Services issued by  
 Department of Expenditure, Ministry of Finance.
  - c) All terms & conditions of the Tender, Letter of Acceptance, Purchase/Work order No.  
 \_\_\_\_\_ & to the tenderer, Amendment's,  
 Corrigendum's, if any, leading to and prior to acceptance letter.

d) Schedules consisting of Technical Scope of Work, Special Conditions, all terms of the tender if any, etc

e) Schedule of quantities including Prices and tendered amount known as Price – Bid

3. In consideration of the payments to be made by ESIC to the tenderer, the tenderer hereby covenants and agrees with ESIC to complete the works in conformity in all respects and subject Tender for hiring of Chartered Accountant services Financial Year 2025-26, ESIC to all terms and conditions/rules as mentioned in the General Conditions as also in the aforesaid documents which shall form part of this agreement.

In witness whereof the parties hereto have hereunto set their respective hands and seals the day and year first above written.

Signed, sealed and delivered by the said tenderer, \_\_\_\_\_ to the CLIENT (ESIC) \_\_\_\_\_ in the presence of: -

Signature of Tenderer (with seal)

Witness (Signature, Name & Address):

1) \_\_\_\_\_

2) \_\_\_\_\_

Signature of Authorised representative of the Client/ESIC  
Accepting Authority.

Witness (Signature, Name & Address):

1) \_\_\_\_\_

2) \_\_\_\_\_