

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	30-10-2025 12:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	30-10-2025 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (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	Esic Dmd Office
वस्तु श्रेणी / Item Category	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
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)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 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), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (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?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड 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	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	216000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

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

Director (Medical) Delhi
 Directorate (Medical) Delhi Office, ESIC Dispensary-cum-Diagnostic Centre Complex, Pratap Nagar, Mayur Vihar
 Phase-I, New Delhi-110091
 (Director Medical Delhi)

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
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MSE purchase preference	100

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. 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.

8. 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.

9. 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.

10. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:As per ATC and SLA Document

The Bidder must have successfully executed at least YY projects of any value in past 3 years of providing similar services for at least ZZ different clients(Central/State Government, PSUs or any other government):As per ATC and SLA Document

Service provider must have a dedicated team of required manpower of XX for the projectAs per ATC and SLA Document

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
23-10-2025 11:00:00	Directorate (Medical) Delhi, ESI Dispensary cum diagnostic center, Pratap Nagar, Mayur Vihar, Phase-1, Delhi-110091

Manpower Hiring For Financial Services - Onsite; Chartered Accountant (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Valuation (by ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	Minimum 03 years experience
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Pintu Ram Meena	110018,DIRECTORATE MEDICAL DELHI ESIC DISPENSERY COMPLEX TILAK VIHAR NEW DELHI	1	Number of Months : 12

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

1. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

2. Generic

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

Directorate (Medical) Delhi Office,
ESIC Dispensary-cum-Diagnostic Centre Complex,
Pratap Nagar,
Mayur Vihar Phase-I,
New Delhi-110091

3. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

5. **Buyer Added Bid Specific ATC**

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

6. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Director (Medical) Delhi

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional

terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई 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---



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



निदेशालय (चिकित्सा) दिल्ली
DIRECTORATE (MEDICAL) DELHI
क० रा० बी० औषधालय-सह-निदान केंद्र परिसर,
प्रताप नगर, मयूर विहार फेज-I, नई दिल्ली - 110091
ESIC Dispensary-cum-Diagnostic Centre Complex,
Pratap Nagar, Mayur Vihar Phase-I, New Delhi - 110091
E-mail: dir-med.di@esic.nic.in

Tender Notice

Directorate (Medical) Delhi [D(M)D] invites tenders through **GeM Portal only**, from eligible, experienced and registered CAs/Agencies/Firms for hiring a Chartered Accountant Firm to provide taxation-related services at D(M)D, Mayur Vihar Phase-I, Delhi-91. The firm must be registered with the **Institute of Chartered Accountants of India (ICAI)**. A self-attested valid copy of CA registration certificate must be enclosed.

Eligibility Criteria

- Must be a registered CA firm with ICAI.
- Valid PAN and GST registration numbers are mandatory.
- At least **03 years of operation** post registration.
- Minimum **03 years of experience** in providing taxation services to Central Govt./State Govt./PSUs/Autonomous Bodies (proof to be attached).
- Minimum annual turnover of **Rs. 5 lakh** during each of the last three financial years (FY 2022-23, 2023-24, 2024-25).
- Active and fully functional office/branch in Delhi/NCR (proof required).
- Firm must not be blacklisted by any Govt. Department/PSU/Autonomous Body (Notarized affidavit as per Annexure B, not older than 3 months).

Scope of Work

1. Timely e-filing of all returns pertaining to Income Tax-TDS and GST-TDS, including quarterly returns of salaries and contractor deductions.
2. Feeding and verification of data related to I-Tax and GST-TDS deductions of employees, pensioners, and contractors.
3. Use of data provided by D(M)D in soft/hard copy for filings.
4. Timely generation of statutory forms (Form 16 Part A & B for 24Q; Form 16A for 26Q; GST-TDS challans, etc.).
5. Filing of corrections/revisions for invalid PANs/GST numbers or errors in filed returns.
6. Representation before IT/GST authorities and assistance in replying to notices.
7. Quarterly returns and Form-16 generation for approx. **1700 regular staff and 1300 pensioners**, as well as 26Q contractor returns and GST-TDS.
8. Preparation of Form 27-A and submission to IT Department/TIN facilitation centre with DDO signature.
9. Uploading/e-filing of TDS returns with TIN Facilitation Centre or as per prevailing IT rules.
10. Furnishing original acknowledgements to DDO.
11. Providing soft/hard copies of filed returns.
12. Timely generation & furnishing of Form-16A for 26Q quarterly returns.
13. Preparation of correction statements for defaults/defaulters.
14. Addressing all notices received from NSDL/IT Department, including legacy cases and notices received by staff/pensioners.
15. Ensuring issuance of Form-16 by **31st May** each year.
16. Maintaining strict confidentiality of all information.

17. Compliance with any new taxation work mandated by Government during contract period.
18. Compliance with additional tasks assigned by D(M)D, even if related to periods outside contract tenure.

Contract Terms

- Initial contract: **1 year**, extendable by another 1year subject to satisfactory performance.
- Non-transferable tender.
- The Terms and Conditions stipulated in STC & SLA will supersede those in GTC and Terms and Conditions stipulated in ATC will supersede those in GTC and STC in case of any conflicting provisions.
- The rate quoted by successful bidder is fixed and shall remain unchanged during the period of contract.
- The estimated cost of bid is Rs. 2,16,000/-
- Consultant/authorized staff to visit at least once a month for guidance (no TA/DA payable).
- No sub-letting of work permitted.
- Unsatisfactory service may result in termination of contract with **1 month's notice**.
- Legal jurisdiction: Courts in Delhi only.
- **Arbitration:** In the event of any dispute or difference arising under these conditions or any special conditions or contract or in connection with this contract, except as to any matters the decision on which is specially provided for by these or special conditions the same shall be referred to the sole arbitration of the Director (Medical) Delhi, Employees' State Insurance Corporation or some other person appointed by him. There shall be no objection that the arbitrator is a Government/Corporation servant and that he had to deal with matters to which contract relates or that in the course of his duties as Govt./ Corporation servant he had expressed views on all or any of the arbitration disputes or differences. The award of the arbitrator shall be final and binding on both the parties to this contract.

It is term of this contract:

- a. Upon every such reference, the assessment of the cost incidental to the reference and award respectively shall be at the discretion of the arbitrator and is Subject to as aforesaid, the Arbitration Act, 1940 and the rules there under and any statutory Modifications thereof for the time being in force shall be deemed to apply to the arbitration proceedings under this clause.
- b. Work under the contract shall, if reasonably possible, continue during the arbitration proceedings and no payment due to or payable by the purchaser shall be withheld, on account of such proceedings.
- c. The venue of the arbitration shall be Delhi/New Delhi.
- d. For the purpose of the contract including proceedings there under, the Director (Medical)Delhi, ESIC shall be entitled to exercise all the rights and powers of the purchaser.

Financial Terms

- Rates must be quoted as **lump sum per month for entire scope of work (inclusive of GST)**.
- No escalation in rates will be permitted during the contract period.

Deposits & Security

- **EMD:** 3% of estimated bid value in the form of DD/FDR in favour of "Director (Medical) Delhi". Exemption for MSEs/MSMEs as per GeM rules; Bid Security Declaration (Annexure A) must be submitted in lieu of EMD.
- **Performance Security:** 5% of total contract value in the form of DD/FDR, to be deposited within 15 days of award of contract.
- Forfeiture of Performance Security: For breach, negligence, unsatisfactory performance, or non-acceptance of work order. Security may also cover excess/incorrect payments until final audit.

Penalties

- Delays in filing returns: penalties imposed by IT/GST Dept. will be recovered from firm's bills.
- Payments may be withheld or reduced for non-performance.
- No payment will be made for unsatisfactory service.

Payment Terms

- Payment will be made on a **quarterly basis**.
- Statutory TDS deductions will be applicable.

Declarations & Undertakings

- Blacklisting/non-blacklisting declaration on Rs.100/- stamp paper (Annexure B).
- Undertaking of compliance with all terms & conditions (Annexure C).
- Bid Security Declaration (Annexure A)

Annexure-‘A’

**FORMAT OF BID SECURITY DECLARATION FROM BIDDERS
(IN LIEU OF EMD)
(On Bidders Letter head)**

Date:.../.../.....

Bid Security Declaration Form

Tender No.

To,
The Director,
Directorate (Medical) Delhi,
1st, 2nd & 3rd Floor,
ESI Dispensary cum diagnostic center,
Pratap Nagar, Mayur Vihar, Phase-1, Delhi-91.

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/We am/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 (1) 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 (1) 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.

Annexure-‘B’

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 any Govt. organisation/PSUs/Central Autonomous Bodies etc or any other Govt. funded Organisation 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 any Govt. organisation/PSUs/Central Autonomous Bodies etc or any other Govt. funded Organisation from taking part in Government tenders for a period of w.e.f. years 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 Directorate (Medical) Delhi and EMD/DD shall be forfeited. In addition to the above, Directorate (Medical) Delhi will not be responsible to pay the bills for any completed/partially completed work.

Signature

Name...

Address of the firm:

Date:

ANNEXURE 'C'

UNDERTAKING

(FORWARDING LETTER OF THE FIRM (ON FIRM'S LETTER HEAD))

From (Name and address of the firm)

Date:

.....
.....

To

**Director (MEDICAL) Delhi,
Employee State Insurance Corporation,
1st, 2nd & 3rd Floor, ESI Dispensary cum diagnostic center,
Pratap Nagar, Mayur Vihar, Phase-1, New Delhi - 110015**

Dear Sir,

I/WeDirector/proprietor/partner of M/s.....hereby authorize Mr./Mrs. to sign all the documents submitted in this bid. The signature of whom is attested below.

I / We hereby undertake the followings: -

1. I have carefully read and understood all the terms and conditions of GeM along with additional terms and conditions of the Bid and hereby convey my acceptance of the same.
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my Bid at any stage besides liabilities towards prosecution under appropriate law by any organization.
3. I/We have not been black listed by any Govt. (Central/State/PSU/Autonomous Govt. Body) as on the date of filling the Bid on GeM Portal.
4. I have not been Under Liquidation, Court receivership or similar proceedings and Bankrupt.
5. I have apprised myself fully about the job to be done during the currency of period of agreement and also acknowledge to bear the consequences of non-performance or deficiencies in services on my part.
6. The Company/firm undertakes to provide satisfactory work to the Buyer organization
7. The Company/firm also undertakes that no criminal/civil case is pending against the firm for any criminal, fraudulent or anti-corruption activity by any govt. dept/organization/ESIC/PSU/Private Hospital.
8. I will abide by all related laws of Govt. and any other directions issued by Govt. Authorized agency/ESIC HQ before or during the contract.
9. I also abide that if any discrepancies found in my bid at any stage my bid is liable to be rejected summarily.

Yours faithfully,

Signature of Authorized Person
(Signature of Director/proprietor/partner, with Official Seal and address)

Annexure-‘D’

CHECK LIST OF THE DOCUMENTS ATTACHED WITH THE BID For Technical Evaluation

Sl. No.	Details	Yes/No	Page Nos.
1	Copy of PAN Card		
2	Copy of GST Registration of the firm		
3	Copy of Registration with the Institute of Chartered Accountants of India (ICAI)		
4	Certificate of CA Firm Incorporation/Registration.		
5	Proof of Office Address in Delhi/NCR		
6	Copy of Relevant MSME registration /Start-up certificate. (If applicable)		
7	EMD (MSE and Start-up are exempted). (If Applicable)		
8	Bid Security certificate as per Annexure ‘A’(MSE and Start-up claiming exemption from EMD)		
9	Certificate by the Bidder to the effect that the Company is not blacklisted by any Govt.Organization/ DGS&D/NCCF /PSU. (As per Annexure-‘B’)		
10	Work Experience Document for last 05 years (Past Experience of Similar Services: The Bidder must have successfully executed / completed at least one single order of 80 % of the Estimated Bid Value or 2 orders each of 50 % of the Estimated Bid Value or 3 orders each of 40 % of the Estimated Bid Value for similar service(s) in last two years to any Central / State Govt Organization / PSU / Public Listed Company. Copies of contracts / work orders and documentary evidence of successful execution / completion in support of Past Experience of Similar Services along with names, address and contact details of clients shall be uploaded with the bid for verification by the Buyer.) along with documentary evidence of successful execution/completion. (MSE/Start-Up Exempt)		
11	Copy of Income Tax Return for last two Financial Years i.e. FY 2023-24 and 2024-25.		
12	Annual Turnover/Audited Balance Sheet/P/L Statement for the Financial Year i.e. FY 2022-23, 2023-24 and 2024-25 (MSE/Start-Up Exempt)		
13	Signed and Stamped copy of ATC alongwith signed and stamped copy of ‘Annexure-‘A’, Annexure ‘B’, Annexure ‘C’ and Annexure ‘D’.		

Signature of the Bidder with Seal

Annexure-‘E’

List of Documents to be Uploaded
(Should be clearly visible and readable)

S.No	To be Uploaded Under Section/Heading	Documents to be Uploaded
1	Additional Document 1	Bunched, Scanned and Signed copy of PAN Card, Copy of GST Registration, Copy of Registration with the Institute of Chartered Accountants of India (ICAI), Copy of registration/incorporation of the firm, Proof of Office address in Delhi/NCR.
2	Additional Document 2	Bunched, Scanned and Signed copy of Bid Security certificate, Copy of Relevant MSME registration /Start-up certificate (If applicable), Certificate by the Bidder to the effect that the Company is not blacklisted by any Govt.OrganiZation/DGS&D/NCCF/PSU, Annual Turnover, Audited Balance Sheet/ Profit and Loss statement for the financial year FY 2022-23, 2023-24 and 2024-25, copy of Income Tax Return for last two Financial Years i.e. FY 2023-24 and 2024-25.
3	Additional Document 3	Bunched, Scanned and Signed copy of Work Experience Document for last 05 years along with documentary evidence of successful execution/completion, Signed and stamped Copy of ATC (Additional Terms and Condition).
4	Additional Document 4	Signed and Stamped copy of ‘Annexure-‘A’, Annexure ‘B’, Annexure ‘C’ and Annexure ‘D’