



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6270601
Dated/दिनांक : 31-05-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	21-06-2025 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	21-06-2025 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Labour And Employment
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	Employees State Insurance Corporation (esic)
Office Name/कार्यालय का नाम	Esic Hospital Ankleshwar
क्रेता ईमेल/Buyer Email	prabhat.dua@esic.nic.in
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
Contract Period/अनुबंध अवधि	1 Year(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No

Bid Details/बिड विवरण	
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	INR 96000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. 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.
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. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1748513469.pdf](#)

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Master's in business finance (by ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	5 - 7 Years
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
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S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Prabhat Dua	393002, Plot No H 3012, Near 500 quarters, GIDC, Ankleshwar	1	<ul style="list-style-type: none"> Number of Months : 12

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

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.](#)

Disclaimer/अस्वीकरण

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 [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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।

---Thank You/धन्यवाद---



क रा बी नि.
E.S.I.C.

कर्मचारी राज्य बीमा निगम
श्रम अने रोजगार मंत्रालय, भारत सरकार
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
(M.O.L.E., Government of India)



सत्यमेव जयते

क.रा.बी. निगम હોસ્પીટલ, પ્લોટ H3012, ૫૦૦ ક્વાર્ટર્સ પાસે, અંકલેશ્વર, જી.ભરૂચ
ક.રા.બી.નિગમ અસ્પતાલ, પ્લાટ સં. H3012, 500 ક્વાર્ટર્સ કે પાસ, અંકલેશ્વર, જી.ભરૂચ
ESIC Hospital, Plot No. H3012, Nr. 500 Quarters, Ankleshwar, Dist. Bharuch
Email : ms-ankleshwar.gj@esic.nic.in
Website : www.esic.nic.in / www.esic.in

Invitation of GeM-Bid for hiring CAG Empanelled CA Firm at ESIC Hospital in Ankleshwar, Gujarat.

E-tender through GeM under two bid system from eligible bidder for hiring of CAG Empanelled CA Firm at **ESIC Hospital, Ankleshwar**, Gujarat for the period of one year (extendable for a further period of one year on same term and condition on providing satisfactory services) is being invited. Requirement / eligibility criteria / Terms and conditions of the contract have been detailed in the additional documents. Tender document (including additional documents and additional term and condition) is available online at GeM portal as well as on the website of Employees' State Insurance Corporation i.e., www.esic.gov.in. Bidders are advised to read tender document and related Corrigendum, if any, (uploaded on website and on GeM portal) and check their eligibility before participating in the bid.

The interested bidders should upload their bids along with duly signed scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids on GeM portal only.

Sr. No.	Details	Particulars
1.	Period of availability of online e-tender document on website (Start date)	As per GeM bid
2.	Last date and time of Bid submission	As per GeM bid
3.	Date & Time of Opening of Online Tender (Technical)	As per GeM bid
4.	Estimated cost including all taxes	₹ 96,000.00

Detailed information regarding the items, tender forms, EMD details, terms and conditions can be downloaded from the GeM Portal only. Both the Technical & Financial Bidding is through GeM only. The bidders shall upload all the documents as per Eligibility Criteria for Bidders.

Any corrigendum to this tender will be notified through the aforesaid GeM / websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage. If the date of opening of tender happens to be a holiday, the tender will be opened on the next working day. No Physical form of e-Tender documents is required.

-Sd-
Med. Supdt.

Guidelines/instructions for hiring CAG Empanelled CA Firm at Field Accounting units.

Introduction:

Employees State Insurance Corporation is a statutory body under the Ministry of Labour and Employment, Government of India. The Employees' State Insurance Scheme, established under the Employees State Insurance Act of 1948, is a comprehensive social security insurance program designed to provide social security to insured Persons/dependents as defined by the Act, against the impact of contingencies of sickness, maternity, disablement and death due to employment injury and to provide medical care to insured persons and their families. The ESI Act is applicable to all non-seasonal factories and establishments as per notification of appropriate Governments. The ESI Act, 1948 applies to factories/establishment employing 10 or more persons. The employees of registered factories and establishments drawing wages up to Rs. 21000/- per month (Rs. 25,000/- for Persons with Disability) are covered under the Act.

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

Terms of reference:

Guidelines/Instruction for empanelment of C&AG empanelled Chartered Accountant (CA) firm(s) for all field units to assist in timely preparation/submission of financial statement, in order to ensure finalization of Accounts of the Corporation within timelines and correctness of the various entries carried out therein by various accounting units.

Period of Contract: The period of Contract of the Appointment of the selected bidder shall be for a period of one year and hiring shall be done for every Financial Year till further orders from Headquarters.

Location of Work: Empanelled CA Firm has to provide services at client location.

Eligibility Criteria for Empanelment of CA Firm

1. Applicant firm should be handling similar works from at least last 5 years.
2. Applicant firm should be empanelled with CA&G and ESIC holds the rights to terminate the contract if CA firm or any of its partners/members get debarred and/or blacklisted by center/state government organisation, statutory Organisation or PSU.
3. Average annual turnover of firm for the last three years should be at least 50 lakhs.
4. Applicant firm and its partner should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any government/statutory Organisation or PSU.
5. Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws and did not face any such litigation before hon'ble Court(s),

Detailed scope of work

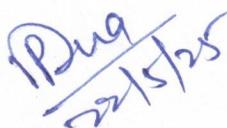
As per SOP attached, issued by ESIC HQRS

Report

The detailed report(s) of visiting unit will be submitted in single hard copy to the Administrative Head and the Finance head of the unit. Further, the Administrative Head and the Finance head of the unit


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forward the said report with analysis/findings and recommendations (if any) to Financial Commissioner/Additional Commissioner, ESIC Hqrs. Soft Copy of report with analysis/findings and recommendations (if any) has also to be submitted in MS Excel/Word through email to **ac-fin@esic.nic.in**. ESIC Hqrs may direct the Empanelled CA firm of field unit for any specific work or any detailed work report

Payment

Monthly remuneration will be paid to the empanelled agency in accordance with the visits paid by the CA as per the bill raised by the empanelled agency and visits acknowledge by units in respect of work assigned and performed as defined in scope of work subject to the satisfaction of work and report submitted by empanelled CA firm. All mandatory deductions like Taxes TDS as applicable shall be done as per statutory provisions. The empanelled Chartered Accountant Firm shall be entirely responsible for all taxes, duties, fees, levies etc., incurred relating to the delivery of the services. ESIC reserves the right to deduct amount from the bill as defined under 'penalties' for unsatisfactory services or delay in providing of services. The decision of the ESIC will be the final and binding in this regard

Penalties

If the empanelled CA Firm there off is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts falsification, undue delay in performance of duties, using or giving the details gathered during the assignment to other parties without permission of the ESIC non-observation of instructions given by the ESIC, unauthorized retention of records of the ESIC, violating the terms and conditions of this assignment indulging in malafied practices or any other cognizable offence or breach, the firm shall be punishable as deemed appropriate by the ESIC or in case of delay in carrying out the work, penalty at the rate of 1% per week of the total billing amount limited to 10% of fee may be levied.

Termination of Contract:

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

Classification of Accounting Unit of ESIC according to Class of cities viz A, B & C.

Under the classification criteria, ESIC Hospital, Ankleshwar has been placed under Class-C by the ESIC Headquarter.

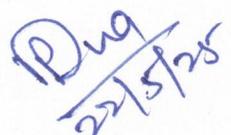
Standard Terms & Conditions for the service for agreement

Given the varied scope for the finance work, all ESIC Accounting units have been given the leverage to frame their own standard terms and conditions. However, some generic standard terms and conditions for the service are as under :-

1. The persons deployed shall, during the course of their work, will have access to the classified documents, which they are not supposed to divulge to any third party(s), and shall maintain confidentiality. Any breach of this confidentiality obligation shall make the service provider liable for penal action under the applicable laws besides action for breach of contract.
2. The service provider shall provide a suitable resource well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.


Mr.


22/5/25


22/5/25

3. In case, service provider finds any serious financial irregularity (es) and points relating to grave deficiencies, then the same is required to be communicated to competent authority/officers of the ESIC immediately without waiting for the time of submission of the report.
4. All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the ESIC.
5. The service provider will facilitate the accounting unit by paying at least 12 visits during the period of 01 year for which he has been engaged. However, in case requirement is felt, the service provider shall increase the number of such visits within the price of the bid accepted by the service provider.
6. In case of any dispute arising between the service provider and the accounting unit, then decision of the Medical Superintendent / HoD of the ESIC Unit shall be final and binding. Even under such cases, the service provider shall not obstruct or try to obstruct any ongoing accounting process of the unit and shall pass on all the records to the accounting unit / successor agency as per decision of the Medical Superintendent, ESIC Hospital, Ankleshwar or the designated HoD.
7. The service provider shall, in no case, use or share the data and information gathered from the ESIC Accounting Unit for his benefit or for the benefit of his agency/firm engaged.
8. The service provider shall be bound for a smooth and hassle free transition and help to pass on each and every information to his successor firm / agency / ESIC Unit.

Estimated Cost

Rates for cities classified under Class-C would be a maximum of Rs. 8,000/- per day/visit. The total cost for having the above services shall not be more than Rs. 96,000/- for a F.Y. which would require at least 3 visits in one quarter of the F.Y. of engagement and 12 visits during that particular F.Y. Participating bidders quoting lesser price for the entire F.Y. shall be declared L1.

Documents to be submitted along with the Bid, wherever applicable.

S.No	Document	Remarks
1.	Name, Address and Contact details (Mobile/Landline No.) of the Firm on the letter head	
2.	MSME/MSE Certificates, wherever applicable.	
3.	CAG Empanelled certificate issued to the Firm by CAG for C.A services.	
4.	Experience Certificate (Annexure-I) from Government Organization/ Statutory Body/CPSE/SPSE/ for five years.	As per format Attached
5.	PAN Card issued by IT Department of the CA Firm.	
6.	Audited balance sheet/Audited Profit and loss account/ITR for the last three years i.e., F.Y 2021-22, 2022-23 and 2023-24.	
7.	GST registration certificate of the firm.	

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8.	Registration Certificate of the firm/company/proprietorship	
9.	The bidder should not have been black listed by any Govt. Authority or public sector undertaking (undertaking need to be submitted) by the bidder.	
10.	Each and every page of the attached documents should be signed & stamped by authorized person.	
11.	Declaration that the firm is not 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) in the format attached as Annexure-II.	As per point 5 of the Eligibility Criteria.

Instructions to Bidder

1. Bidders to apply only online through GeM bidding process.
2. Bidders should carefully read all terms and condition and apply only on ensuring their eligibility.
3. While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in the bid document shall be furnished along the bid.
4. Incomplete bids are liable for rejection. ESIC reserves the right to reject any bid without assigning any reason.
5. The successful bidders will have to deposit performance security of 4% of the estimated cost in ESI Fund A/c No.1, payable at Kosamdi Branch, Ankleshwar which shall remain valid up to 14 months as per GeM bid.
6. All the documents shall be signed by the authorized signatory of the bidder. A certificate of authorization to authorize the signatory to sign the bid document.
7. Rates quoted should be in Indian Currency and should be inclusive of all charges including service charges, GST etc. as applicable. Any ambiguous quote on this account shall render the bid liable to be rejected. Bid not complete in all respect are liable to be rejected.
8. No interest shall be paid on the Earnest Money Deposit and the Performance Guarantee deposited by the bidder.
9. Bids shall remain valid up to 90 days after the date of bid opening prescribed by the ESIC (buyer); a bid valid for a shorter period would be liable to be rejected by the ESIC (buyer) as non-responsive.
10. Only CAG empanelled CA firms, as on the date of opening of the bid, will be eligible.
11. In case of a tie, the L1 shall be decided by the GeM through autorun / RA.
12. Rates for cities classified under Class-C would be a maximum of Rs. 8,000/- per day/visit and the total cost for haring the above services shall not be more than Rs. 96,000/- for one F.Y.

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13. The Firm/Agency will send its Chartered Accountant / Team for visit as 3 time in one quarter (3 months quarter of a FY) during FY of engagement and 12 visits during that particular F.Y.
14. Bids with wrong or unjustifiable amounts or centage values, shall outrightly be rejected.
15. Bidders to consider travelling and other costs before applying.
16. Medical Superintendent, ESIC Hospital Ankleshwar will be the final authority and he may / may not relax any of the conditions in the interest and suitability of the Hospital.
17. The Bidder must at all times during the contract period comply with the applicable Labour laws, laws related to intellectual property rights and any other law related to the operation of the contract. Any deviation in this regard may lead to termination of the contract.

Handwritten signatures and dates at the bottom of the page:

- Signature: *[Handwritten]* Date: 24/5/22
- Signature: *[Handwritten]*
- Signature: *[Handwritten]*
- Signature: *[Handwritten]*
- Signature: *[Handwritten]* Date: 22/5/22

(Format of Experience Certificate)
(To be given in the official letterhead of the Department/Organization)

This is to certify that M/S _____ has satisfactorily provided the services as an Chartered Accountant Firm, empanelled by CAG, to our Department/Organization during the period from _____ to _____.

Signature of the authorized signatory _____

Name _____

Seal of the firm/contractor

Mobile No

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DECLARATION

(To be given in the official letterhead of the Department/Organization)

I/We _____ on behalf of my firm and its partners do hereby declare and affirm that the firm is not 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).

Signature of the authorized signatory _____

Name _____

Seal of the firm/contractor

Mobile No

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Detailed scope of work

1. Assist in finalization of March (Provisional) 2024-25 Accounts and finalization of March (Final) 2024-25.
2. Scrutiny of Accounts for financial year 2024-25 keeping in view classification of income and expenditure including verification of accounting adjustments/rectification of errors, omission in books of accounts and clearing suspense entries. All effort should be made to ensure that:
 - a. The expenditures are 100% reconciled with the statements(R&P) of concerned unit.
 - b. There are no obvious errors in accounts like "Minus balances in receipt and expenditure. Such balances need to be examined in detail and rectification entry need to be passed before sending accounts to headquarters.
 - c. The accounts are free of all mathematical errors/mistakes.
 - d. Expenditures under all account's heads are tallied with respective subsidiary ledgers.
 - e. Any unusual increase/decrease/divergent trend in any head of expense is examined and rectified.
 - f. Classification of expenditure between hospital and medical education, Regional offices/Sub regional offices and DCBO is done correctly.
 - g. Classification of Prior period items is done properly.
 - h. Verification of physical verification of cash in hand and reconciliation with cash book should be done.
 - i. Verification of reconciliation of Bank Balance with Bank statement should be done.
 - j. Verification of reconciliation of all statutory dues (not limited to TDS, TDS on GST) should be done properly.
 - k. Verification reconciliation of security deposit, unclassified receipt, Pension payments, NPS, miscellaneous advances on monthly basis should be done properly.
 - l. Verification reconciliation of exchange account and suspense slip should be done properly.
 - m. Verification accounting of disposed assets along with profit/loss should be done properly.
3. Checking of provisions for Permanent Disablement Benefit (PDB), Dependent Benefits, ESIC COVID-19 relief scheme, Employee Benefit Reserve Fund (EBRF) etc.
4. Checking of provisions for Pension, Gratuity, Leave Encashment and Pensioners Medical Scheme (PMS), Liabilities.
5. Verification/vetting of physical verification of Fixed Assets with Register of Fixed Asset.
6. Verification/vetting of physical verification of the closing inventories, Stores and consumables etc. as on 31st March 2025.

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7. Assistance in preparation/verification of ESIC Budget of concerned unit
8. Guidance and assistance on audit observations of ESIC.
9. Assist in maintaining party ledgers, other receipts & payment ledgers, Assets and Liability Ledgers, monthly accounts on the basis of ledgers, calculation of Depreciation on fixed Assets, preparation of March (Provisional) and March Final Accounts duly reconciled with vouchers, preparation of budget, reconciliation BRS, verification of liability created and discharged.
10. Special emphasis may be given to the verification of following (but not limited to):
 - a. Verification in case of asset disposal- recording of depreciation, gain/loss booking,
 - b. Classification of Annual repair, maintenance and special repair maintenance.
 - c. Debt, Deposit reconciliation and advances receipts
 - d. Provision evaluation/calculation.
 - e. Inventory accounting
 - f. Super specialty treatment (SST) advances(if any),
 - g. Salary calculation, special reference to the people on deputation and hired on contractual basis for special services.
 - h. Verification of classification and payment with respect to instructions by ESIC for On-account payment, PIP etc. made to States.
 - i. Assistance and training (if required) to resources deployed in concerned unit.
11. Further, any other financial opinion/help/guidance/verification/vetting required/sought by Financial Commissioner and Director General, ESIC in any matter. Any other financial report and compilation required by financial division
12. The above scope of work is indicative in nature and may be enhanced/curtailed as per the requirements of the division.

Report

The detailed report(s) of visiting unit will be submitted in single hard copy to the Administrative Head and the Finance head of the unit. Further, the Administrative Head and the Finance head of the unit forward the said report with analysis/findings and recommendations (if any) to Financial Commissioner/Additional Commissioner, ESIC Hqrs. Soft Copy of report with analysis/findings and recommendations (if any) has also to be submitted in MS Excel/Word through email to ac-fin@esic.nic.in. ESIC Hqrs may direct the Empanelled CA firm of field unit for any specific work or any detailed work report.

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