

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	10-11-2025 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	10-11-2025 15:30:00
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 Model Hospital, Sec-9a, Gurgaon
वस्तु श्रेणी /Item Category	Financial Audit Services - Review o, Financial Reporting Framework, Audit report, As Per ATC Document; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	8 Month(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),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् 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 विवरण/Bid Details	
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	1
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	80000
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).	10

(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 Hospital, Sec-9a, Gurgaon, NA, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment
(Esic Fund A/c No. 1)

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

1. 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.

2. 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.

3. 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.

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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:5

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.:5

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:3

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification³

Number of XX fulltime CA's required and YY professional audit staff²

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
31-10-2025 14:00:00	Second Floor, Conference Room, ESIC Model Hospital, Gurugram-122002

Financial Audit Services - Review O, Financial Reporting Framework, Audit Report, As Per ATC Document; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specifica tion	मूल्य/ Values
कोर / Core	
Scope of Work	Review o , Financial Reporting Framework , Audit report , As Per ATC Document
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 , Internal control of financial , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Bank Transactions , Internal Control over Financial Reporting , Deterring , As Per ATC Document
Type of Industries/ Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , As Per ATC Document
Frequency of Progress Report	Fortnightly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Fortnightly
State	NA
District	NA

विवरण/ Specification	मूल्य/ Values
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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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	SANDIP KUMAR	122001,sector-9a	1	N/A

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

3. Certificates

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

4. Payment

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

5. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

6. 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 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 and Employment, Govt. of India)



आदर्श अस्पताल, सेक्टर 9ए, गुरुग्राम, हरियाणा - 122001
Model Hospital, Sector-9a, Gurugram, Haryana - 122001
Phone: 0124-2252001, Website: www.gurugramhospital.esic.gov.in
E-mail: ms-gurgaon.hr@esic.nic.in

File No: Z-17012/114/2024-FA

Date: 07-10-25

ATC 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. 21,000/- 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 8 months i.e. FY 2025-26 (which may be extended till finalization of Accounts).

Location of Work: ESIC Hospital, Sector-9A, Gurugram, Haryana - 122001

1

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 empaneled with C&AG and ESIC holds the rights to terminate the contract if CA firm or any of its partners/members get debarred and/or blacklisted by Centre/State Government Organization, statutory Organization or PSU. Documentary proof of the same must be submitted.
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 Organization or PSU.
5. Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws and did not face any such litigation before Hon'ble Court(s).

Detailed scope of work

1. Assist in finalization of March (Provisional) 2025-2026 Accounts and finalization of March (Final)/ Annual Accounts. 2025-2026.
2. Scrutiny of Accounts for the financial year (2025-2026) keeping in view classification of income and expenditure includes 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 Prior period items is done properly.
 - g) Verification of physical verification of cash in hand and reconciliation with cash book

should be done

- h) Verification of reconciliation of Bank Balance with Bank statement should be done.
 - i) Verification of reconciliation of all statutory dues (not limited to TDS, TDS on GST) should be done properly.
 - j) Verification reconciliation of security deposit, unclassified receipt, Pension payments, NPS, miscellaneous advances on monthly basis should be done properly
 - k) Verification reconciliation of exchange account and suspense slip should be done properly.
 - l) Verification accounting of disposed assets along with profit/loss should be done properly.
3. Checking of provisions for Pension, Gratuity, Leave Encashment and Pensioners Medical Scheme (PMS), Liabilities.
 4. Verification/vetting of physical verification of Fixed Assets with Register of Fixed Asset.
 5. Verification/vetting of physical verification of the closing inventories, Stores and consumables etc. as on 31st March 2026.
 6. Assistance in preparation/verification of ESIC MH Gurugram Budget.
 7. Guidance and assistance on audit observations of ESIC MH Gurugram.
 8. 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.
 9. 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 MH Gurugram for on account payment, PIP etc. made to States.
 - i) Assistance and training (if required) to resources deployed in concerned unit.
 10. 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.

13. The above scope of work is inclusive in the final/awarded bid amount.

Note: The above scope of work is indicative in nature and CA engaged through the agency may be given enhanced/curtailed work as per the requirements of the finance related of the hospital.

Report

The detailed report(s) of visiting the hospital will be submitted in single hard copy to the Medical Superintendent, ESIC Hospital, Sector-9A, Gurugram and Branch officer (Finance), ESIC Hospital, Sector-9A, Gurugram for submission to ESIC Hqrs with comments. ESIC Hqrs/Competent Authority may direct the Empaneled CA firm of field unit for any specific work or any detailed work report.

Payment

Monthly remuneration shall be paid to the empaneled agency in accordance with the visits paid by the CA as per the bill raised by the empaneled agency and visits acknowledged by Finance department, ESIC Hospital, Sector-9A, Gurugram in respect of work assigned and performed as defined in scope of work subject to the satisfaction of work and report submitted by empaneled CA firm. All mandatory deductions like Taxes/TDS as applicable shall be done as per statutory provisions. The empaneled Chartered Accountant Firm shall be entirely responsible for all taxes, duties, fees, levies etc., incurred relating to the delivery of the services. ESIC reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the ESIC will be the final and binding in this regard.

Penalties

If the empaneled CA Firm there off is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the assignment to other

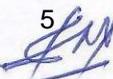
parties without permission of the ESIC, non-observation of instructions given by the ESIC, unauthorized retention of records of the ESIC, violating the terms and conditions of this assignment, indulging in malafide practices or any other cognizable offence or breach, the firm shall be punishable as deemed appropriate by the ESIC or in case of delay in carrying out the work, penalty at the rate of 1% per week of the total billing amount limited to 10% of fee may be levied.

Termination of Contract

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

Standard Terms & Conditions for the service for agreement

1. The persons deployed shall, during the course of their work, will have access to the classified documents, which they are not supposed to divulge to any third party(s), and shall maintain confidentiality. Any breach of this confidentiality obligation shall make the service provider liable for penal action under the applicable laws besides action for breach of contract.
2. The service provider shall provide a suitable resource well in advance if there is any probability of the person leaving the job due to his/her own personal reasons.
3. In case, service provider finds any serious financial irregularity (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 by the CA immediately as & when required and shall have regular meetings with the ESIC, if required.
5. The Audit of Monthly Accounts must be completed so that the audited monthly accounts can be submitted by the **5th of every month**. It may be ensured that the Audit of Annual Accounts for the FY 2025-26 may be completed by **20-04-2026**.
6. The successful CA/firm shall sign an agreement with ESIC with standard terms and

conditions for providing professional services of Chartered Accountant.

7. The CA or his representative will have to appear before the competent authority as and when required due to exigency of Monthly/Annual Accounts related work.
8. The engaged firm will be responsible for any corrections arising out of their own faults at no further cost to this office.
9. The Responsibility of correctness and accuracy of the details collected from the records of ESIC Hospital, Sector-9A, Gurugram will lie with the CA / Firm.
10. A reasonable penalty may be imposed on the CA / Firm by ESIC Hospital, Sector-9A, Gurugram has decided, if it is found that the CA / Firm failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Contractor / Firm after giving a written notice.
11. CA / Firm will maintain high standards of integrity and professional ethics and morality while handling the work of ESIC Hospital, Sector-9A, Gurugram and dealing with ESIC Hospital, Sector-9A, Gurugram and its officials. If it is found that this condition of confidentiality is compromised by the Contractor / Firm, then ESIC Hospital, Sector-9A, Gurugram will be at liberty to take further steps (e.g., requesting ICAI for cancellation of license) against the CA / Firm.
12. Notwithstanding anything contained herein above, ESIC Hospital, Sector-9A, Gurugram reserves the right to discontinue the services of the Contractor / Firm in the event their services are evaluated as unsatisfactory at any time during the period.
13. Any losses sustained by ESIC Hospital, Sector-9A, Gurugram due to negligence of CA /Firm's services in the form of any loss/damage of property (including those attributable to individual employees/manpower engaged by the Contractor/Firm) will be recoverable from the CA /Firm, as the money value shall be estimated by ESIC Hospital, Sector-9A, Gurugram. The decision of ESIC Hospital, Sector-9A, Gurugram in this regard will be final and binding on the CA /Firm.
14. The engaged firm shall provide full details of their representative with qualification etc. Such representative will carry identity card of the firm during visit to this office and shall maintain the decorum of the office.
15. The CA /Firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.
16. Service charge/consultancy charge or any other charges will not be paid separately for any of the services mentioned in scope of work.
17. The CA firm shall bear all expenses regarding compensations, wages and allowances (DA), PF, ESI, Bonus and Gratuity as applicable relating to personnel engaged by him and abide by

the provisions of various labour legislations. Payment to the firm shall be made on basis on submission of bill by the firm and on rendering satisfactory service by the firm.

18. 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.

19. That CA firm's authorized representative (Owner/ Director/ Partner/ Manager) shall personally contact the finance officer/ Head of Office at least once a month to get feedback on the services rendered by the Contractor vis-a-vis corrective action required to make the services more efficient.

20. The CA or his representatives shall visit ESIC Hospital, Sector-9A, Gurugram during the working hours of ESIC Hospital, Sector-9A, Gurugram under: - 9:00 AM to 04:00 PM from Monday to Friday, 9:00 AM to 01:00 PM on Saturday and Sunday is holiday on account of being weekend day.

21. In the event of person deputed by CA firm being on leave/absent, the CA firm shall ensure suitable alternative arrangement to make up for such absence.

22. If any of the personnel of the CA indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.

23. The CA / Firm shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The Contractor / Firm shall indemnify ESIC Hospital, Sector-9A, Gurugram from any claim in this regard.

24. Minor variations in the terms and conditions of the contract as specified can be adopted with the mutual consent of both the parties wherever required to fulfil the objectives of the contract.

25. ESIC is a statutory autonomous body under which Ministry Labour of Employment, Govt. of India and accordingly all notifications order/guidelines of govt. of India/ESIC as applicable shall also be a part of this tender/Contract.

26. This CA may be terminated at any time if the work is not satisfactory.

Period of Contract

The Contract shall initially be valid for a period of 08 months (which may be extended till finalization of Accounts). The rates quoted shall remain same during the entire period of the contract. ESIC, however, reserves the right to terminate the contract by serving one

month notice in writing and the contractor in turn has to give three months' notice.

Breach of Contract

In case of breach of any terms and conditions attached to the contract, the Performance Security Deposit of the Contractor will be liable to be forfeited by ESIC besides annulment of the contract.

Liquidated damages

For any lapse on the part of firm in relation to the work, penalty as decided by the competent authority may be imposed which shall be binding on the firm. The decision of ESIC official in-charge shall be final in this regard.

Dispute Settlement & Jurisdiction

It is mutually agreed that all differences and disputes arising out for in connection with this Agreements shall be settled by mutual discussions and negotiations. In case of any disputes, legal matters, court matters, if any shall be subject to Delhi NCR, India jurisdiction only.

Financial Cost

All the activities defined in scope of work mentioned above may require deploying sufficient number of CA for said work from time to time.

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

CA	Months in F.Y	Total Cost for F.Y.
10000/-	08	10000 x 08
		80000/-

on need basis
2/

List of Enclosures

Bidder should number the pages of Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid. Each page and all details provided should be duly signed by the owner/authorized signatory. All undertakings provided shall be on the letter head of the company (if applicable) and duly signed by the authorized signatory. The following documents to be closed for submission of Technical Bid:

1. Annexure A-Details of the Firm.
2. Annexure B- Bid Form.
3. Annexure C -Declaration
4. Financial capability of Bidder/Contractor
5. Bid Security Declaration Form
6. Details of the previous/existing contracts completed successfully.
7. Declaration regarding Blacklisting/Non-Blacklisting on Affidavit certificate
8. MSME/MSE Certificate, if applicable.
9. CAG Empanelment Certificate
10. PAN Card of the Firm.
11. GST Registration Certificate of the Firm.
12. Registration Certificate of the CA Firm.

[On the original letter head of the Bidder]

ANNEXURE -A

DETAILS OF THE FIRM

Sl.	Particulars	Details
1.	Name of Company/Firm/Institution	
2.	Name of Owner/Partners/Directors	
3.	Name & Signature of Authorized signatory	
FIRM DETAILS		
3.	(a)Office Address	
	(b)Telephone No.	
	(c)Fax No.	
	(d)e-mail ID	
FIRM REGISTRATION DETAILS		
4.	(a)Registration No. of firm with ICAI	
	(b)PAN No.	
	(c)GST Registration No.(if applicable)	
	(e)TAN No.	
	(f) CAG's Empanelment Number	
Details of Firm's Bankers		
5.	(a)Name & Address of the Bank	
	(b)IFSC No.	
	(c)Account No. of the Firm	
	Whether undertaking to the effect of	

6.	declaring that Firm has not been debarred/disqualified by ICAI or any Other regulatory authority, is enclosed	Yes/No
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(Proof to be attached for all above information failing which the tender will be treated as invalid/incomplete)

*Please use additional sheet for more details, if necessary.

Date :

Place :

Signature with seal

(With Name and Designation of Appropriate Authority)

[On the original letter head of the Bidder]

ANNEXURE -B

BID FORM

To,
The Medical Superintendent
ESIC Hospital, Sector-9A
Gurugram, Haryana- 122001

Sub: - Tender for Hiring CAG Empaneled Chartered Accountancy Firm for **FY 2025- 26** at ESIC Hospital, Sector-9A Gurugram, Haryana- 122001 reg.

Dear Sir,

We the undersigned Bidder, having read and examined in details the specifications and other documents of the GeM Bid No..... dated-.....-2025, do hereby propose to execute the job as per scope of work as set forth in your bid documents.

The prices of all items/services stated in the bid are firm during the entire period of subscription and not subject to any price adjusted as per in line with the bidding documents. All prices/rates and other terms & conditions of this proposal are valid for a period of 60 (sixty) days only from the date of opening of bid. We further declare that prices/rates stated in our proposal are in accordance with your bidding.

We declare that items/services shall be executed strictly in accordance with the specifications/scope of work and documents irrespective of whatever has been stated to the contrary anywhere else in our bid documents. Further, we agree that additional conditions, deviations, if any, found in the bid documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this bid is accepted by you, we agree to provide items/services as specified in tender document. We fully understand that the procurement/services are the essence of the job, if awarded.

We agree that MS, ESIC, Sec 9A Gurugram reserves the right to accept in full/part or reject any or all the bids received or split order within successful Bidder/Contractor without any explanation to Bidder/Contractor and his decision on the subject will be final and binding on Bidder/Contractor.

Dated, this.....day of.....2025

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____



[On the original letter head of the Bidder]

ANNEXURE- C

DECLARATION

I, _____ Son/Daughter/Wife of _____ Resident of _____ Proprietor / Director / Authorized Signatory of the Company/Firm, mentioned above, is competent to sign this declaration and execute this tender document.

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. 01 to 18 (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) in its totality / entirety.

In case any provision of this tender is found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Dated, this.....day of 2025

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

