

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	29-12-2025 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	29-12-2025 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Labour And Employment
विभाग का नाम / Department Name	Na
संगठन का नाम / Organisation Name	Employees State Insurance Corporation (esic)
कार्यालय का नाम / Office Name	Sub Regional Office, Jodhpur
वस्तु श्रेणी / Item Category	Hiring of Consultants - Per Person Per Month Based - Functional Consultants; Finance & Accounts; CA; NA
अनुबंध अवधि / Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों 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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / <b>Number of Auto Extension count</b>	1
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	3 Days
अनुमानित बिड मूल्य /Estimated Bid Value	144000
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).	15

(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 :

Social Security Officer  
Sub Regional Office, Jodhpur, NA, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment  
(Dilip)

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. 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.
6. 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.
7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any

impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

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

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

9. 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

**Specific Experience in Desired Field of Consultancy:**AS Per ATC

**Extendability of contract requirement:**AS Per ATC

**Penalties:**AS Per ATC

**Last 3 years average business revenue from consulting:**AS Per ATC

**Number of Consultants on payroll of firms:**AS Per ATC

**Number of projects completed in India having similar scope & size of proposed project under hiring:**AS Per ATC

**Scope Of work:**[1763983853.pdf](#)

**Profile of Consultants:**[1763983858.pdf](#)

**Pre-qualifications Criteria:**[1763983861.pdf](#)

**Document Matrix describing period of hiring of different consultants along with corresponding start and end date of engagement duration:**[1763983865.pdf](#)

**Hiring Of Consultants - Per Person Per Month Based - Functional Consultants; Finance& Accounts; CA; NA ( 1 )**

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Consulting Category/ Stream	Functional Consultants
Consultant's Profile	Finance& Accounts
Indicative generic Qualification of consultants/ resources/ SME	CA
Proof of Concept (POC) Required	NA
Total Experience of Consultants/ Resources (in Years)	4 to 6 Year

विवरण/ Specification	मूल्य/ Values
Deployment of Consultants/Resource	Onsite
Certifications	Other Certification as indicated in BID
<b>एडऑन /Addons</b>	

**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.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of Consultants / SMEs	अतिरिक्त आवश्यकता /Additional Requirement
1	Dilip	342009,ESI Hospital Complex, Near Pratap Nagar Police Station, Kamla Nehru Nagar, Jodhpur	1	<ul style="list-style-type: none"> <li>Duration of Hiring of Consultant/SME in months During the Contract Period : 12</li> </ul>

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

**1. Generic**

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

**2. Generic**

Option Clause: Excess Settlement. The excess settlement has been enabled for the service, allowing service providers to include additional charges up to a specified percentage of the item-level total value, including addons, in their invoices. Service providers must declare the applicability of additional charges during invoice creation and submit mandatory supporting documents to avail this option. The total invoice amount, including additional charges, shall not exceed the agreed-upon excess settlement percentage for the order.

**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.

## 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.**

**For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.**

**The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:**

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

**All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.**

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---**

## Annexure - I

### Notice Inviting Tenders

#### TENDER ENQUIRY DOCUMENT FOR PROVIDING FINANCE AND AUDIT RELATED WORK TO ESIC SUB-REGIONAL OFFICE, JODHPUR (RAJASTHAN)

Tender invited for providing the Finance and Audit related work at ESIC Sub-Regional Office, Jodhpur (list enclosed) as per given instructions and details,

Sl.	Item	Detail
1.	Name of work	Financial Audit Services – Review of Financial Statements, Financial Reporting Framework, Audit report, CAG Empaneled Audit or CA Firm.
2.	Period of Contract	The Contract shall be initially for a period of <b>One year i.e. FY 2025-26 (which may be extended till the finalization of Monthly Accounts.)</b>
4.	EMD/Security Deposit (SD)	The bidder has to deposit the <b>Earnest Money Deposit (EMD)</b> of amount equivalent to <b>5%</b> of the total contract value, if applicable as per bid details on GEM Portal and <b>Performance Security deposit</b> of amount equivalent to <b>5%</b> of the Value of the contract to be deposited on allotment of work order. It may be obtained in the form of insurance surety bonds, account payee demand draft, banker's cheque, or bank guarantee (including e-bank guarantee) from any of the commercial banks or payment online in an acceptable form.
5.	Tender Document	Tender document along with necessary documents and all annexure <b><u>in prescribed manner must be upload on GEM.</u></b>
6.	Cost for Tender Document	Not Applicable

## Annexure III

### ELIGIBILITY CRITERIA:

1. The bidder must have minimum of **Five-year experience** in the field of Similar works and documentary evidence with copies of **satisfactory work completion certificate** for **finance and audit related work** shall be enclosed. Any other work experience will not be acceptable.
2. Average Annual turnover of the firm in financial work during each of three financial years (**2022-23, 2023-24 and 2024-25**) should be Rs. **50,00,000 (Rupees Fifty lakh only)** of this bid. The **average annual turnover** certificate of bidder must be duly certified by the appropriate **CA /any other agency**.
3. The bidder should have to provide a certificate that the firm/agency have not been indicated for any criminal, fraudulent or anti-competitive activity and not been blacklisted by any Govt. Department/**CPSUs and PSUs** or otherwise any false statement could result in automatic disqualification. **The undertaking must also include that their firm/agency has no criminal case pending under the court of law.** The bidder should indicate the details of litigations, if any, they are involved in at the time of bidding itself.
4. Copies of the following documents should be mandatorily submitted along with the Technical Bid: -
  - (a) Registration/Incorporation certificate of firm.
  - (b) Must be empaneled with the CAG (provide certificate if any).
  - (c) **GST** Registration Certificate.
  - (d) PAN No. of firm.
  - (e) ESI Registration and EPF Registration.
  - (f) Valid Certificate of Registration under the **Shop and Commercial Establishments Act,1958**.
  - (g) **Audited(As applicable) Profit & Loss Account, Balance Sheet/ITR & other financial documents** of last three financial years i.e. **2022-23, 2023-24 and 2024-25**.
  - (h) **Satisfactory** work completion certificate/report of year **2022-23, 2023-24 and 2024-25** in support of eligibility conditions number 1 above. **Satisfactory Work Completion** certificate/report shall be considered for determining the work experience of the bidder(Period of contract, gross amount of contract). **(Work orders, agreements, GeM purchase orders etc. are not acceptable, only Satisfactory** work completion certificate is acceptable).

- (i) Acceptance of Terms and Conditions (ATC), Non-blacklisting declaration, Bid security declaration and declaration for non-conviction any labour law. (Format attached).
  - (j) Bid Document containing all terms and conditions of the bid duly Signed and Stamped by the bidder
5. Applicant firm and its partner should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any government/statutory Organization or PSU.
  6. Applicant firm or its partners should not be facing any investigation and 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).
  7. The bidder/tenderer should have **the Registered / Branch Office/ Site Office in Rajasthan** on the date of submission of bid.

#### **Annexure - IV**

##### **Instruction to Bidders**

- All tenderer are requested to read the tender document carefully including the terms and conditions, the procedures to fill the tender form and tender assessment criteria
- The technical bid should contain the information in Performa per instructions.
- The Instructions to Bidder / Tenderer have been Distributed in Two Part, which follows in details-

No.	Part	Subjects
1	A	Detailed information Related to Tender Submission  (Tender Document along with Necessary Papers)
2	B	Other / General Instructions

## Part - A

### For Submission of required necessary Documents for Award of contract

1) The set of documents should be prepared in following manner for submission.

SI	Documents List	Confirm (Yes / No)
1	Tender document signed and stamped (Terms & Conditions and other instructions etc.)	
2	EMD deposit details	
3	Documents in support of claiming exemption with regard to EMD, Experience and Annual Turn Over ( <b>Start up/ MSME</b> registration with only <b><u>relevant code of Security Services.</u></b> )	
4	Attested Photo copy of Registration/Incorporation certificate with respect to nature of Agency / Party / Firm	
5	Attested Photo copy of <b>shop and commercial establishment act, 1958</b> Registration	
6	Proof of Registered office/ Branch Office in Rajasthan.	
7	Attested Photo copy of <b>PAN Card</b>	
8	Attested Photo copy of <b>GST</b> Registration Certificate	
9	Attested Photo copy of <b>ESIC</b> Registration Certificate	
10	Attested Photo copy of <b>EPFO</b> Registration Certificate	
11	Undertaking / Declaration form. ( <b>Acceptance of ATC, Bid Security declaration, Non-black listing declaration &amp; Non conviction declaration under labour law</b> )	
13	Copies of audited Annual Balance Sheets (if applicable)/P&L account/ITR etc. and CA certificate turnover certificates of the financial years <b>2022-23, 2023-24 and 2024-25</b>	
14	Copies of only Similar work completion (Experience) certificate of the financial years <b>2022-23, 2023-24 and 2024-25</b> (with period, contract value,	

and satisfactory). <b>No other documents like GeM Contracts, agreements, Work orders will be considered.</b>	
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### Other instruction to Tenderer

#### 1) General Instruction:

1. Contractors who are interested to quote for the above services are advised to,
  - (a) Study carefully the various clauses contained in the terms and conditions before submitting their tender bids.
  - (b) To visit the ESIC Sub-Regional Office, Jodhpur and physically inspect the site and acquaint themselves with the facilities available, the nature and quantum of the work before submitting the tender bid.
2. The Tender incomplete in any form or conditional tender will be rejected out rightly.
3. The tenderer shall quote for all segments, failing which the bid shall be considered non-responsive.
4. The successful tenderer will have to deposit a Performance **Security Deposit** as per given instruction.
5. The successful Tenderer will have to commence the work from the stipulated date. In case of failure the contract will be rewarded through GeM and this office will take necessary action including the black listing of defaulter firm.

#### Detailed Scope of Work and Services:-

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:
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  - 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 details and rectification entry need to be passed before sending accounts to headquarters.
  - c. The accounts are free of all mathematical errors/mistakes.
  - d. Expenditure 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, BO 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 (DB), 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 31<sup>st</sup> March 2025.
  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.

**Payment: -**

Monthly remuneration may 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 units 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.

**PENALTY CLAUSE**

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 deemed fit may be initiated against the empaneled CA firm. Also, if cumulative penalties reaches 10% of contract value, competent authority may terminate the contract.

**Standard Terms & Conditions for the service for agreement :-**

Given the varied scope for the finance work, Accounting units may 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.
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.

### **Estimate 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. Rates for classified city Jaipur is 12,000/- per visit.

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

<b>Classified Cities A,B &amp; C</b>	<b>CA</b>	<b>Visits in F.Y.</b>	<b>Total Cost for a F.Y.</b>
B	12,000/-	12	12000*12 = 1,44,000/-

### **DISPUTE SETTLEMENT:**

It is mutually agreed that all difference and disputes arising out of or in connection with this Agreement shall be settled by mutual discussions and negotiations and if such disputes and differences cannot be settled and resolved by discussions and negotiations then the same shall be referred to the Sole Arbitrator appointed by the Joint Director, Sub-Regional Office, Jodhpur, whose decision shall be final and binding on both the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.

The cost of Arbitration shall be borne by the Contractor. During the pendency of the arbitration proceeding and currency of contract, the contractor shall not be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the

contractor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Jodhpur only.

The Courts at Jodhpur shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.