

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	28-01-2026 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	28-01-2026 16:30:00
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	Employees State Insurance Corporation
संगठन का नाम/Organisation Name	Employees State Insurance Corporation
कार्यालय का नाम/Office Name	Sub Regional Office, Vadodara
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
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
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation 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 मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड 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	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	144000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	14

(a).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

#### लाभार्थी /Beneficiary :

ASSISTANT DIRECTOR

Sub Regional Office, Vadodara, Employees State Insurance Corporation, Employees State Insurance Corporation, Ministry of Labour and Employment  
(Pravat Kumar Barik)

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 online 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.

6. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available.

Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

#### **अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**

**Number of Years of firm/company's existence as per ICAI certificate:**As per Bid Document

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:**As per Bid Document

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

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification**As per Bid Document

**Number of XX fulltime CA's required and YY professional audit staff**As per Bid Document

#### **Pre Bid Detail(s)**

<b>मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time</b>	<b>प्री-बिड स्थान/Pre-Bid Venue</b>
20-01-2026 12:00:00	ESIC SRO Vadodara, Urmi Society, Alkapuri, Vadodara

#### **Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CAG Empaneled Audit Or CA Firm ( 1 )**

#### **तकनीकी विशिष्टियाँ /Technical Specifications**

<b>विवरण/ Specification</b>	<b>मूल्य/ Values</b>
<b>कोर / Core</b>	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
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 , Compliance with law & regulations , Review system & processes
Type of Industries/Functions	Operational & Administrative
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	

विवरण/ Specification	मूल्य/ Values
Post Financial Audit Support	Yes

### 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 विशिष्ट दस्तावेज /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	PRAVAT KUMAR BARIK	390007, Employees State Insurance Corporation, Sub Regional Office, PRODUCTIVITY ROAD, Opp. VINS Hospital, Nr. Gowardhan Nathji, URMI SOCIETY, ALKAPURI	1	<ul style="list-style-type: none"> <li>Number of Months for which Post Audit Support is required : 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

**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.

#### 3. 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.

#### 4. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

## 5. **Service & Support**

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

## 6. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

## 7. **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.

## 8. **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.

## 9. **Buyer Added Bid Specific ATC**

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

## 10. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [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 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 नियिदा 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---**

## **Guidelines/instructions for hiring CAG Empanelled CA Firm at ESIC Sub Regional Office, Vadodara**

### **A. 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 (Now governed under Code of Social Security 2020), 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 Sub Regional Office, Vadodara 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.

### **B. Purpose:**

In order to ensure finalization of Accounts of the Corporation within timelines and correctness of the various entries carried out therein by the Sub Regional Office.

### **C. Period of Contract:**

The period of Contract of the Appointment of the selected bidder / CA Firm shall be for a period of one year (which may be extended till finalization of Accounts) with mutual consent under same terms & condition.

### **D. Location of Work:**

Empanelled CA Firm has to provide services at ESIC Sub Regional Office, Vadodara.

#### **E. Eligibility Criteria for Empanelment of CA Firm:**

1. Applicant firm should be handling similar works for at least last 5 years. Experience certificates to be submitted.
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 centre / 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).
6. The agency should have an established & functional Office / branch in the state of Gujarat, preferably in Vadodara as on date of bid submission. Documentary proof to be enclosed.
7. Undertaking in enclosed format Annexure I to be submitted along with documents.

#### **F. Detailed scope of work**

1. Assist in finalization of March (Provisional) 2025-26 Accounts and finalization of March (Final) 2025-26.
2. Scrutiny of Accounts for financial year 2025-26 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 in Sub Regional Office 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 Employee Benefit Reserve Fund (EBRF), Gratuity, Leave Encashment and Pensioners Medical Scheme (PMS), Liabilities etc
- 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 Budget of ESIC SRO Vadodara.
- 7.** Guidance and assistance on audit observations of ESIC.

**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 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 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 department of this office.

## **Report**

The detailed report(s) of visiting ESIC SRO Vadodara will be submitted in single hard copy to the Joint Director (I/c), ESIC Sub Regional Office, Vadodara and Branch officer (Finance), ESIC Sub Regional Office,

Vadodara for submission to ESIC Hqrs with comments. ESIC Hqrs may direct the Empanelled CA firm of field unit for any specific work or any detailed work report, if so observed.

### **Payment**

Monthly remuneration may 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 acknowledged by Finance department, ESIC Sub Regional Office, Vadodara 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 statuary 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 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 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 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 empanelled CA firm. In addition, 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 immediately as required and regular meetings will be held with the ESIC.

### **Estimated 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 afore-said units according to classified cities and no. of required visits for providing aforesaid services in each quarter.

<b>CA</b>	<b>Visits in one year</b>	<b>Total Cost for one year</b>
12000 per visit	12	12000X12
		144000/-

Consolidated cost may be based on the number of visits required depending upon the size of the unit.

**Annexure 1**

(Format of Undertaking regarding not blacklisted by Govt organization or PSU)

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

**Undertaking**

- 1.** That I am competent to give undertaking being proprietor /one of the partners /Director of \_\_\_\_\_
- 2.** Our firm \_\_\_\_\_ has been empanelled with CA&G
- 3.** Any of our partners/members are not debarred and/or blacklisted by Central/State government organisation, statutory Organisation or PSU.
- 4.** Our firm and its partner have not 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.** Our firm or its partners are 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).
- 6.** That I further undertake that in case any of the facts contained above and in our application is found other-wise or incorrect or false at any stage, my/our firm/company, companies shall stand debarred from the present and future tenders of the ESIC Sub Regional Office, Vadodara for the two years.

**(Signature of Proprietor /Managing Partner /Director with official Seal)**

### **Eligibility Criteria for Technical Selection of Bid**

<b>S No.</b>	<b>Eligibility Criteria</b>
1)	Proof of Registration Certificate of Firm / Agency / Organization as partnership / proprietorship / private limited / limited company.
2)	Applicant firm should be empanelled with CA&G. Proof of Empanelment shall be submitted.
3)	MSE Registration Certificate (if applicable)
4)	GST registration certificate.
5)	Permanent Account Number (PAN) allotted by Income Tax Department.
6)	Escalation Matrix with Phone Numbers.
7)	CA Certified Turnover Certificate or Audited Balance Sheet and Profit & Loss Account for the Financial Years 2022-23, 2023-24 and 2024-25 (i.e., Assessment years 2023-24, 2024-25 and 2025-26) to prove that the bidder has an average annual turnover of <b>Rs. 50,00,000/- (Rs. Fifty Lakh Only)</b> during the last three financial years.
8)	Copies of work orders showing a minimum of 5 years' experience during the last seven (7) financial years (i.e. 2018-19, 2019-20, 2020-21, 2021-22, 2022-23, 2023-24, and 2024-25) for providing similar services to any Department/Organisation/Office of the Government of India, State Government, PSU or Government Undertaking.  Proof of the said work experience must be supported with copies of work orders and satisfactory work completion certificates issued by the respective clients, clearly mentioning the period of contract and the value of completed work.
9)	Bid securing declaration on letterhead of bidder as per <b><u>Annexure A</u></b> .
10)	i) The bidder firm should not have been indicted for any criminal, fraudulent or anticompetition activity and not been blacklisted by any Govt. department during last Three Years. ii) 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. iii) 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).
	Declaration on Letter Head of Bidder duly filled, Signed & stamped by Bidder/Authorized signatory of Bidder should be submitted in respect of the above as per <b><u>Annexure B</u></b>

11)	Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings and should not be bankrupt. Bidder to upload undertaking to this effect with bid. <b>(Annexure C)</b>
12)	Undertaking stating that the bidder has gone through all instructions, eligibility criteria, General terms and conditions, special terms and conditions contained in the tender document and understood the same. The Bidder accepts terms and conditions of the bid unconditionally. <b>(Annexure D)</b>
13)	<p>Office of bidder must be in state of Gujarat- Documentary evidence of Office in Gujarat shall be provided (Certificate of Registration under The Gujarat Shops and Establishments Act 2019).</p> <p>In case of non-presence of Bidder in the state, an undertaking must be furnished in this regard stating that the bidder shall open an Office in the State of Gujarat preferably in Vadodara city within <b>30 days</b> of the award of contract and documentary evidence i.e. Certificate of registration under The Gujarat Shops and Establishment Act 2019 needs to be furnished failing which in addition to forfeiture of PBG, the contract shall liable to be terminated. <b>(Annexure E)</b></p>

**Note:**

- a) Please note that Tender shall be liable to be rejected if legible scanned copies of documents listed above are not uploaded in Technical Bid.
- b) Exemption to verified Micro and Small Enterprises (MSEs and and verified Startups from the requirements of prior turnover and prior experience shall be applicable as per the extant instructions and guidelines of Govt. of India in this matter.
- c) Online Technical bid of the bidders will be opened on Gem Portal & evaluated by the technical evaluation committee constituted by the JD(I/c) on the basis of documents uploaded by the bidder as per terms and conditions of tender.
- d) The Bidder is expected to go through all instructions, eligibility criteria, General terms and conditions, special terms and conditions contained in the tender document. Failure to furnish complete required information shall result in rejection of the bid. **An undertaking in this regard must be furnished** stating that the Bidder has understood all the terms and conditions of the Bid and agrees with the same.
- e) Online Price Bid of only those bidders, who qualify in Technical evaluation, will be opened on Gem Portal.
- f) The Joint Director (I/c), ESIC Sub Regional Office, Vadodara reserves the rights to reject any or all bids at any stage without assigning any reason thereof.

*(To be printed on letterhead of the bidder and submitted as part of  
Technical Bid)*

**ANNEXURE A**

**Bid Securing declaration**

**GeM Bid No- \_\_\_\_\_**

To,  
The Joint Director (I/c),  
ESIC Sub Regional Office,  
Vadodara

I \_\_\_\_\_ s/o \_\_\_\_\_ resident \_\_\_\_\_ of  
(Address) \_\_\_\_\_ Office  
address \_\_\_\_\_ do solemnly and affirm: -

a) That I am the authorized signatory of M/s \_\_\_\_\_

b) If our company/firm withdraw or modify the Bids during the period of validity or if our company/firm is awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, we will be suspended for the period of one year from being eligible to submit bids for any contract with ESIC Sub Regional Office, Vadodara, in addition to other administrative action as deemed fit.

[Stamp and Signature of Authorized Signatory]

[Name of Authorized Signatory]

[Designation]

[Mobile No]

[Name of Company/Firm]

[Date]

**Non-Blacklisting / Non -Debarment Declaration**

**GeM Bid No- \_\_\_\_\_**

To,  
The Joint Director (I/c),  
ESIC Sub Regional Office,  
Vadodara

Subject: - Non-Blacklisting / Non -Debarment Declaration

Name of work: Hiring of C&AG empanelled CA Firm in ESIC Sub Regional Office, Vadodara.

I, [Authorized Signatory Name], representing [Firm/Company Name], hereby declare and confirm that:

1. Our firm/company and/or its partner has not been indicted or found guilty of any criminal, fraudulent, or anti-competitive activities by any authority.
2. Our firm/company and/or its partner has not been blacklisted or debarred by any Government Department, Agency, or Organization during the last three years.
3. Our firm/company and/or 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.
4. Our firm/company and/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).

This declaration is made as part of the tender submission for the provision of **[C&AG empanelled CA Firm] services to ESIC Sub Regional Office, Vadodara**, and follows the requirements specified in the tender document.

I further confirm that the information provided above is accurate and true to the best of our knowledge, and any misrepresentation or false declaration shall lead to disqualification of our bid or termination of any contract awarded.

[Stamp and Signature of Authorized Signatory]

[Name of Authorized Signatory]

[Designation]

[Mobile No]

[Name of Company/Firm]

[Date]

**Undertaking Regarding Bidder's financial standing**

**GeM Bid No- \_\_\_\_\_**

To,  
The Joint Director (I/c),  
ESIC Sub Regional Office,  
Vadodara

**Sub: Undertaking Regarding Financial Standing.**

Name of work: Hiring of C&AG empanelled CA Firm in ESIC Sub Regional Office, Vadodara.

I, [Authorized Signatory Name], representing [Company/Firm Name], hereby undertake the following:

1. That our company/firm is not under liquidation, court receivership, or any similar legal proceedings.
2. That our company/firm is not bankrupt as on the date of submission of this bid.
3. That we are financially capable and legally competent to undertake and perform the obligations as required in the bidding process.

This undertaking is submitted in compliance with the requirements of the tender/bid.

I understand that any false or misleading declaration may result in disqualification from the bidding process.

[Stamp and Signature of Authorized Signatory]

[Name of Authorized Signatory]

[Designation]

[Mobile No]

[Name of Company/Firm]

[Date]

**ANNEXURE D**

**Unconditional Acceptance of all Terms and Conditions**

**GeM Bid No- \_\_\_\_\_**

To,

The Joint Director (I/c),  
ESIC Sub Regional Office,  
Vadodara

Sub: Acceptance of Terms & Conditions of Tender

Name of work: Hiring of C&AG empanelled CA Firm in ESIC Sub Regional Office, Vadodara.

Dear Sir,

1. I / [Authorized Signatory Name], representing [Company/Firm Name] hereby certify that we have read the entire terms and conditions of the tender document published on GeM Portal for the above work which shall form part of the contract agreement and we shall abide by the conditions / clauses contained therein.
2. We hereby unconditionally accept the tender conditions contained in the tender document in its entirety for the above works. Any conditions submitted by us stands automatically withdrawn.
3. It is clarified that after unconditionally accepting the tender conditions in its entirety, it is not permissible to put any remarks / conditions.
4. In case any provisions of this tender are found violated, we agree that the tender shall be rejected and ESIC Sub Regional Office, Vadodara shall without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.

[Stamp and Signature of Authorized Signatory]

[Name of Authorized Signatory]

[Designation]

[Mobile No]

[Name of Company/Firm]

[Date]

*(To be printed on letterhead of the bidder and submitted as part of Technical Bid)*

**ANNEXURE E**

**Undertaking with regard to opening of office in the state of Gujarat**

**GeM Bid No- \_\_\_\_\_**

To,  
The Joint Director (I/c),  
ESIC Sub Regional Office,  
Vadodara

**Subject: Undertaking for Opening of Office in the State of Gujarat**

I, [Authorized Signatory Name], representing [Company/Firm Name], hereby undertake that in case our firm/company is awarded the contract, we shall open an office in the State of Gujarat, preferably in Vadodara city, within 30 days of the award of the contract.

We further undertake to provide the necessary documentary evidence i.e. the Certificate of Registration under **The Gujarat Shops and Establishment Act, 2019**, within the stipulated time frame.

We fully understand that failure to establish the office within the given time frame, along with the required documentary evidence, will result in the forfeiture of the Performance Bank Guarantee (PBG), and the contract will be liable to termination, as per the terms and conditions outlined in the tender document. Me

This undertaking is submitted in good faith and in compliance with the requirements of the tender.

[Stamp and Signature of Authorized Signatory]

[Name of Authorized Signatory]

[Designation]

[Mobile No]

[Name of Company/Firm]

[Date]