

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	09-02-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	09-02-2026 11:30:00
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	Esic Hospital And Medical College Joka Kolkata
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	8 Lakh (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 Relaxation for Years Of Experience and Turnover	Yes   Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes   Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	<p>Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC)</p> <p>*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</p>

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	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 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 जाना है। / 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	216000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है। / Financial Document Indicating Price Breakup Required	Yes
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).	12

(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 :

DEAN

ESIC Hospital and Medical College Joka Kolkata, Employees State Insurance Corporation, Employees State Insurance Corporation, Ministry of Labour and Employment  
(Esic Account Number One)

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. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed 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 relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed 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 relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the

bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1\\_4\\_2021\\_PPD\\_dated\\_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated online in GEM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

8. 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.

9. 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.

10. 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:** Please refer to ATC for details

**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.:** Please refer to ATC for details

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:** Please refer to ATC for details

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:** Please refer to ATC for details

**Number of XX fulltime CA's required and YY professional audit staff:** Please refer to ATC for details

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

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
02-02-2026 10:00:00	OFFICE OF THE DEAN, ESI-PGIMSR, ESIC MC AND ESIC HOSPITAL AND ODC EZ, KOLKATA - 104

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

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

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Review of Financial Statements

विवरण/ Specification	मूल्य/ Values
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 , Bank Transactions
Type of Industries/Functions	Purchase & Procurement , Inventory & Store management , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance , Human Resource & Payroll
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>	
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 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	Rajat Bhattacharya	700104,ESIC HOSPITAL JOKA, DIAMOND HARBOUR ROAD	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. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. The pre-bid meeting shall be held at the Office of the Dean, ESI-PGIMSR, ESIC MC AND ESIC HOSPITAL AND ODC (EZ) on 02.02.2026, 10 AM. The interested bidders may attend the pre-bid meeting by visiting the above venue in the given date and time or may choose to attend by hybrid-mode by using shared link .

The interested bidders may forward their willingness by sending e-mail to the e-mail i.d. - deanpgi-joka.wb@esic.nic.in at least 48 hours prior to the meeting. Link for the meeting shall be shared by return mail.

## 3. **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 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---**

OFFICE OF THE DEAN  
 ESI-PGIMSR & ESIC MEDICAL  
 COLLEGE & ESIC HOSPITAL & ODC  
 (EZ), JOKA  
 MINISTRY OF LABOUR &  
 EMPLOYMENT, GOVT. OF INDIA



DIAMOND HARBOUR ROAD,  
 KOLKATA – 700 104  
 PHONE NO. – 033 -29500793  
 E-mail: [deanpgi-joka.wb@esic.nic.in](mailto:deanpgi-joka.wb@esic.nic.in)  
 Website: [www.esichospitals.gov.in](http://www.esichospitals.gov.in);  
[www.esic.nic.in](http://www.esic.nic.in)

**TENDER NOTICE FOR HIRING CAG EMPANELLED CA FIRM FOR ESI-PGIMSR & ESIC HOSPITAL & ODC(EZ), JOKA ON CONTRACT BASIS**

The Dean, ESI-PGIMSR, ESIC Medical College & ESIC Hospital & ODC (EZ) Joka, Kolkata (the “ESIC Hospital, Joka, Kolkata”) invites E -Tender through Gem Portal under Two Bids system (Techno-commercial and Financial) in prescribed tender forms from CAG EMPANELLED CA FIRMS. This tender is for assisting in timely preparation/submission of financial statement including March (Provisional) and March Final, in order to ensure finalization of Accounts of the Accounting Unit within timelines and correctness of the various entries carried out therein by the Accounting Unit. This Contract shall be for a period of 01 (One) Year i.e. FY 2025-26. The Applicant firm should be should be empanelled with CAG and should have experience in handling similar works from at least last (05) five years

Documentary evidences in support of relevant experience and empanelment to CAG to be submitted at the time of bidding.

DEAN  
ESI-PGIMSR ESIC MEDICAL COLLEGE &  
ESIC HOSPITAL & ODC, JOKA

Place: Kolkata

Date:

*Dean  
13/1/26  
Rajat*

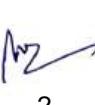
*13/1/26  
Rajat*

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**DEAN**  
**ESI-PGIMSR ESIC MEDICAL COLLEGE &**  
**ESIC HOSPITAL & ODC, JOKA**

## Introduction:

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

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

## Terms of reference:

**Period of Contract:** The period of Contract of the Appointment of the selected bidder shall be for a period of one year i.e. FY 2025-26 (which may be extended till finalization of Accounts).

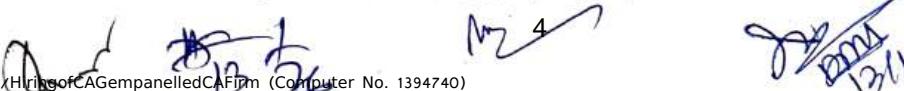
**Location of Work:** Empanelled CA Firm has to provide services at client location.

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

1. Applicant firm should be handling similar works from at least last 5 years.
2. Applicant firm should be empanelled with CA&G and ESIC holds the rights to terminate the contract if CA firm or any of its partners/members get debarred and/or blacklisted by center/state government organisation, statutory Organisation or PSU.
3. Average annual turnover of firm for the last three years should be at least 08 lakhs.
4. Applicant firm and its partner should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any government/statutory Organisation or PSU.
5. Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws and did not face any such litigation before hon'ble Court(s).

## **Detailed scope of work :**

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 between hospital and medical education, Regional offices/Sub regional offices and DCBO is done correctly.
  - g. Classification of Prior period items is done properly.

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- h. Verification of physical verification of cash in hand and reconciliation with cash book should be done.
- i. Verification of reconciliation of Bank Balance with Bank statement should be done.
- j. Verification of reconciliation of all statutory dues (not limited to TDS, TDS on GST) should be done properly.
- k. Verification reconciliation of security deposit, unclassified receipt, Pension payments, NPS, miscellaneous advances on monthly basis should be done properly.
- l. Verification reconciliation of exchange account and suspense slip should be done properly.
- m. Verification accounting of disposed assets along with profit/loss should be done properly.
- 3. Checking of provisions for Permanent Disablement Benefit (PDB), Dependent Benefits, ESIC COVID-19 relief scheme, Employee Benefit Reserve Fund (EBRF) etc.
- 4. Checking of provisions for Pension, Gratuity, Leave Encashment and Pensioners Medical Scheme (PMS), Liabilities.
- 5. Verification/vetting of physical verification of Fixed Assets with Register of Fixed Asset.
- 6. Verification/vetting of physical verification of the closing inventories, Stores and consumables etc. as on 31st March 2025.
- 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.


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**Reporting:**

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

**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 acknowledge by units in respect of work assigned and performed as defined in scope of work subject to the satisfaction of work and report submitted by empanelled CA firm. All mandatory deductions like Taxes/TDS as applicable shall be done as per statutory provisions. The empanelled Chartered Accountant Firm shall be entirely responsible for all taxes, duties, fees, levies etc., incurred relating to the delivery of the services. ESIC reserves the right to deduct 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.

The Agency shall be required to submit his bill in triplicate month-wise by the 7<sup>th</sup> of the subsequent month for further action and payment shall be released as per the terms & conditions, less deduction at source of Income Tax at prevailing rates within Six Weeks of final acceptance of the Bill.

In case the Agency fails to abide by any statutory law, the *Dean*, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC (EZ), Joka, reserves the right to impose any penalty so as to make good such lapse or delay the payment, thereof, without prejudice to any statutory penalty under law. The Tenderer shall have no right to claim any interest on the delayed payments due to such reasons.

**The payment to the contractor will be made mandatorily by electronic mode such as RTGS/NEFT etc. The contractor is instructed to provide the following information along with the tender.**

- (i) Name of the Bank
- (ii) Name of the branch
- (iii) Account Number
- (iv) IFSC Code
- (v) MICR Number

## **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. 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.

## **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.

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

Rate for CA per day	Tentative Visits in F.Y	Tentative Total Cost for a F.Y.
18,000/-	12	18,000x12 = 2,16,000/-

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

The firm may be empanelled through competitive bidding by following GFR provisions, delegation of power and HQRs instructions.



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## GENERAL TERMS AND CONDITIONS

Approx Estimated <b>01 years</b> cost of the Service	:	₹ 2,16,000/- (Rupees Two Lakh Sixteen Thousand only)
<b>Performance Money</b>	<b>Security Deposit</b>	<b>A Sum equivalent to 05 % of the bid value.</b>

### **1. PREPARATION OF TENDER:**

The Tenderer shall give full assistance and information as may be required in connection with the contract to the Dean or any other officer nominated by him to inspect the premises of the tenderer at all reasonable times.

### **2. SIGNING OF TENDER:**

- a) The tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the tender are not duly & fully filled in. Particular attention may be given to the dates of delivery of services and also to the particulars referred to in the conditions of contract so as to comply with them.
- b) Individuals signing tender or other documents connected with the contract must specify:
  - i) Whether signing as a 'Sole Proprietor' of the firm or his Attorney?
  - ii) Whether signing as a 'Registered Active Partner' of the firm or his Attorney?
  - iii) Whether signing for the firm 'Per Procreation'?

In the case of companies and firms registered under the Indian Partnership Act, the capacity in which signing e.g. Secretary, Manager, and Partner etc. or their attorney and produce copy of documents, empowering him to do so, if called upon to do so.

**NOTE:** In case of unregistered firms, all the members or all Attorneys duly authorised by all of them or the Manager of the firm should sign the tender and subsequent documents.

### **3. LAST DATE FOR RECEIPT OF THE TENDER:**

E-Tender / tender through GeM shall be submitted within the stipulated date and time. In the event of the stipulated date of opening of the tender being declared a closed holiday for Govt. Offices, the date of opening of the tender (s) will be the next working day.

### **4. PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN:**

The contract / tender, if awarded, shall be valid initially for one year from the date of award of Contract subject to continuous satisfactory performance and on failure on this aspect by the contractor, the Competent Authority will reserve the right to terminate the contract. Quotations qualified by such vague and indefinite expressions such as 'subject to immediate acceptance'; 'subject to prior sale' etc. will not be considered.

### **5. OPENING OF E-TENDER:**

The tender shall be opened on the date and time mentioned in the GeM bid document.

### **6. PRICES:**

Prices quoted must be meaningful and measurable in the context.

Price must be clearly shown in **figures**. Tenderer should clearly specify whether prices quoted are inclusive of GST/statutory charges or such charges are extra. Where no specific mention is made to GST/or other duties, prices quoted shall be deemed to be inclusive of such taxes/charges.

### 7. INSPECTION OF SERVICE /WORK:

Service shall be accepted/work shall be certified as completed subject to inspection by Dean, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC (EZ), Joka or his assigned representative. Any defect / fault found in the services/ works performed by the service provider shall result in rejection/denial of acceptance and decision of the Dean, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC (EZ), Joka, shall be final and legally binding.

### 8. ELIGIBILITY CRITERIA :

- a. Photocopy of valid **Trade Licence** in the **relevant/similar services** issued by concerned authority duly signed and stamped by the bidder to be submitted with technical bid and scanned copy should be uploaded..
- b. Photocopy of PAN/TAN other statutory documents duly signed and stamped by the bidder to be submitted with technical bid and scanned copy should be uploaded.
- c. Photocopy of GST certificate clearly showing the class/classes of goods/services for which GST registration has been obtained duly signed and stamped by the bidder to be submitted with technical bid and scanned copy should be uploaded.
- d. Photocopy of Valid Labour Licence duly signed and stamped by the bidder to be submitted with technical bid and scanned copy should be uploaded.
- e. Photocopy of ESI & PF Challan / Return duly signed and stamped by the bidder to be submitted with technical bid and scanned copy should be uploaded.
- f. The bidder should have experience in similar work/service for the last Five years. Suitable documentary evidence duly signed and stamped by the bidder to be uploaded and submitted with the technical bid. (Other than ESIC also to be attached).
- g. Photocopy of Profit and Loss Account and Balance Sheet prepared by following Section 40AB of Income Tax Act,1961, duly signed and stamped by the bidder showing Minimum average Turnover of ₹ 8 Lakh each year for the last three years i.e. within financial year 2022-23, 2023-24 & 2024-2025 in the **similar trade** to be submitted with the technical bid and scanned copy should be uploaded.
- h. Relevant document in connection with place of business in and around of Kolkata with duly signed and stamped by the bidder to be scanned and uploaded with the technical bid.
- i. Photocopy of Income and Expenditure statement of two years in last three years i.e. within financial year 2022-23, 2023-24 & 2024-2025 in the relevant trade prepared by following Section 40AB of Income Tax Act,1961 with duly signed and stamped by the bidder to be submitted with the technical bid and scanned copy should be uploaded.

### 9. CRITERIA FOR SELECTION

The tender shall be evaluated for technically qualified bidders only. However, in case of insufficient participation, the Dean may amend/add/delete/relax any condition of the tender document in the interest of the Medical Institution.

The lowest financial bidder among the technically qualified ones i.e. who quote the lowest price (as per Price Bid Annexure-IV), shall be made the first offer of the tender as L1.

In the event of two or more agencies quoting the same total tender price (as per price Bid Annexure-IV), the Tender Evaluation Committee would select a suitable agency based on its past experiences, compliance records and/or infrastructure or any method of selection available in the GeM.

### 10. OTHER TERMS

- a) **Responsibility for executing Contract:** The Agency is to be entirely responsible for the execution of the contract in all respects in accordance with the terms and conditions as specified in the acceptance of tender.
- b) The Agency shall not sublet transfer or assign the contract to any part thereof without the written permission of the Dean. In the event of the Agency contravening this condition, Dean,

ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC (EZ), Joka, be entitled to place the contract elsewhere on the Agency's account at his risk and the Agency shall be liable for any loss or damage, which the Dean, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC (EZ), Joka, may sustain in consequence or arising out of such replacing of the contract.

c. **Security Deposit:** On acceptance of the tender, within the period specified by the Dean, the Agency shall deposit **security deposit as 05% of the bid value**. The hospital authority shall be entitled to forfeit the Security Deposit or any part thereof without prejudice to any other remedies provided in the contract or available under the law. The security shall be in the form of **EPBG (Electronic Performance Bank Guaranty) payable at Kolkata in favour of ESI Fund A/c. No.1.**

- i) *If the Agency fails in fulfilling above-mentioned terms and conditions, such failure will constitute a breach of the contract and the Dean, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC (EZ), Joka shall be entitled to make other arrangements at the risk and expense of the contractor.*
- ii) *On due performance and completion of the contract in all respects, the Security Deposit will be returned to the contractor without any interest on presentation of an absolute 'No Demand Certificate' in the prescribed form and upon return in good condition of any specifications, samples or other property belonging to the purchaser, which may have been issued to the contractor.*
- iii) The successful bidder shall be required to furnish a **Performance Security** within 15 days of receipt of the "Letter of Award" for an amount equalling to **05 %** of the bid value in the form of **EPBG ( electronic- Performance Bank Guarantee)** from a Nationalized/scheduled bank, drawn in favour of "ESI Fund A/C No. 1" payable at Kolkata. The Performance Security / Security Deposit shall be returned within six months after the expiry of the contract and completion of all contractual obligations. In case the contract period is extended further, the validity of Performance Security shall stand automatically extended.

d. **Recovery of sums due:** Whenever any claim for the payment of a sum of money arises out of or under this contract against the contractor the purchaser shall be entitled to recover of such sum by appropriating, in part or whole the security/earnest money deposited by the contractor, when the balance or the total sum to be recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter may become due to recoverable under this or any other contract with the purchaser. If this sum not be sufficient to cover the full amount recoverable, the contractor shall pay to the purchaser on demand the remaining balance due.

e. The successful bidder will be required to execute an agreement within a period of 07 days from the date of issue of Letter of Award until extended by the Dean, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC, Joka in a non-judicial stamp paper and all the expenditure in this regard should be borne by the bidder.

f. **Insolvency and breach of contract:** The Dean, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC (EZ), Joka may at any time by notice in writing summarily terminate the contract without compensation to the contractor in any of the following events, that is to say:-

- a) *If the Agency being an individual or if firm, any partner in the contractor's firm, shall at any time be adjudged insolvent or shall have a receiving order or orders for administration of his estate made against him or shall take any proceedings for liquidation or composition under any insolvency not for the time being in force or shall make any convenience or assignment of his efforts or enter into any arrangements or composition with his creditors or suspend payment of if the firm be dissolved under partnership act, or*
- b) *If the Agency being a company shall pass a resolution or the court shall make an order for the liquidation of the affairs or a receiver or Manager on behalf of the debenture holder shall be appointed or circumstances shall have arisen which entitled the court or debenture holders to appoint a receiver or Manager.*

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c) If the Agency commits any breach of this contract not herein specifically proved for: Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the purchaser and provided also that the contractor shall be liable to pay the purchaser for any extra expenditure, he is thereby put to but shall not be entitled to any gain on repurchased.

g. **Arbitration:** In the event of any dispute or difference arising out of the terms and conditions laid down in this tender, the same shall be referred to Arbitrator appointed by the Dean, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC (EZ), Joka. The procedure of the Arbitration will be governed by the provisions Arbitration Act 1996 as amended and rules framed there under.

h. **Document:** The tenderer should have submitted photocopy of all the relevant documents as stated in the check list along with the tender papers, failing which the tender is liable to be rejected.

i. **Statutory requirements:** In case, the agency appoints manpower / labour in excess of or equal to the number as specified by law, the agency should comply with all statutory enactments including Contract Labour Regulation and Abolition Act, 1970; Minimum Wages Act, 1948 where applicable; Payment of Wages Act, 1936 where applicable; ESI Act, 1948, where applicable; EPF & Miscellaneous Provision Act, 1952, where applicable; etc. All existing statutory liabilities relating to engagement of personnel related to labour laws shall be sole responsibility of the agency.

j. The successful bidder/tenderer shall obtain a valid license under the Contract Labour (R & A) Act, 1970 & Rules framed there under and shall continue to hold it till completion of the contract wherever applicable,

k. **Right to accept / reject:** The hospital authority reserves the right to **reject** any or all tender without assigning any reason whatsoever. Also, the hospital authority reserves the right to **award** any or part or full contract to any successful agency at its discretion and this will be binding on the tendered.

l. **Assistance to contractor:** The contractor shall not be entitled to assistance either, in the procurement of raw materials required for the fulfilment of the contract or in the securing of transport facilities.

m. The tenderer should have a place of business in and around Kolkata and the complete Postal Address, Telephone / Mobile / Fax / E-mail address, etc. should be provided, while submitting the completed tender form.

n. The list of personnel to be deployed to be intimated to the authority from time to time. The personal employed by the Agency should have proper uniform and identity card for identification. The persons so deployed shall not have any claim for permanent absorption in the hospital and such claim if raised shall be violation of the terms and conditions of the agreement of the hospital authority shall have the right to cancel the agreement to terminate such deployment termination.

o. The contractor will be responsible for such conduct of the persons engaged by him for this purpose, which will be conducive for maintaining harmonious relation and courteous behaviour with the beneficiaries as expected in this field and will be responsible for any act & omission of such persons.

p. In the event of any violation of laws, rules, statutory provisions by the contractor, this will amount to breach of contract and in such case, the hospital will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.

q. **Validity of Contract:** The contract, if awarded, shall be valid **initially for 01 (ONE) year from the date of award** subject to continuous satisfactory performance. The period of the contract can be extended for further period at the discretion of the Competent Authority, while accepting the tender subject to continuous satisfactory performance. However, on failure on this aspect by the contractor, the hospital will have the right to terminate the contract forthwith in addition to forfeiting the security amount deposited by the contractor and initiating administrative actions for black listing, etc. solely at the discretion of the hospital authority.

r. The Tenderers will quote the rates in respect of jobs / services described above in various paras and shall fill **Annexure - IV** appended herewith along with the Tender Application form.

s. The successful agency shall have to enter in to an agreement with the Hospital and the cost incurred in this connection, shall have to be borne by the contractor.

t. **The rate once accepted by the hospital shall remain unaltered through the period of contract, including any extended period.**

u. The Dean, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC (E.Z), Joka, does not pledge himself to accept the lowest or any tender and reserve to himself the right of accepting the whole or any part of the

tender or portion the service offered and the agency shall provide the same service /execute the work at the rate quoted by them.

v. The hospital authority reserve the right to award any part or full contract to any successful agency(ies) at its discretion and this will be binding on the Tenderer.

w. **Failure and Termination:** If the Agency fails to deliver the service or any part of it or fail to comply with the terms and condition thereof within the period prescribed for such delivery in the contract or any time liquidation the contract before the expiry of such period, *the Dean, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC (EZ), Joka shall be entitled to make other arrangements at the risk and expense of the Agency without prejudice to his right to recover damages for breach of the contract, be entitled at his option.*

## 11. **METHOD OF SELECTION:**

The tender shall be evaluated for technically qualified bidders only. However, in case of insufficient participation, the *Dean, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC (EZ), Joka may amend/add/delete/relax any condition of the tender document, in the interest of the Institute.*

The lowest financial bidder among the technically qualified ones (and also for those ones for whom any condition of the tender document has been relaxed) i.e. who quote the lowest price (as per Price Bid Annexure-IV), shall be made the first offer of the tender as L1. In case of non-acceptance or non-performance of the lowest bidder, the L1 bidder would be liable of forfeit of his bank guarantee.

In the event of two or more agencies quoting the same total tender price (as per price Bid Annexure-IV), the Tender Evaluation Committee would select a suitable agency based on its past experiences, compliance records and/or infrastructure or any method of selection available in the GeM.

## 12. **PAYMENT TO THE SUCCESSFUL BIDDER :**

The Agency shall be required to submit his bill in triplicate month-wise by the 7<sup>th</sup> of the subsequent month for further action and payment shall be released as per the terms & conditions, less deduction at source of Income Tax at prevailing rates within Six Weeks of final acceptance of the Bill.

In case the Agency fails to abide by any statutory law, the *Dean, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & ODC (EZ), Joka, reserves the right to impose any penalty so as to make good such lapse or delay the payment, thereof, without prejudice to any statutory penalty under law. The Tenderer shall have no right to claim any interest on the delayed payments due to such reasons.*

**The payment to the contractor will be made mandatorily by electronic mode such as RTGS/NEFT etc. The contractor is instructed to provide the following information along with the tender.**

- I) Name of the Bank
- II) Name of the branch
- III) Account Number
- IV) IFSC Code
- V) MICR Number

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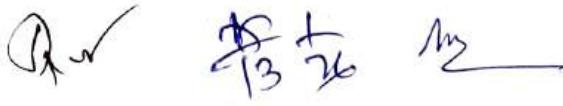
Annexure-II**SPECIAL TERMS AND CONDITIONS**

The following special terms and conditions shall apply for providing CAG Empanelled CA service on contract basis to the ESIC Hospital & O.D.C. (E.Z), Joka.

1. Tender will be evaluated only on the basis of documents uploaded in GeM Portal.
2. **Approximate number of visits by CA per year : 12.**
3. The General Terms & Conditions for providing services to the ESI-PGIMSR, ESIC Medical College and ESIC Hospital & O.D.C. (EZ), Joka including Law of Contract and Law of agency will be applicable.
4. The tenderer should have a place of business in and around Kolkata and the complete Postal Address, telephone / Mobile / E-Mail address, etc should be provided, while submitting the completed tender form.
5. The agency while submitting their tender form, shall attach Photostat copies of trade licence essential for carrying out the activities under reference, GST, PAN and any such other documents specified hereto. Tender form incomplete in any respect and not supported by the above-mentioned requisite documents, will be summarily rejected by the hospital.
6. The bidder should have experience in the relevant field for **at least last 05 years**. Documentary evidence to attach.
7. The contractor must possess the requisite valid license issued by the competent authority for carrying out the business and shall be responsible for complying all laws pertaining to the services in question as well as those pertaining to employment of persons under him.
8. The contractor / Agency will be required to provide Identity Card to the personnel deployed by them in connection with this service at his own cost including their maintenance.
9. There shall be no compromise on the quality of Service by the Agency and if any such incidence is found, action deemed fit, including black listing the firm, shall be taken by the Competent Authority.
10. Equipments like laptops/calculators etc. required for delivering the service shall be provided by the Agency / Service Provider.
11. The successful tenderer will be required to deposit Security Money as stated in this document within such specified period as may be decided by the hospital and on failure, the offer shall be cancelled without further reference.
12. The security Money so deposited by the successful bidder will be retained by the hospital till completion / concluding proviso of the contract and will be released thereafter on claim, without intimation subject to adjustment by hospital of any claim arising out of terms & conditions pertaining to the tender.
13. The Agency will be responsible for maintaining adequate number of persons engaged in delivery of the service.
14. The contract, if awarded, will be initially for one year from the date of award subject to continuous satisfactory performance and on failure on this aspect, the hospital reserves the right to terminate the contract even before completion of the tenure.
15. The contractor will be required to submit his bill month-wise by 7th of the subsequent month, for further action and release of payment. Payment will be released as per the terms & conditions, less deduction of Income Tax, TDS /GST at source at prevailing rates within Six Weeks of final acceptance of the Bill.
16. The successful agency shall have to enter into an agreement with the hospital and the cost incurred in this connection, shall be borne by the contractor.
17. The hospital authority reserves the right to reject any or all tender without assigning any reason whatsoever.
18. An Officer authorized by Dean, ESI-PGIMSR, ESIC Medical College and ESIC Hospital & O.D.C. (EZ), Joka can check the quality of service as per the govt., norms / guidelines .
19. Financial bid will be opened in respect of bidders, who have technically qualified
  
20. The payment to the contractor will be made mandatorily by electronic mode such as RTGS / NEFT etc. The contractor is instructed to supply the following information along with the tender.
  - (vi) Name of the Bank
  - (vii) Name of the branch
  - (viii) Account Number
  - (ix) IFSC Code
  - (x) MICR Number
  
21. **Penalty as per clause will be recovered from the preceding month's bill or from the performance security. In case not recovered from bill or from**

the performance security then the bidder will have to deposit the corresponding amount before release of further payments.

22. Contractor should pay its staff engaged for the purpose within specified time period and it is the responsibility of the contractor to look into it and ESIC has no role on it.
23. The amount of Penalty will be out rightly deducted from the Bill without asking for any show-cause.

 23/1/26  DML 13/1/26

Annexure - III**TENDER APPLICATION FORM**

1	Name of the firm:-			
2	a	Full Postal Address:-		
	b	Cell Phone No.		
	C	Telephone No:-		
	d	Fax No.		
	e	Email Id:		
3	Name and Address of your Bankers stating the name in which the Account stands:-		a) Name of Bank	
			b) Name of Branch	
			c) A/c. No.	
			d) IFSC Code	
			e) MICR Number	
4	Are you in the list of approved contractors of any other organisations / institutions, if any give details:-			
5	Details of Experience in the respective field:			
6	Any other information which you consider necessary to furnish:			

**UNDERTAKING**

- I, the undersigned certify that I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- The rates quoted by me are valid and binding upon me for the entire period of contract and it is certified that the rates quoted and the lowest quoted for any other institution/hospital in India.
- There is no vigilance/CBI case or court case pending against the firm.
- I hereby undertake to supply the service as per directions given in the tender document/supply order within stipulated period.
- Whether signing as - (please refer to point 02 of annexure -I).

Date:-

Signature of the Tenderer:-

Place:-

Full Name:-

**Designation:-****(Office seal of the tenderer)**

**FINANCIAL BID**

During Financial Bid Evaluation, L-1 will be decided on the basis lowest rate quoting. This is very important to note that rate (amount) quoted will be FIXED during the entire contract period including any EXTENSION PERIOD thereof irrespective of any increase/decrease in incidental cost.

PLEASE QUOTE RATE

<b>A</b>	<b>B</b>	<b>C=A+B</b>
<b>Base Rate Per Visit by CA excluding taxes</b>	<b>Applicable taxes on value in Column A</b>	<b>Total Rate Per Visit by CA including taxes</b>

<b>Total amount for one year Calculation including taxes.</b>	Total rate (S. No. C) i.e. per visit cost <b>X</b> total visit days in one year = ..... Rs. .....
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**Note : GST/TAXES, if applicable will be reimbursed on actual basis.**

All type of Equipments like laptops/calculators etc. required for delivering the service shall be provided by the Agency / Service Provider. No food allowance/travelling allowance/ lodging allowance etc. or facilities in this regard will be provided by this office. The agency while quoting the rate may consider it too.

**Please do not quote rate anywhere in the Technical Bid.**

Date:

Place:

**Signature & Seal of the Tenderer  
Full Name of the Tenderer**

Annexure - VUNDERTAKING – YEARS OF EXPERIENCE

(For providing CAG empanelled CA Firm service to behalf of ESI-PGIMSR, ESIC Medical College and ESIC Hospital & OD C(EZ), Joka,)

Tender No. \_\_\_\_\_ Due for opening on: \_\_\_\_\_

I/ We M/s \_\_\_\_\_ hereby declare that:

1. My/Our agency has been in business for at least **last 05 years** in similar audit related works.
2. I/We provide the undertaking that my/our firm is empanelled with CA&G for performing audits.

S/N	Name of the establishment/ receiver of the Service, Contact address and phone number of the establishments	Nature of service provided	Duration of contract (from DD/MM/YYYY – to DD/MM/YYYY)	Annual Value of the Contract (Rs.)
1.				
2.				
3.				
4.				
5.				
6.				

3. We will be able to arrange / provide infrastructure including manpower for the required service as per the tender term within 07 days of awarding the tender (A/T)/Letter of intent (LOI).
4. We fulfil all the statutory requirements of the relevant labour laws in vogue in India.

Signature of the Bidder

Name & Address with stamp

Place

Date

    
18

**(TO BE TYPED ON A LETTER HEAD OF THE TENDERING COMPANY / FIRM /ESST./INDIVIDUAL OWNERSHIP)**

**DECLARATION**

I, ..... Son / Daughter of .....  
 Shri..... Proprietor/Partner/Direct  
 or/ Authorized Signatory of ..... am competent to sign this declaration and execute this tender document, declare that-

1. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
3. I have apprised myself fully about the job to be done during the currency of the period of agreement and also acknowledge to bear consequences of non-performance or deficiencies in the services on my part.
4. My firm / company / establishment **never been blacklisted** by any Govt. or Public Sector Undertaking or Private Organisation.
5. My firm / company / establishment never been convicted for any wrong doing under any law.
6. Neither the director(s) / partner(s) / owner have been convicted nor there is any case pending against them under any law.

Signature of authorized person

Full Name:

Company's Seal:

Date:  
Place:

N.B: The above declaration, duly signed and sealed by the authorized signatory of the company, should be enclosed with Technical tender.

Annexure - VII**UNDERTAKING  
CERTIFICATE****Certificate of Non-Participation of near Relatives in the Tender**  
(To be executed on Rs.100/-Non-judicial Stamp Paper duly attested by Public Notary)

I \_\_\_\_\_, Son/Daughter of \_\_\_\_\_

Resident of \_\_\_\_\_ hereby certify that none of my relative(s) is/are employed in ESIC as per details given in tender document. In case at any stage, it is found that the information given by me is false/ incorrect, ESIC Hospital & ODC (EZ), Joka shall have the absolute right to take any action as deemed fit/without any prior intimation to me.

Signed \_\_\_\_\_

For and on behalf of the Tenderer

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

**To,**

**The Dean**  
**ESIC PGIMSR, ESIC Medical**  
**College And ESIC Hospital**  
**&ODC(EZ), D.H. Road,**  
**Joka, Kolkata-700104**

*D**B+26**M*

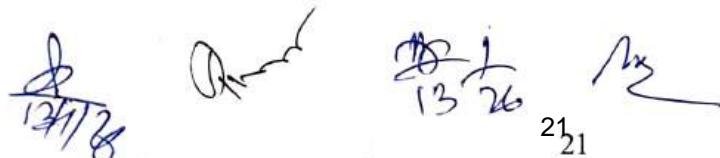
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*22/01/26*

CHECK LIST

**THE FIRM IS REQUESTED TO FOLLOW THE CHECK LIST AT THE TIME OF SUBMISSION OF TENDER DOCUMENT WITHOUT WHICH THE OFFER IS LIABLE TO BE CANCELLED**

Sl. No.	Requirements	Whether uploaded
1.	Technical Bid each and every pages signed and stamped by the bidder to be submitted online.	Yes / No
2.	Whether Regd. Office / Branch Office in Kolkata (Documentary proof to be attached i.e. agreement paper, electricity bill.)	Yes / No
3.	Start-up/ MSE Certificate submitted, especially who have not submitted turnover.	Yes / No
4.	PAN	Yes / No
5.	Valid Trade License(for performing audits and related works)	Yes / No
6.	GST Registration	Yes / No
7.	ESI Registration(if applicable)	Yes / No
8.	EPF Registration(if applicable)	Yes / No
9.	The bidder should have experience in similar work/ services for last 05 years.	Yes / No
10.	<b>Certificate from Chartered Accountant certifying that minimum annual average Turnover of ₹ 8 Lakhs in <u>last three years</u> i.e. within financial year 2022-2023, 2023-24 &amp; 2024-25 in the relevant trade. Attach and upload documentary proof.</b>	Yes / No
11.	The bidder should have <b>audited Balance sheet statement</b> of two years in last three years i.e. within financial year <u>2022-2023, 2023-24 &amp; 2024-25</u> in the relevant trade.	Yes / No
12.	The bidder should have <b>audited profit and loss statement</b> of two years in last three years i.e. within financial year <u>2022-2023, 2023-24 &amp; 2024-25</u> in the relevant trade.	Yes / No
13.	The bidder should have <b>income tax e-file statement</b> of two years in last three years i.e. within financial year <u>2022-2023, 2023-24 &amp; 2024-25</u> in the relevant trade.	Yes / No
14.	Annexure III (Tender Application Form)	Yes / No



Handwritten signatures and initials are present at the bottom of the page. On the left, there is a signature with the date '13/1/28'. To its right is a smaller, less distinct signature. Further to the right is a signature with the date '13/1/26'. Below these is a signature with the date '21/21'.

15	The bidder should not have incurred any loss in the last three years in the relevant field. This should be duly certified by a Chartered Accountant.	Yes/No
16	Certificate of <b>Non-Participation of near Relatives</b> in the Tender to be submitted through <b>Rs. 100/- non judicial stamp paper. (Annexure – VII)</b>	Yes/No
17	Certificate of the bidder have been <b>never blacklisted</b> by any Central/State/Govt. agency/No CBI/FEMA/LabourLaw violation Cases Pending against the bidder to be submitted through <b>Rs. 100/- non judicial stamp paper. (Annexure – VI)</b>	Yes/No
18	Documentary evidence in support of Empanelment to CAG, Certificate of Practice (COP) and Firm Registration Number (FRN)	Yes/No

\*\*\* i) Please upload self-attested copies against all above.  
ii) Hard copy of Financial Bid should not be submitted.  
i) If valid trade licence constitutes/consists of more than one certificate/page then all the pages are to be enclosed failing which tender is liable to be cancelled.  
ii) Please attach additional sheets wherever necessary.  
iii) All the particular mentioned in the checklist are mandatory and all required documents mentioned above are to be submitted online in GeM. Failing may lead to rejection of the bid during the Technical bid evaluation.

Signature of the Authorised Signatory

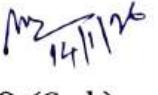
Name :

Designation

Date :

Stamp

  
B.O. (F&A)

  
B.O. (Cash)

  
J.D. (Admin)

  
D.M.S.