

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	06-10-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	07-10-2026 18:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Labour And Employment
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Employees State Insurance Corporation (esic)
कार्यालय का नाम/Office Name	South
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :sk.barnwal@esic.gov.in Buyer Email id: shailesh.chavan@esic.gov.in
वस्तु श्रेणी /Item Category	Financial Advisory Services - Offsite; Tax Advisory
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 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	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

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	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	50000
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

आवश्यकता/Required	No
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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/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider 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. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
6. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
7. 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.
8. 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.
9. 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 experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:As per bid document

Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:As per bid document

Scope of work to be uploaded by buyer:[1789990652.pdf](https://www.scribd.com/document/1789990652)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
28-09-2026 16:00:00	Conference Room, ESI Corporation, SRO Hubli, Survey No. 89, Sutagatti Road, Opp. RTO, Navanagar, Hubli. 580025

Financial Advisory Services - Offsite; Tax Advisory (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing GST , Filing TDS , Filing Income Tax Returns
Financial Advisory Reports	Yes
Frequency of Progress Report	Quarterly
Type of Professional/Resources required	Tax expert
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified internal auditor (ICAI)
Total Experience of Professionals / Resources (In years)	3 - 5 Years
एडऑन /Addon(s)	
Post Financial Advisory 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

अतिरिक्त विशिष्ट दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	SHAILESH CHAVAN	580025,Employees' State Insurance Corporation, Sub Regional Office (Hubballi) Survey No 89, Sutagatti Road, Near RTO, Navanagar, HUBBALLI-580025	Project / Lumpsum Based	N/A

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

1. 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.

2. 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.

3. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. 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 catalogues 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. 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 General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



ಕಾರ್ಮಿಕರ ರಾಜ್ಯ ವಿಮಾ ನಿಗಮ

(ಕಾರ್ಮಿಕ ಮತ್ತು ಉದ್ಯೋಗ ಸಚಿವಾಲಯ, ಭಾರತ ಸರ್ಕಾರ)

ಕರ್ಮಚಾರಿ ರಾಜ್ಯ ಬಿಮಾ ನಿಗಮ

(ಶ್ರಮ ಉದ್ಯೋಗ ಮಂತ್ರಾಲಯ, ಭಾರತ ಸರ್ಕಾರ)

EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



सत्यमेव जयते

ಉಪ ಪ್ರಾದೇಶಿಕ ಕಛೇರಿ, ಸರ್ವೇ/ ಬ್ಲಾಕ್ ನಂ. 89, ಸುತಗಟ್ಟಿ ರೋಡ್,
ಆರ್.ಟಿ.ಓ. ಹತ್ತಿರ, ನವನಗರ, ಹುಬ್ಬಳ್ಳಿ-580025

उप क्षेत्रीय कार्यालय, सर्वेक्षण 89. ब्लॉक सं/ सुतगट्टी रोड,
आर.टी.ओ. के पास, नवनगर, हवेली-580025

Sub Regional Office, Survey/ Block No. 89, Sutagatti
Road. Near RTO, Navanagar, HUBBALLI-580025
Phone: 0836-2224701/02/03/04,
email: dir-hubli@esic.gov.in
Website: www.esic.gov.in

No. 58/F/24/11/IT Consultant/Genl-ESICSRO-HBL/605

TENDER DOCUMENT FOR HIRING THE SERVICES OF TAX CONSULTANT FIRM FOR ESI CORPORATION – SUB REGIONAL OFFICE, HUBBALLI

1. BACKGROUND AND REQUIREMENT

This Tender Document is issued for hiring the services of a Chartered Accountant/Cost Accountant firm to handle taxation matters of the ESIC, Sub-Regional Office, Hubballi, for a period of two years for a total estimated amount of Rs.50,000/-. The Contract may be renewed for another one year based on the satisfactory performance on the same rates, terms and conditions.

2. SCOPE OF WORK

2.1. Preparation and Filing of Income Tax Returns (TDS)

- Prepare and process Income Tax Returns including TDS Returns in Form 138, Form 140 and Form 144 (erstwhile form 24Q, 26Q and 27Q) for employees and third parties.
- Prepare and process Monthly GST(TDS) Tax returns in GSTR-7. Nil returns also to be filed.
- Compile required data from the Cash Branch under the signature of the DDO.
- Verify the status of TDS returns from Tin NSDL and resolve discrepancies, if any.
- Preparation of Quarterly TDS returns in electronic format as per the format provided by Income Tax Department respectively from time to time. The firm shall be responsible for ensuring compliances of various tax laws.
- Finalize, certify, and file TDS returns of Income Tax Department & GST Department along with other related statutory documents within the due date and entire responsibility shall lie with the firm. Sub Regional Office, ESIC, Hubballi, will not share any liability arising due to non-filing / late filing of any return / document.
- Prepare Form 27A and obtain DDO's signature for submission.
- Upload and e-file the TDS returns at the TIN Facilitation Centre as per Income Tax rules within the due dates announced by Income Tax Department from time to time.
- Furnish the original e-filing acknowledgement to the DDO.

8/6/20
11.06.26

11/08

11/8 2026

- j. Share soft copy (PDF, Word, Excel) or hard copy of the filed returns with DDO.
- k. Prepare and file correction statements of previous years, if required.

2.2. Issuance of Form 130 and Form 131

- a. Preparation/Generate and print Form 130 (For 138) for employees in readable soft copy, and distribute after DDO verification.
- b. Preparation/Generate and furnish Form 131 (For 140 and 144) quarterly to vendors/suppliers, after DDO approval.
- c. Ensure Form 130 is issued to all concerned before 31st May of the following financial year.
- d. Ensure Form 131 is issued within 15 days from the due date of tax deduction (as per Rule 31A).

Addressing all kind of notices received from Income Tax Department irrespective of period of notices and irrespective of contract period. Also addressing all kind of notices received by officials/pensioners of ESIC/ third party or any individual, in respect of ESIC, Sub Regional Office, Hubballi.

The firm shall prepare correction statements in respect of defaults/defaulters, handle follow-up actions, and represent the office in all related correspondence. It shall also provide professional/legal support in responding to communications from the Income Tax departments.

The Tax consultant should assist this office in calculation of provision/final income tax in respect of all officials of this office.

2.3. Estimated volume of work

- a. The summary of number of returns filed in FY 2025-2026 is provided in below Table. The information is shared for prospective bidders to quote their price based on the anticipated work which will be in the approximate given range.

Sl. No.	Quarter No.	Form 138(Salary	Form 140(Third Parties)
1	Q1	574	53
2	Q2	442	63
3	Q3	444	43
4	Q4	293	69
Total		1753	228

This Region is having strength of appx 150 officials.

3. ELIGIBILITY CRITERIA

3.1 General

- a. The bidder must be a single legal entity, either a Company or a Partnership Firm.

Signature
11-06-26

Signature
11/08

Signature
11/8 2026

- b. The bidder must be registered under the appropriate laws of India.
- c. The bidder must be registered under GST and comply with all applicable statutory requirements.

3.2 Experience

- a. The bidder must have a minimum of 03 years' experience in providing similar government organizations/semi-government/Nationalized Bank/State Government. (Proof to be submitted as per Annexure-I)

3.3. Turnover

- a. The bidder must have a minimum annual turnover of Rs. 2 lakhs in at least one of the last three financial years: FY 2022–23, 2023–24, or 2024–25. A certificate from a Chartered Accountant must be attached as proof.

3.4. Local Office

- a. The bidder must have an active branch/office in the state of Karnataka to ensure uninterrupted service.

3.5. Declaration

The bidder must submit an Undertaking (Annexure-II) declaring that:

- a. The firm has not been blacklisted by any government agency.
- b. There is no pending litigation related to similar services.

4. BIDDING PROCESS

4.1. Mode of Submission

- a. Bids must be submitted online through the GeM portal only.

4.2. Documents to be submitted

- a. Technical Bid: As per Annexure-III, along with all supporting documents.
- b. Financial Bid: As per the format provided in Annexure-IV.
- c. Each page of the bid should be properly numbered referenced and signed.

4.3. Validity

- a. Bids will remain valid for 180 days from the date of opening.

5. PRE-BID MEETING

- 5.1. A pre-bid meeting would be conducted to clarify technical and commercial doubts before bidding begins. It ensures all prospective bidders clearly understand the exact scope of work, project timelines, and requirements.
- 5.2. All the administrative & incidental expenses e.g. travelling, lodging and boarding etc. shall be borne by the bidders.
- 5.3. A list of clarifications/deviations required to be discussed in the Pre-Bid Conference shall be intimated/communicated to the ESIC Authority over e-mail at dir-hubli@esic.gov.in as per the tender document at least 5 days before attending the Pre-Bid Conference.
- 5.4. Based upon the discussion held in the Pre-Bid Conference, a MOM shall be prepared and if required, a Corrigendum/Addendum shall be issued in GeM Portal and it shall be treated as a part of the Tender document.

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- 5.5. However, the decision of the ESIC Authority in this regard will be final.
- 5.6. No further Pre-Bid suggestions for clarifications/deviations will be entertained after the Pre-Bid Conference.
- 5.7. The pre-bid meeting on the scope of work will be conducted as per date and time mentioned in the bid. The venue for the pre-bid meeting is as follows:

**ESI Corporation,
Sub-Regional Office, Hubballi
Survey No. 89,
Opp. RTO, Sutagatti Road,
Navanagar, Hubli 580025.**

6. EVALUATION OF BIDS

6.1. Technical Evaluation

The technical evaluation will be conducted by a committee constituted by the Competent Authority (CA) of ESIC SRO Hubballi.

Evaluation will be based on the documents submitted as per Annexure-III only.

6.2. Financial Evaluation

- Only bids that are technically qualified will be considered for financial evaluation.
- Financial bid should be quoted in GeM portal as per the instructions provided in Annexure –IV.
- The firm selected by GeM portal as L1 will be awarded contract subject to the entering of agreement and submission of PBG.

7. CONTRACT AWARD AND TERMS

- The selected firm must sign a Service Level Agreement (SLA) within 10 working days of acceptance of the offer.
- The contract duration initially will be for a period of two years, which may be extended for a further period of one year based on the satisfactory performance and on mutual agreed terms and conditions.
- The quoted rates shall remain fixed for the entire duration of the contract period, including extended period, if any.

8. PERFORMANCE SECURITY DEPOSIT

- Within 7 days of the award of the contract, the selected firm must submit a Performance Security Deposit equal to 5% of the total contract value having validity beyond two months of the contract period.
- The deposit may be submitted in the form of:
 - Demand Draft
 - Bank Guarantee from a Scheduled Commercial Bank

9. PENALTY FOR NON-PERFORMANCE

- A penalty of Rs.100/- per instance will be levied for unsatisfactory performance.
- Any penal interest, penalties, or other claims levied by Government Departments i.e. Income Tax authorities, arising due to delay or default attributable to the service provider, shall be borne by the service provider.
- The Performance Security Deposit may be forfeited in case of breach of contract.

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10. PAYMENT TERMS

Payment will be made on a quarterly basis, subject to satisfactory performance and submission of the following:

- i. Pre-receipted invoices in triplicate
- ii. Performance certificate issued by ESIC
- iii. Payments will be processed through CMPS/NEFT.
- iv. TDS and other statutory deductions shall be made as per applicable laws.

11. CONFIDENTIALITY & SECURITY

- a. No data (electronic or physical) shall be taken outside the client's premises without prior authorization.
- b. Any breach of confidentiality will result in termination of the contract and may lead to legal action.

12. INDEMNITY

- a. The firm shall indemnify ESIC against any legal or financial liability arising out of its actions or the actions of its staff.

13. GENERAL TERMS & CONDITIONS

- a. Sublet of work/contract is not permitted under this contract.
- b. ESIC reserves the right to:
 - i. Cancel the contract at any time by giving one month's notice.
 - ii. Pay proportionate charges for partially completed services.
 - iii. Modify the scope of work or extend deadlines, if required.
- c. If the bidder/contractor/supplier/seller or any employee of the bidder/contractor/supplier/seller or any person acting on behalf of the bidder/contractor/supplier/seller, either directly or indirectly, is a relative of any of the officers/officials (regular/contractual) of Employees' State Insurance Corporation (ESIC), or alternatively, if any relative of an officer/official of ESIC has financial interest/stake in the bidder's/contractor's/supplier's/seller's firm, the same shall be disclosed by the bidder/contractor/supplier/seller at the time of filing of the tender/participation in the procurement process. Failure to disclose this information shall result in cancellation of the bidder's participation.

14. TERMINATION CLAUSES

14.1. Insolvency

- a. If the firm becomes insolvent, the contract shall be terminated within one month's notice.

14.2. Default

- a. The contract may be terminated if the firm:
 - i. Fails to deliver services satisfactorily.
 - ii. Fails to comply with any terms and conditions of the contract.

14.3. Penalty

- a. ESIC SRO Hubballi, shall forward the required data in excel format as per requirement for uploading purpose to the agency, at least 05 days before the date of filling of return in E-TDS Portal. In case of delay in filling of E-TDS returns, penalty if any, levied by income tax department, it shall be borne by the agency. No extra charges shall be paid by ESIC SRO Hubballi for the same.


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- b. No subletting of the contract shall be permitted.
- c. The contract may be terminated by ESIC SRO Hubballi, by giving one month's notice without assigning any reason thereof.
- d. ESIC SRO Hubballi, shall have the right to extend or to reduce the period of contract as per requirement without assigning any reason thereof.

15. ARBITRATION

- a. Any disputes arising out of or in connection with this contract shall be resolved through arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996.
- b. Venue of arbitration: Hubballi, Karnataka.
- c. The arbitrator shall be appointed by the Joint Director (I/c) of ESIC SRO Hubballi, Karnataka.

16. APPLICABLE LAW

- a. This contract shall be governed by and be construed in accordance with the prevailing laws of India.

17. JURISDICTION

- a. For any dispute settlement, the jurisdiction will be within Dharwad Hubballi.

18. ANNEXURES

Annexure I – Technical Experience Format (To be provided by the GeM seller)

Annexure II – Undertaking Certificate (To be provided by the GeM seller)

Annexure III – Technical Bid Format (To be provided by the GeM seller)

Annexure IV – Financial Bid Instructions

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ANNEXURE – I

TECHNICAL EXPERIENCE

1. Please mention the list of works performed and attach the relevant work orders for the last five years in the relevant field.
2. Please provide details of at least four regular professionals currently working in the relevant area under the agency.
3. Place: _____
4. Date: _____
5. Signature of the Tenderer: _____
6. Name: _____
7. Office Seal: _____

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ANNEXURE – II

UNDERTAKING CERTIFICATE

I hereby declare that I have not been blacklisted in any Government of India tender in any state. I further declare that my Earnest Money Deposit (EMD) or Security Deposit has not been forfeited, either partially or fully, in any tender of any Government Department.

I also confirm that there has been no litigation with any Government Department in respect of similar services.

Place:

Date:

Signature of the Tenderer: ____

Name: _

Office Seal: ____

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ANNEXURE – III

Technical Bid

Firm Details

Name of the Firm:

Address:

Name & Designation of Head/Authorized Person:

Technical Documents Details

Sr. No.	Particulars Required	Particulars Provided (Yes/No)
1	Trade License Registration No. (Attach copy)	
2	PAN No. (Attach copy)	
3	GST No. (Attach copy)	
4	Annual Turnover (Attach proof)	
5	Experience (Attach proof)	
6	Office in Hubballi (Attach valid address proof in the firm's name)	
7	Email address for communication	
8	Mobile numbers of authorized persons	
10	Any other information (if any)	

(Proof of above documents duly signed & sealed copy should be uploaded in the technical part of GeM bid without fail)

Signature: _____

Authorized Signatory (with Seal): _____

Date: _____

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ANNEXURE – IV

FINANIAL BID INSTRUCTIONS

The GeM bidder shall quote comprehensive price only in GeM portal as lump sum amount which will be inclusive of all the rates, taxes, duties, travelling and other incidental expenses etc., No additional payment shall be admissible beyond the quoted rates under any circumstances.

The successful GeM bidder shall provide breakup of lump sum amount to the Buyer for making quarterly payment.

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