

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	21-07-2025 11:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	21-07-2025 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	Na
संगठन का नाम / Organisation Name	Employees State Insurance Corporation (esic)
कार्यालय का नाम / Office Name	Regional Office Kerala Thrissur 680020
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Assistance in preparation 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)	6 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 Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC) *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?	No
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	144000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	16

(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 :

REGIONAL DIRECTOR

Employees State Insurance Corporation (ESIC), Regional Office (Kerala), North Swaraj Round, Thrissur - 680020
(Regional Director)

विभाजन/Splitting

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
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. 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 on-line 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

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.

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
11-07-2025 11:00:00	EMPLOYEES' STATE INSURANCE CORPORATION, REGIONAL OFFICE (KERALA) PANCHDEEP BHAVAN, NORTH SWARAJ ROUND, THRISSUR-680020

Financial Audit Services - Review Of Financial Statements, Assistance In Preparation Of Financial Statements; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Assistance in preparation of financial statements
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 , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functions	Inventory & Store management , Human Resource & Payroll , Purchase & Procurement , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes

विवरण/ Specification	मूल्य/ Values
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि 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	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Hareesh Kumar A	680020,Regional Office, ESI Corporation, North Swaraj Round, Thrissur, 680020	1	N/A

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

1. Generic

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

2. Generic

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

3. 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.

4. Buyer Added Bid Specific ATC

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

5. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

REGIONAL DIRECTOR
payable at
THRISSUR

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

6. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

REGIONAL DIRECTOR, ESIC REGIONAL OFFICE KERALA

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाई 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---



റീജിയണൽ ഓഫീസ് (കേരളം)
എംപ്ലോയീസ് സ്റ്റേറ്റ് ഇൻഷുറൻസ് കോർപ്പറേഷൻ
(തൊഴിൽ മന്ത്രാലയം, ഭാരത സർക്കാർ)
പഞ്ചദീപ് ഭവൻ, നോർത്ത് സ്വരാജ് റൗണ്ട്, തൃശ്ശൂർ - 680020

क्षेत्रीय कार्यालय (केरल)
कर्मचारी राज्य बीमा निगम
(श्रम एवं रोज़गार मंत्रालय, भारत सरकार)
पंचदीप भवन, उत्तरी स्वराज राउंड, तृश्शूर-680 020

REGIONAL OFFICE (KERALA)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
PANCHDEEP BHAVAN, NORTH SWARAJ ROUND, THRISSUR-680020

वेबसाइट /Website : www.esic.nic.in ई-मेल / e-mail : rd-kerala@esic.nic.in
दूरभाष/Phone No. : 0487 2331080 / 2331351/ 2331412 / 2331437, फैक्स /Fax No. 0487
2338441

ADDITIONAL BID DOCUMENT FOR
HIRING OF CAG EMPANELED CA FIRM
(through GeM portal)

Name of work	: Hiring of CAG empanelled CA Firm
Estimated Bid Value	: Rs.1,44,000/-
Performance Security/ Security Deposit	: 5% of the Contract Value
Period of Contract	: One Year

Index

1. INTRODUCTION.....	2
2. INVITATION OF BID THROUGH GeM PORTAL.....	2
3. ELIGIBILITY CRITERIA.....	2
4. DOCUMENTS TO BE UPLOADED.....	3
5. PRE-BID MEETING.....	4
6. SCOPE OF WORK.....	4
7. REPORT.....	6
8. ESTIMATED COST.....	7
9. PAYMENT TERMS.....	7
10. EVALUATION METHODOLOGY.....	7
11. BID SECURITY.....	8
12. PERFORMANCE SECURITY.....	8
13. PERIOD OF CONTRACT.....	8
14. TERMS AND CONDITIONS OF THE BID.....	8
15. INDEMNITY.....	11
16. PENALTIES.....	12
17. BREACH/ TERMINATION OF CONTRACT.....	12
18. JURISDICTION.....	12
19. LIST OF ANNEXURES.....	12

1.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.

2.INVITATION OF BID THROUGH GeM PORTAL

Regional Director, Employees' State Insurance Corporation (ESIC), Regional Office, Thrissur invites online bid in GeM portal for hiring of CAG empanelled CA Firm from experienced and eligible firms who have executed similar nature of work in Government Ministries/ Departments, Semi Government Organisations/ PSU/ Autonomous Body/ Nationalised Bank to assist in timely preparation/submission of financial statement, in order to ensure finalization of Accounts of the Corporation within timelines and correctness of the various entries carried out therein by various accounting units.

3.ELIGIBILITY CRITERIA

Subject to provisions in the bid document, participation in this tender process is open to all GeM registered bidders who fulfill the 'Eligibility' and Qualification criteria. Bidder should meet the following eligibility criteria as of the date of his bid submission and should continue to meet these till the award of contract.

- a) Applicant firm should be handling similar works from at least last 5 years.
- b) Applicant firm should be empanelled with C&AG and ESIC holds the rights to terminate the contract if CA firm or any of its partners/members get debarred and/or blacklisted by

Centre/State Government organisation, Statutory organisation or PSU. Documentary proof of the same must be submitted.

- c) Average annual turnover of firm for the last three years should be at least 6 lakhs.
- d) 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.
- e) 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).

4. DOCUMENTS TO BE UPLOADED

The bid document of every bidder shall consist of the following documents.

- a) Annexure A (Form A, B, C & D), Annexure B, Annexure C (The specimen of the forms is appended at the end of this bid document).
- b) Bid Security Declaration (Annexure D)
- c) Address proof of the office in Kerala
- d) CAG Empanelment Certificate
- e) ICAI Registration Certificate
- f) Company/Proprietorship/Partnership Registration Certificate
- g) GST Registration Certificate
- h) Copy of PAN Card
- i) Experience Certificates
- j) MSME Certificate, if applicable

All the documents attached with the bid must be legible and self-attested.

The documents mentioned at a, b & c above are mandatory documents and bids of only those bidders who have submitted these documents shall be evaluated.

5.PRE-BID MEETING

- a) Bidders are requested to attend a pre-bid meeting for clarification on the Tender's technical specifications and commercial conditions, on the time, date and place mentioned in GeM portal.
- b) Participation in such a Pre-bid meeting is not mandatory. However, if a bidder does not participate or submit any query, then no subsequent representations from them regarding the Technical/ commercial specifications/ conditions shall be entertained.

6.SCOPE OF WORK

- a) Assist in finalization of March (Provisional) 2025-26 Accounts and finalization of March (Final) 2025-26.
- b) 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:
 - i. The expenditures are 100% reconciled with the statements (R&P) of concerned unit.
 - ii. 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.
 - iii. The accounts are free of all mathematical errors/mistakes.
 - iv. Expenditures under all account's heads are tallied with respective subsidiary ledgers.
 - v. Any unusual increase/decrease/divergent trend in any head of expense is examined and rectified.
 - vi. Classification of expenditure between hospital and medical education, Regional offices/Sub regional offices and DCBO is done correctly.
 - vii. Classification of Prior period items is done properly.
 - viii.Verification of physical verification of cash in hand and reconciliation with cash book should be done.
 - ix. Verification of reconciliation of Bank Balance with Bank statement should be done.
 - x. Verification of reconciliation of all statutory dues (not limited to TDS, TDS on GST) should be done properly.
 - xi. Verification reconciliation of security deposit, unclassified receipt, Pension payments, NPS, miscellaneous advances on monthly basis should be done properly.

- xii. Verification reconciliation of exchange account and suspense slip should be done properly.
- xiii. Verification accounting of disposed assets along with profit/loss should be done properly.
- c) Checking of provisions for Permanent Disablement Benefit (PDB), Dependent Benefits, ESIC COVID-19 relief scheme, Employee Benefit Reserve Fund (EBRF) etc.
- d) Checking of provisions for Pension, Gratuity, Leave Encashment and Pensioners Medical Scheme (PMS), Liabilities.
- e) Verification/vetting of physical verification of Fixed Assets with Register of Fixed Asset.
- f) Verification/vetting of physical verification of the closing inventories, Stores and consumables etc. as on 31st March 2026.
- g) Assistance in preparation/verification of ESIC Budget of concerned unit.
- h) Guidance and assistance on audit observations of ESIC.
- i) 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.
- j) Special emphasis may be given to the verification of following (but not limited to):
 - i. Verification in case of asset disposal- recording of depreciation, gain/loss booking.
 - ii. Classification of Annual repair, maintenance and special repair maintenance.
 - iii. Debt, Deposit reconciliation and advances receipts.
 - iv. Provision evaluation/calculation.
 - v. Inventory accounting.
 - vi. Super specialty treatment (SST) advances (if any).
 - vii. Salary calculation, special reference to the people on deputation and hired on contractual basis for special services.
 - viii. Verification of classification and payment with respect to instructions by ESIC for On-account payment, PIP etc. made to States.
 - ix. Assistance and training (if required) to resources deployed in concerned unit.

- k) 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.
- l) The above scope of work is indicative in nature and may be enhanced/curtailed as per the requirements of the division.

7.REPORT

- a) The detailed monthly report(s) of visiting unit will be submitted in single hard copy to the Administrative Head and the Finance head of the unit.
- b) ESIC Headquarters may direct the Empanelled CA firm of field unit for any specific work or any detailed work report.

8.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. The Estimated cost for Financial Audit of ESIC Regional Office (Kerala), Thrissur is Rs 12,000/- per visit. For 12 visits in the Financial Year, the total estimated cost is Rs 1,44,000/-.

9.PAYMENT TERMS

- a) Monthly remuneration shall 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.
- b) All mandatory deductions like Taxes/TDS as applicable shall be done as per statutory provisions.
- c) The empanelled Chartered Accountant Firm shall be entirely responsible for all taxes, duties, fees, levies etc., incurred relating to the delivery of the services.
- d) 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.

10.EVALUATION METHODOLOGY

- a) The bids submitted shall be evaluated by a committee initially for submission of mandatory documents as per Clause 3 of the bid document. The bids of those bidders who have not submitted the mandatory documents shall be summarily rejected. Bids of only those agencies who have submitted the mandatory documents shall be further technically evaluated.
- b) The technical bids will be scrutinized, relevant documents checked for their authenticity and the bidder whose technical bids are found acceptable in all aspects shall be accepted.
- c) The financial bids of only those bidders, who have qualified the technical evaluation, will be opened.

11.BID SECURITY

- a) **Bidders shall mandatorily submit Bid Security Declaration (Annexure D).**
- b) In the absence of Bid Security Declaration, the bid shall be rejected summarily.

12.PERFORMANCE SECURITY

- a) The successful bidder will have to deposit a Performance Security Deposit of 5% (Five per centage) of the total contract value, by way of Demand Draft or Fixed Deposit Receipt (FDR) or Bank Guarantee from a commercial bank and hypothecated in favour of ESIC Fund A/c No. 01, Thrissur valid for 60 days beyond the expiry of period of contract.

13.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).

14.TERMS AND CONDITIONS OF THE BID

- a) The Bids are being invited for hiring service of CAG empanelled CA Firm through GeM. All the instructions of GeM bidding including Service Level Agreement, General Terms & Conditions etc. shall be applicable. However, if there is any contradiction in terms and

condition of GeM and the additional terms and conditions of ESIC, the terms and condition of GeM shall be applicable. Bids must be submitted through GeM only.

- b) This additional bid document shall be part of the GeM contract and the service provider is liable to abide by the conditions specified in this document.
- c) 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.
- d) 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.
- e) 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.
- f) All necessary reports and other information shall be supplied immediately as required and regular meetings will be held with the ESIC.
- g) The Audit of Monthly Accounts must be completed by the 10th of every month. The Audit of Annual Accounts for the FY 2025-26 must be completed by the 20-04-2026.
- h) The service provider or his representative will have to appear before the competent authority as and when required due to exigency of Monthly/Annual Accounts related work.
- i) The engaged firm will be responsible for any corrections arising out of their own faults at no further cost to this office.
- j) The responsibility of correctness and accuracy of the details collected from the records of ESIC Regional Office (Kerala), Thrissur will lie with the Contractor / Firm.
- k) The service provider must maintain high standards of integrity and professional ethics and morality while handling the work assigned and dealing with ESIC Regional Office

(Kerala), Thrissur and its officials. If it is found that this condition is compromised by the service provider, this office will be at liberty to take further action (e.g., requesting ICAI for cancellation of license) against the service provider.

- l) Any losses sustained by this office due to negligence of service provider in the form of any loss/damage of property (including those attributable to individual employees/man-power engaged by the Contractor/Firm) will be recoverable from the service provider, as the money value shall be estimated by ESIC Regional Office (Kerala), Thrissur. The decision of ESIC Regional Office (Kerala), Thrissur in this regard will be final and binding on the service provider.
- m) The engaged Firm shall provide full details of their representative with qualification etc. Such representative will carry identity card of the firm during visit to this office and shall maintain the decorum of the office.
- n) No additional charges (service charge/consultancy charge or any other charges) shall be paid separately for any of the services mentioned in scope of work.
- o) The service provider or his representatives shall visit ESIC Regional Office (Kerala), Thrissur during the working hours i.e. 9:00 AM to 5.30 PM from Monday to Friday. Saturday and Sunday are holiday on account of being weekend days.
- p) If any of the personnel of the contractor indulges in theft or any illegal/irregular activities, misconduct, the contractor will take appropriate action as per law and rules against its erring personnel in consultation with this office and intimate the action taken to this office. If need be, an FIR should be lodged against the erring personnel. Such personnel, who indulge in such type of activities, should not be further employed in this office by the contractor in any case.
- q) No tender will be accepted from ESIC Staff, their family members or any firm related to them. If it is found at any stage, the tender/bid shall be rejected outright. The bidder will however has to continue till finalization of the new contract.
- r) The agency shall abide, at all times, labour enactment and rules made thereunder, regulations, notification and bye laws of the state or Central government or local authorities

and any other law (including rules) regulations by laws that may be passed or notifications that may be issued under labour registrations in future either by State and Central government or the local authorities. The agency shall be solely responsible to comply with all provisions of labour laws as stated and shall indemnify the Corporation against any claim, loss, damages, including the cause thereof in case of any breach of any of the provisions of the labour laws as stated. If the Corporation is caused due to pay or reimburse such amounts, the Corporation shall have the right to recover the same from the agency.

- s) The agency shall be responsible for changing of the staff deployed on the advice of the Corporation as and when their work and conduct are found to be unsatisfactory and necessary substitute arrangements shall be made in the event of their absence.
- t) The agency shall not sub contract or use/engage any other agency directly or indirectly for providing the service or part of it.
- u) If the contract is terminated at any stage due to any reasons thereof, the contractor is liable to provide the services till finalization of the new contract.
- v) Minor variations in the terms and conditions of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfill the objectives of the contract.
- w) ESIC is a statutory autonomous body under which Ministry Labour of Employment, Govt. of India and accordingly all notifications order/guidelines of govt of India/ESIC as applicable, shall also be a part of this tender /Contract.
- x) Bidders are requested to go through the GeM SLA for this service before submitting the bids. Bid once submitted on GeM shall be treated as final.
- y) MSMEs/Startups shall be given relaxation/preference according to the orders/instructions issued by Government of India from time to time and as per GeM policy.
- z) The bids can be submitted only as single party and consortium of bidders shall not be entertained.

15.INDEMNITY

- a) The bidder shall indemnify the ESIC against all other damages/charges and expenses for which this ESIC may be held liable or pay on account of the negligence of the bidder or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
- b) ESIC shall not be responsible financially or otherwise for any injury to the worker or person deployed by the bidder during the course of performing duties.

16.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.

17.BREACH/ TERMINATION OF CONTRACT

- a) 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.
- b) In case of breach of contract, the Performance Security Deposit of the bidder will be liable to be forfeited by ESIC besides annulment of the contract.
- c) Further, ESIC reserves the right to terminate the contract at any time, before the expiry of its contract, by giving 01 months' notice. The Service Provider needs to give 03 months'

notice in case of premature termination of contract. During the notice period, both the parties will maintain the status quo.

18.JURISDICTION

- a) The disputes, legal matters, court matters, if any shall be subject to Thrissur, Kerala, India jurisdiction only.

19.LIST OF ANNEXURES

1. Annexure A: Form A – Details of the firm
2. Annexure A: Form B – Details of experience with Govt. Departments / PSU / Autonomous bodies etc.
3. Annexure A: Form C – Turnover and Profitability
4. Annexure B: Declaration
5. Annexure C: Checklist of Documents to be submitted
6. Annexure D: Format of Bid Security Declaration

-Sd-

**REGIONAL DIRECTOR
ESI CORPORATION, REGIONAL OFFICE (KERALA)**

TECHNICAL BID
FORM -A

Sl. No.	Particulars	Details
1	Name of Tendering Company/ Firm	
2	Constitution of ownership (Proprietorship/ Partnership/ Company etc.)	
3	Name of Owner/ Partners/ Directors	
4	FIRM DETAILS	
	(a) Office Address	
	(b) Telephone no.	
	(c) E-mail id	
5	DETAILS OF THE OFFICE OF THE BIDDER IN KERALA	
	(a) Office Address	
	(b) Telephone no.	
	(c) e-mail id	
6	FIRM REGISTRATION DETAILS	
	(a) GST Registration no.	
	(b) PAN no.	
	(c) ICAI registration no.	
	(d) CAG Empanelment no.	
7	BANK DETAILS	
	(a) Bank Name with Branch	
	(b) IFSC	
	(c) Account number	

* Strike out whichever is not applied for (OR) Tick the option applied for.

Note: Self attested copies of above stated certificates / documents must be uploaded.

Date :

Place :

Signature of the Bidder with seal

TECHNICAL BID**FORM -B****(Details of experience with Govt. Departments / PSU / Autonomous bodies etc.)**

Sl. No	Name and Address of Govt. Depts/PSU/ Autonomous Bodies etc.	Value of the Contract (in Rs.)	Duration of Contract	
			From Date	To Date
1.				
2.				
3.				
4.				
5.				
6.				

Note: - Certificates of experience issued by concerned organization/department must be uploaded.

Date :

Place :

Signature of the Bidder with seal

TECHNICAL BID
FORM -C
(Turnover and Profitability)

Sl. No	Financial Year	Turnover (in Rs.)	Profit (In Rs.)	Loss, if any (In Rs.)
1	2021-22			
2	2022-23			
3	2023-24			

Note: - Documentary evidence in support of turnover must be uploaded

I ----- proprietor/partner/director of M/s.----- hereby declare that the information given in this Technical Bid Form is true and correct to the best of my knowledge and belief.

Signature of the Bidder with seal

TECHNICAL BID
DECLARATION

- I s/o, d/o, w/o Shri./Smt, am the Proprietor / Partner / Director / Authorized signatory of and I am competent to sign this declaration and execute this tender document.
- I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- The information / documents furnished along with the above tender 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.
-
- I hereby assured that I/We are not related to any ESIC Staff, their family members or any firm related to them.
- The rates quoted by me are valid and binding upon me for the entire period of contract.
- There is no vigilance/CBI case or court case pending against the firm. This is to declare and certify that neither myself nor my firm has ever been blacklisted by any Govt./Semi Govt./ Public/ Private institution.
- If the contract is terminated at any stage during the entire tenure, I hereby agreed to provide the services till finalization of the new contract.
- I/We certify that all information furnished by me/us/our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Date :

Signature of authorized person

Place :

Full Name:

Company's Seal:

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

ANNEXURE - C

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

(The bid documents shall be uploaded in the following sequence)

Sl. No.	Documents	Submitted (Yes/No)
1.	'Annexure A' (Technical Bid) – Form A, Form B, Form C & Form D	
2.	'Annexure B' (Declaration)	
3.	'Annexure C' (Checklist of documents)	
5.	'Annexure D' (Bid Security Declaration)	
6.	Constitution (Proprietorship/partnership/company) related documents	
7.	Bank Account details (along with scanned copy of Cancelled cheque)	
8.	Copy of PAN Card	
9.	Copy of GST Registration	
10.	Proof of having office in Kerala	
11.	Proof of exemption for "Bidder Turnover" criteria and "Experience Criteria", if exemption availed.	
12.	ICAI Registration Certificate	
13.	Proof of CAG Empanelment Status	
14.	Bid document along with seal and signature of the authorized signatory on all the pages.	
15.	Experience Certificate	

Date :

Place :

Signature of the Bidder with seal

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(on Company Letterhead)

I /We, the authorized signatory of M/s_____, participating in the GeM Bid No: _____, for providing service, of CAG empanelled CA firm do hereby declare that in the event:

I / We withdraw / modify our bid during the period of bid validity

OR

I/We commit any other breach of tender conditions/ contract which would have otherwise attracted forfeiture of EMD

OR

I / We fail to / refuse to initiate the execution of the awarded Contract as per the terms of the Contract,

then I / We could be suspended from being eligible for bidding / award of all future tender(s) for a period as applicable per the Incident Management Policy of GeM.

Signature and seal of authorized signatory of bidder

Name of authorized signatory: