

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	10-10-2025 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	10-10-2025 13:30:00
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 Bihta
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
अनुबंध अवधि /Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	1 Lakh (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 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?	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	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	100000
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

आवश्यकता/Required	No
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#### 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. 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.

10. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

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

**Scope of Work:**[1758003039.pdf](#)

#### Manpower Hiring For Financial Services - Offsite; Chartered Accountant ( 1 )

#### तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Certified internal auditor (ICAI)
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	3 - 5 Years
<b>एडऑन /Addon(s)</b>	

#### अतिरिक्त विशिष्टि दस्तावेज़ /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 / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Jyoti Prasad	801103,ESIC MEDICAL COLLEGE AND HOSPITAL BIHTA NH-30, SIKANDERPUR PATNA ARA ROAD, BIHTA PATNA- 801103 LANDMARK- ADJACENT TO NDRF CAMPUS BIHTA	1	<ul style="list-style-type: none"> <li>Number of Months : 24</li> </ul>

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

### 1. Generic

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

### 2. 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.

### 3. Generic

**Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

### 4. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

### 5. Buyer Added Bid Specific ATC

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

### 6. Service & Support

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

### 7. Service & Support

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

### 8. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

ESIC Medical college & Hospital Bihta, Patna is looking to engage Offsite, Tax Advisory CA firm to Filing GST, Filing TDS and other TDS related work.

Requirement/eligibility criteria/Terms and conditions of the contract have been detailed in the ad

ditional documents. Tender document (including additional documents and additional term and condition) is available online at GeM Portal as well as on the website of Employees' State Insurance Corporation i.e., [www.esic.gov.in](http://www.esic.gov.in). Bidders are advised to read tender document and related corrigendum, if any, (uploaded on website and on GeM Portal) and check their eligibility before participating in the bid.

The interested bidders should upload their bids along with duly signed scanned copies of all the relevant certificates, documents etc. in support of their technical & financial bids on GeM Portal Only.

Sr. No.	Details	Particulars
1	Period of availability of online e-tender document on website (Start Date)	As per GeM Bid
2	Lase Date and time of Bid submission	As per GeM Bid
3	Date & Time of Opening of online Tender (Technical)	As per GeM Bid
4	Estimated cost including all taxes	Rs. 100000/-

Detailed information regarding the items, tender forms, EMD details, terms and conditions can be downloaded from the GeM Portal Only. Both the Technical & Financial Bidding is through GeM only. The bidders shall upload all the documents as per Eligibility Criteria for Bidders.

Any corrigendum to this tender will be notified through the aforesaid GeM/Websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.

### **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.

### **Period of Contract:**

The period of Contract of the Appointment of the selected bidder shall be for a period of Two year i.e. FY 2025-26 and FY 2026-27 (which may be extended for another One Year). The rates quoted shall remain same during the entire period of the contract.

### **Location of Work:** Offsite

## **Eligibility Criteria**

1. Applicant firm must be registered with the Institute of Chartered Accountants of India (ICAI). Self-attested valid copy of CA certificate should be enclosed.
2. Applicant firm should be handling similar works with Govt bodies/ PSUs from at least last 3 years. **Work orders/Contract along with Invoice/Work Completion Certificate** for each of the 3 years should be attached.
3. Average annual turnover of firm for the last three years should be at least Rupees Fifty Thousand (Rs.50,000/-).
4. ITR for the F.Y 2021-2022, 2022-2023, & 2023-2024 & shall be submitted.
5. The firm hold has their active and fully functional office or branch in Patna (Bihar).
6. The firm should have registered in GST. (Please attach Proof).
7. An undertaking that the Agency/company/firm is not blacklisted.
8. Self-Declaration on Non-Bankruptcy and non-Insolvency
9. MSME/MSE Certificate, wherever applicable.
10. Registration Certificate of the firm/company/proprietorship

## **Detailed scope of work:**

1. The Scope of work covers Financial Year 2025-26 & 26-27. ESIC Medical College & Hospital, Bihta shall provide required quarterly TDS data (**24Q, 26Q, and GST Figure**) in excel format to agency, after uploading, copy of the acknowledgements of TDS return filed shall be provided by the agency to ESIC Medical College & Hospital, Bihta.
2. Before uploading the data, the same shall be reviewed by the agency for correctness and if any Mismatch of data is found agency shall contact ESIC Medical College & Hospital, Bihta immediately.
3. Agency shall provide soft copy of consolidated file (**Annual return**) downloaded from Traces for TDS return filed during the year in respect of 24Q & 26Q.
4. Agency has to file revised return of any quarter if situation so arises and for that no extra charges shall be paid.
5. After filling of E-TDS return, if there is any Default Notice received from Income Tax Authority, the responsibility for resolving the issue will rest with the agency within One (1) month or any specific time given by the Tax Authority, whichever is earlier.
6. During the preparation of data/detail for Tax Audit purpose and filing of income Tax Return for the respective year, Agency shall guide/provide required information whatsoever needed.
7. Timely Generation of TDS in respect of Third Parties.

8. Generating and sharing of TDS certificates in Form 16A and 16B with ESICMC&H, Bihta as per the provisions and within timelines provided under income Tax Act, 1961.
9. Preparing and filing of Correction of statements of previous year clearing of previous outstanding demands.
10. Take care of all pending E-TDS works of the office & give suitable reply/file correction statements etc to all demand/show cause notices etc.
11. Work related filing of GST return as per rules amended from time to time including: - preparation of data related to TDS under GST on Third Party Bills, Monthly GSTR & return filing within the time limit (10<sup>th</sup> of every month). Deductee details entry for their respective Claims, Tax deduction Certificates.

Note:-

- For 24Q - Approx 400 Employees per Quarter (Total 08 Quarter for F.Y. 2025-26 to 26-27)
- For 26Q - Approx 50 Third Parties per Quarter (Total 08 Quarter for F.Y. 2025-26 to 26-27)
- GST - Approx 150 GST filling (Monthly)

#### **OTHER TERMS & CONDITIONS OF THE CONTRACT**

1. Payment to the successful bidder for filling of Quarterly return shall be made quarterly after submission of Quarterly E-TDS return. The claim shall be submitted along with original invoice, receipt(s) of quarterly return etc.
2. ESIC shall release the claim in respect of the successful bidder within 15 days after receipt of invoice.
3. Agency shall keep update time to time to ESIC Medical College & Hospital, Bihta regarding additions/alteration on latest Income Tax rules & Regulations. Further, a detailed chart with last date for filling of quarterly E-TDS return etc. shall be provided by agency, well in advance.
4. Agency must have office in Patna (Bihar) and has to submit the proof of address.
5. Agency representative has to make the visit of the office of the ESIC Medical College & Hospital, Bihta as and when required and called by the authority.
6. The engaged firm will be responsible for providing professional services of Chartered Accountant within the scope of work to this office as and when required by this office irrespective of number of visits.
7. The mentioned work shall be undertaken under the supervision of the engaged firm and this office shall only be responsible for providing related documents when called for.
8. The engaged firm will be responsible for any corrections arising out of their own faults at no further cost to this office.
9. Service charge/consultancy charge or any other charges will not be paid separately for any of the services mentioned in scope of work.
10. The CA and or his representative will have to appear before competent



ent authority as and when required for Income Tax/GST related work.

11. The responsibility of correctness and accuracy of the details collated from the records of ESICMC&H Bihta will lie with the firm.
12. The firm shall maintain high standards of integrity and professional ethics and morality while handling the work of ESICMC&H and dealing with its officials. If it is found that his condition of confidentiality is compromised by the firm, then ESICMC&H Bihta will be at liberty to take further necessary actions against the firm.
13. ESICMC&H is a Government office and hence, the accounting records and information related to this office shall be handled by the firm in a confidential manner and must not be shared with any outsider, whatsoever.
14. To provide any other advice/suggestions/solutions to issues arising out pertaining to income tax/GST/Tax deductions etc.

## **PENALTY CLAUSE**

1. ESIC Medical College & Hospital, Bihta 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 Deptt., it shall be borne by the agency. No extra charges shall be paid by ESIC Medical College & Hospital, Bihta for the same.
2. No subletting of the contract shall be permitted.
3. The contract may be terminated by ESIC Medical College & Hospital, Bihta by giving one month notice without assigning any reason thereof.
4. ESIC Medical College & Hospital, Bihta shall have the right to extent or to reduce the period of contract as per requirement without assigning any reason thereof.

## **EFFECT AND LEGAL JURISDICTION :**

1. The contract shall be considered as having come into force from the date of issue of letter of award of the contract by ESIC Medical College & Hospital, Bihta on GeM Portal.
2. The law applicable to this contract shall be the law enforced in India. The courts of Patna Bihar shall have exclusive jurisdiction in all matters arising out of this contract.

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

1. The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI). Self-attested valid copy of CA certificate should be enclosed.

2. The firm should have at least 03 Years (Three Years) experience of providing similar taxation service to Central Govt. Departments/State Govt./Autonomous Bodies/PSU. (Please attach Proof).
3. Turnover of firm providing such services should not be less than 05 lakh per annum for the last three years i.e. for 2022-2023, 2023-2024 & 2024-2025.
4. Initially the contract will be for a period of Two Year which will be extendable to the 3rd year (will be renewed on same term & condition and rates ) depending upon the satisfactory performance of the Firm.
5. Visit of the consultant/authorised staff once or more in a month to guide on Income Tax related matters. No TA/DA etc. will be paid for this.
6. During the contract period, no increase whatsoever will be given other than quoted rates.
7. Penalties: - (i) If the quarterly/monthly TDS, GST-TDS reports provided by this Institute to the firm are not filed by the firm on time, then the penalty imposed on it by the Income Tax Department can be recovered from its bill. (ii) The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paragraph. (iii) No payment shall be made to contractor/firm if service provided by him is unsatisfactory.
8. Terms of payment: - (i) Payment will be released on quarterly basis to the Consulting firm and TDS will be deducted as per rule from the bill.
9. Breach of Terms and Conditions: - In case of breach of any of terms & conditions, the Competent Authority will have the right to cancel the contract without assigning any reason thereof, and nothing will be payable by this office.
10. This Contract may be terminated at any time if the work is not satisfactory.
11. **Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to Patna, Bihar jurisdiction only.

**Instruction to Bidder: -**

1. Bidders to apply only online through GeM bidding process.
2. Bidders should carefully read all terms and condition and apply on ensuring their eligibility.
3. While submitting the bid, the bidders shall be deemed to have read, understood and accepted all the terms and conditions stated in the bid document shall be furnished along the bid.
4. Incomplete bids are liable for rejection. ESIC reserves the right to reject any bid without assigning any reason.

5. All the documents shall be signed by the authorized signatory of the bidder. A certificate of authorization to authorize the signatory to sign the bid document.
6. Rates quoted should be in Indian currency and should be inclusive of all charges including service charges, GST etc., as applicable. Any ambiguous wrote on this account shall render the bid liable to be rejected. Bid not complete in all respect are liable to be rejected.
7. In case of a tie, the L1 shall be decided by the GeM through autorun/R.A.
8. Bids with wrong or unjustifiable amounts or centage values, shall outrightly be rejected.
9. Dean, ESIC Medical college & Hospital, Bihta will be the final authority and he may / may not relax any of the conditions in the interest and suitability of the Hospital.
10. The Bidders must at all times during the contract period comply with the applicable Labour laws, laws related to intellectual property rights and any other law related to the operation of the contract. Any deviation in this regard may lead to termination of the contract.

## **Proposed Contract Terms**

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- (i) Upon receipt of notice or summon, if any, from Income TAX/GST/ Authority, the Successful Firm/Agency shall arrange for the visit of the qualified Chartered Accountant to the office and shall ensure timely preparation and submission of suitable/proper reply on behalf of ESICMC&H Bihta.
- (ii) Successful Firm/Agency Shall arrange the visits of their representative (Chartered Accountant) with qualification/Address etc. who will visit the office for work.
- (iii) Successful Firm/Agency shall send their representative (Chartered Accountant) with authorized identity Card.
- (iv) The competent Authority reserves the right to impose penalty of Rs. 500/- (Rs. Five Hundred only) per visit on the successful Firm/Agency, if representative remains absent for a week without any justified reason.
- (v) Successful Firm/Agency shall arrange for necessary software free of cost for the work assigned as per scope of work.
- (vi) ESICMC&H Bihta will not provide any transport facility or accommodation to the employees of the successful firm under any conditions/circumstances. If the firm refuses or denies the assignments on the account after award of contract, all the required action as per terms and conditions of the Bid will be taken by this office to safeguard its interest.

## **Schedule for Completion of Task/Assignments**

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1. Ensuring that TDS Payment is made before the statutory deadline in accordance with income TAX Act, 1961 Rules, Regulations and instructions thereof as amended time to time.
2. Ensuring that GST payment is made before the statutory deadline as per procedure laid down in GST Act, 2017 Rules, Regulations and Instructions thereof as amended time to time.
3. Ensuring that Monthly/Quarterly/Yearly statement, as the case may be, is filed before the statutory deadline as per income Tax 1961 Rules, Regulations and instructions thereof as amended time to time.
4. Ensuring that Monthly/Quarterly/Yearly statement, as the case may be, is filed before the statutory deadline as per GST Act, 2017 Rules, Regulations and Instructions thereof as amended time to time.

**Documents to be submitted along with the bid, wherever applicable.**

Sl. No.	Document	Remarks
1	Name, Address, Contact details (Mobile/Landline No.) etc. of the Firm on the letter head.	Annexure A
2	MSME/MSE Certificate, wherever applicable.	
3	Experience Certificate.	
4	PAN Card issued by IT Department of the Firm.	
5	ITR for the last three years 2021-2022, 2022-2023 & 2023-2024.	
6	GST Registration Certificate of the Firm	
7	Registration Certificate of the firm/company/proprietorship	
8	The bidder should not have been blacklisted by any Govt. Authority or public sector undertaking (undertaking need to be submitted) by the bidder.	ANNEXURE – B
9	Each and every page of the attached documents should be signed & stamped by authorized person.	
10	Bidder Financial Standing	ANNEXURE – C
11.	Acceptance of Terms and Conditions of Bid and ATC	ANNEXURE – D
12	Escalation Matrix	On the original letterhead of the Bidder
13.	Institute of Chartered Accountants of India (ICAI). Self-attested valid copy of CA certificate	

14	Bid Security Declaration	Annexure – E
15	Supporting document of Active and fully functional office or branch in Patna (Bihar)	
16	Chartered Accountant Audited Turnover for the last three years 2021-2022, 2022-2023 & 2023-2024.	

## 9. 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.

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

Text Clause(s)

For detailed information pls download ATC Document PDF attached as buyer ATC & submit document accordingly.

## 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---



कर्मचारी राज्य बीमा निगम  
श्रम एवं रोजगार मंत्रालय, (भारत सरकार)  
EMPLOYEES' STATE INSURANCE CORPORATION  
(Ministry of Labour & Employment, Govt. of India)



क.रा.बी.नि. चिकित्सा महाविद्यालय सह अस्पताल, बिहटा - 801103  
Medical College & Hospital, Bihta - 801103  
Phone : 8544429149, Email : [ms-bihta.bh@esic.nic.in](mailto:ms-bihta.bh@esic.nic.in)  
Website : [www.esic.nic.in](http://www.esic.nic.in) / [www.esic.in](http://www.esic.in)

## **Hiring of Offsite, Tax Advisory CA Firm at ESIC Medical College & Hospital, Bihta, Patna (Bihar)**

ESIC Medical college & Hospital Bihta, Patna is 440 commissioned bedded hospitals (sanctioned 420 bedded hospital) is looking to engage Offsite, Tax Advisory CA firm to Filing GST, Filing TDS and other TDS related work.

Requirement/eligibility criteria/Terms and conditions of the contract have been detailed in the additional documents. Tender document (including additional documents and additional term and condition) is available online at GeM Portal as well as on the website of Employees' State Insurance Corporation i.e., [www.esic.gov.in](http://www.esic.gov.in). Bidders are advised to read tender document and related corrigendum, if any, (uploaded on website and on GeM Portal) and check their eligibility before participating in the bid.

The interested bidders should upload their bids along with duly signed scanned copies of all the relevant certificates, documents etc. in support of their technical & financial bids on GeM Portal Only.

Sr. No.	Details	Particulars
1	Period of availability of online e-tender document on website (Start Date)	As per GeM Bid
2	Lase Date and time of Bid submission	As per GeM Bid
3	Date & Time of Opening of online Tender (Technical)	As per GeM Bid
4	Estimated cost including all taxes	Rs. 100000/-

Detailed information regarding the items, tender forms, EMD details, terms and conditions can be downloaded from the GeM Portal Only. Both the Technical & Financial Bidding is through GeM only. The bidders shall upload all the documents as per Eligibility Criteria for Bidders.

Any corrigendum to this tender will be notified through the aforesaid GeM/Websites only. The undersigned reserves the right to accept or reject any or all the bids without assigning any reason at any stage.

Dean

ESIC Medical College & Hospital, Bihta

Digitally signed by  
Binay Kumar Biswas  
Date: 12-09-2025  
13:25:41



**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.

**Period of Contract:**

The period of Contract of the Appointment of the selected bidder shall be for a period of Two year i.e. FY 2025-26 and FY 2026-27 (which may be extended for another One Year). The rates quoted shall remain same during the entire period of the contract.

**Location of Work:** Offsite**Eligibility Criteria**

1. Applicant firm must be registered with the Institute of Chartered Accountants of India (ICAI). Self-attested valid copy of CA certificate should be enclosed.
2. Applicant firm should be handling similar works with Govt bodies/ PSUs from at least last 3 years. **Work orders/Contract along with Invoice/Work Completion Certificate** for each of the 3 years should be attached.
3. Average annual turnover of firm for the last three years should be at least Rupees Fifty Thousand (Rs.50,000/-).
4. ITR for the F.Y 2021-2022, 2022-2023, & 2023-2024 & shall be submitted.
5. The firm hold has their active and fully functional office or branch in Patna (Bihar).
6. The firm should have registered in GST. (Please attach Proof).
7. An undertaking that the Agency/company/firm is not blacklisted.
8. Self-Declaration on Non-Bankruptcy and non-Insolvency
9. MSME/MSE Certificate, wherever applicable.
10. Registration Certificate of the firm/company/proprietorship

**Detailed scope of work:**

1. The Scope of work covers Financial Year 2025-26 & 26-27. ESIC Medical College & Hospital, Bihta shall provide required quarterly TDS data (**24Q, 26Q, and GST Figure**) in excel format to agency, after uploading, copy of the acknowledgements of TDS return filed shall be provided by the agency to ESIC Medical College & Hospital, Bihta.
2. Before uploading the data, the same shall be reviewed by the agency for correctness and if any Mismatch of data is found agency shall contact ESIC Medical College & Hospital, Bihta immediately.
3. Agency shall provide soft copy of consolidated file (**Annual return**) downloaded from Traces for TDS return filed during the year in respect of 24Q & 26Q.
4. Agency has to file revised return of any quarter if situation so arises and for that no extra charges shall be paid.

5. After filling of E-TDS return, if there is any Default Notice received from Income Tax Authority, the responsibility for resolving the issue will rest with the agency within One (1) month or any specific time given by the Tax Authority, whichever is earlier.
6. During the preparation of data/detail for Tax Audit purpose and filing of income Tax Return for the respective year, Agency shall guide/provide required information whatsoever needed.
7. Timely Generation of TDS in respect of Third Parties.
8. Generating and sharing of TDS certificates in Form 16A and 16B with ESICMC&H, Bihta as per the provisions and within timelines provided under income Tax Act, 1961.
9. Preparing and filing of Correction of statements of previous year clearing of previous outstanding demands.
10. Take care of all pending E-TDS works of the office & give suitable reply/file correction statements etc to all demand/show cause notices etc.
11. Work related filing of GST return as per rules amended from time to time including: - preparation of data related to TDS under GST on Third Party Bills, Monthly GSTR & return filing within the time limit (10<sup>th</sup> of every month). Deductee details entry for their respective Claims, Tax deduction Certificates.

Note:-

- For 24Q - Approx 400 Employees per Quarter (Total 08 Quarter for F.Y. 2025-26 to 26-27)
- For 26Q - Approx 50 Third Parties per Quarter (Total 08 Quarter for F.Y. 2025-26 to 26-27)
- GST - Approx 150 GST filling (Monthly)

#### **OTHER TERMS & CONDITIONS OF THE CONTRACT**

1. Payment to the successful bidder for filling of Quarterly return shall be made quarterly after submission of Quarterly E-TDS return. The claim shall be submitted along with original invoice, receipt(s) of quarterly return etc.
2. ESIC shall release the claim in respect of the successful bidder within 15 days after receipt of invoice.
3. Agency shall keep update time to time to ESIC Medical College & Hospital, Bihta regarding additions/alteration on latest Income Tax rules & Regulations. Further, a detailed chart with last date for filling of quarterly E-TDS return etc. shall be provided by agency, well in advance.
4. Agency must have office in Patna (Bihar) and has to submit the proof of address.
5. Agency representative has to make the visit of the office of the ESIC Medical College & Hospital, Bihta as and when required and called by the authority.
6. The engaged firm will be responsible for providing professional services of Chartered Accountant within the scope of work to this office as and when required by this office irrespective of number of visits.

7. The mentioned work shall be undertaken under the supervision of the engaged firm and this office shall only be responsible for providing related documents when called for.
8. The engaged firm will be responsible for any corrections arising out of their won faults at no further cost to this office.
9. Service charge/consultancy chare or any other charges will not be paid separately for any of the services mentioned in scope of work.
10. The CA and or his representative will have to appear before competent authority as and when required for Income Tax/GST related work.
11. The responsibility of correctness and accuracy of the details collated from the records of ESICMC&H Bihta will lie with the firm.
12. The firm shall maintain high standards of integrity and professional ethics and morality while handling the work of ESICMC&H and dealing with its officials. If it is found that his condition of confidentiality is compromised by the firm, then ESICMC&H Bihta will be at liberty to take further necessary actions against the firm.
13. ESICMC&H is a Government office and hence, the accounting records and information related to this office shall be handled by the firm in a confidential manner and must not be shared with any outsider, whatsoever.
14. To provide any other advice/suggestions/solutions to issues arising out pertaining to income tax/GST/Tax deductions etc.

#### **PENALTY CLAUSE**

1. ESIC Medical College & Hospital, Bihta 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 Deptt., it shall be borne by the agency. No extra charges shall be paid by ESIC Medical College & Hospital, Bihta for the same.
2. No subletting of the contract shall be permitted.
3. The contract may be terminated by ESIC Medical College & Hospital, Bihta by giving one month notice without assigning any reason thereof.
4. ESIC Medical College & Hospital, Bihta shall have the right to extent or to reduce the period of contract as per requirement without assigning any reason thereof.

#### **EFFECT AND LEGAL JURIDICTION :**

1. The contract shall be considered as having come into force from the date of issue of letter of award of the contract by ESIC Medical College & Hospital, Bihta on GeM Portal.
2. The law applicable to this contract shall be the law enforced in India. The courts of Patna Bihar shall have exclusive jurisdiction in all matters arising out of this contract.

### Terms & Conditions for the service for agreement: -

1. The Chartered Accountant firm must be registered with the Institute of Chartered Accountants of India (ICAI). Self-attested valid copy of CA certificate should be enclosed.
2. The firm should have at least 03 Years (Three Years) experience of providing similar taxation service to Central Govt. Departments/State Govt./Autonomous Bodies. (Please attach Proof).
3. Turnover of firm providing such services should not be less than 05 lakh per annum for the last three years i.e. for 2022-2023, 2023-2024 & 2024-2025.
4. Initially the contract will be for a period of Two Year which will be extendable to the 3rd year (will be renewed on same term & condition and rates) depending upon the satisfactory performance of the Firm.
5. Visit of the consultant/authorised staff once or more in a month to guide on Income Tax related matters. No TA/DA etc. will be paid for this.
6. During the contract period, no increase whatsoever will be given other than quoted rates.
7. Penalties: - (i) If the quarterly/monthly TDS, GST-TDS reports provided by this Institute to the firm are not filed by the firm on time, then the penalty imposed on it by the Income Tax Department can be recovered from its bill. (ii) The competent authority shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding paragraph. (iii) No payment shall be made to contractor/firm if service provided by him is unsatisfactory.
8. Terms of payment: - (i) Payment will be released on quarterly basis to the Consulting firm and TDS will be deducted as per rule from the bill.
9. Breach of Terms and Conditions: - In case of breach of any of terms & conditions, the Competent Authority will have the right to cancel the contract without assigning any reason thereof, and nothing will be payable by this office.
10. This Contract may be terminated at any time if the work is not satisfactory.
11. **Jurisdiction:** The disputes, legal matters, court matters, if any shall be subject to Patna, Bihar jurisdiction only.

### Instruction to Bidder: -

1. Bidders to apply only online through GeM bidding process.
2. Bidders should carefully read all terms and condition and apply on ensuring their eligibility.
3. While submitting the bid, the bidders shall be deemed to have read, understood and accepted all the terms and conditions stated in the bid document shall be furnished along the bid.
4. Incomplete bids are liable for rejection. ESIC reserves the right to reject any bid without assigning any reason.
5. All the documents shall be signed by the authorized signatory of the bidder. A certificate of authorization to authorize the signatory to sing the bid document.
6. Rates quoted should be in Indian currency and should be inclusive of all charges including service charges, GST etc., as applicable. Any ambiguous wrote on this account shall ender the bid liable to be rejected. Bid not complete in all respect are liable to be rejected.
7. In case of a tie, the L1 shall be decided by the GeM through autorun/R.A.
8. Bids with wrong or unjustifiable amounts or centage values, shall outrightly be rejected.
9. Dean, ESIC Medical college & Hospital, Bihta will be the final authority and he may / may not relax any of the conditions in the interest and suitability of the Hospital.
10. The Bidders must at all times during the contract period comply with the applicable Labour laws, laws related to intellectual property rights and any other law related to the operation of the contract. Any deviation in this regard may lead to termination of the contract.

## **Proposed Contract Terms**

- (i) Upon receipt of notice or summon, if any, from Income TAX/GST/ Authority, the Successful Firm/Agency shall arrange for the visit of the qualified Chartered Accountant to the office and shall ensure timely preparation and submission of suitable/proper reply on behalf of ESICMC&H Bihta.
- (ii) Successful Firm/Agency Shall arrange the visits of their representative (Chartered Accountant) with qualification/Address etc. who will visit the office for work.
- (iii) Successful Firm/Agency shall send their representative (Chartered Accountant) with authorized identity Card.
- (iv) The competent Authority reserves the right to impose penalty of Rs. 500/- (Rs. Five Hundred only) per visit on the successful Firm/Agency, if representative remains absent for a week without any justified reason.
- (v) Successful Firm/Agency shall arrange for necessary software free of cost for the work assigned as per scope of work.
- (vi) ESICMC&H Bihta will not provide any transport facility or accommodation to the employees of the successful firm under any conditions/circumstances. If the firm refuses or denies the assignments on the account after award of contract, all the required action as per terms and conditions of the Bid will be taken by this office to safeguard its interest.

## **Schedule for Completion of Task/Assignments**

1. Ensuring that TDS Payment is made before the statutory deadline in accordance with income TAX Act, 1961 Rules, Regulations and instructions thereof as amended time to time.
2. Ensuring that GST payment is made before the statutory deadline as per procedure laid down in GST Act, 2017 Rules, Regulations and Instructions thereof as amended time to time.
3. Ensuring that Monthly/Quarterly/Yearly statement, as the case may be, is filed before the statutory deadline as per income Tax 1961 Rules, Regulations and instructions thereof as amended time to time.
4. Ensuring that Monthly/Quarterly/Yearly statement, as the case may be, is filed before the statutory deadline as per GST Act, 2017 Rules, Regulations and Instructions thereof as amended time to time.

**Documents to be submitted along with the bid, wherever applicable.**

Sl. No.	Document	Remarks
1	Name, Address, Contact details (Mobile/Landline No.) etc. of the Firm on the letter head.	Annexure A
2	MSME/MSE Certificate, wherever applicable.	
3	Experience Certificate.	
4	PAN Card issued by IT Department of the Firm.	
5	ITR for the last three years 2021-2022, 2022-2023 & 2023-2024.	
6	GST Registration Certificate of the Firm	
7	Registration Certificate of the firm/company/proprietorship	
8	The bidder should not have been blacklisted by any Govt. Authority or public sector undertaking (undertaking need to be submitted) by the bidder.	ANNEXURE – B
9	Each and every page of the attached documents should be signed & stamped by authorized person.	
10	Bidder Financial Standing	ANNEXURE – C
11.	Acceptance of Terms and Conditions of Bid and ATC	ANNEXURE – D
12	Escalation Matrix	On the original letterhead of the Bidder
13.	Institute of Chartered Accountants of India (ICAI). Self-attested valid copy of CA certificate	
14	Bid Security Declaration	Annexure – E
15	Supporting document of Active and fully functional office or branch in Patna (Bihar)	
16	Chartered Accountant Audited Turnover for the last three years 2021-2022, 2022-2023 & 2023-2024.	

[On the original letterhead of the Bidder]

**ANNEXURE -A****DETAILS OF THE FIRM**

<b>Sl.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Company / Firm/ Institution	
2.	Name of Owner / Partners / Directors	
3.	Name & Signature of Authorised signatory	
3.	<b>FIRM DETAILS</b>	
	(a) Office Address	
	(b) Telephone No.	
	(c) Fax No.	
	(d) e-mail id	
4.	<b>FIRM REGISTRATION DETAILS</b>	
	(a) Registration No. of firm with ICAI	
	(b) PAN No.	
	(c) GST Registration No. (if applicable)	
	(e) TAN No.	
5.	<b>Details of Firm's Bankers</b>	
	Name & Address of the Bank	
	(a) IFSC No.	
	(b) Account No. of the Firm	
	(c)	

(Proof to be attached for all above information failing which the tender will be treated as invalid/incomplete)

\*Please use additional sheet for more details, if necessary.

Date :

Place :

Signature of tenderer with seal  
(With Name and Designation of Appropriate Authority)

[On the original letterhead of the Bidder]

**ANNEXURE - B**

**CERTIFICATE**

**DECLARATION REGARDING BLACKLISTING/NON-BLACKLISTING**

I /We Proprietor / Partner (s) / Director (s) of M/s ..... hereby declare that the firm/ company namely M/S. .... has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S..... was blacklisted or debarred by any Government Department from taking part in Government tenders for a period of .....years w.e.f. .... the period over on ..... And now the firm/ company is entitled to take part in Government tender. In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by Dean, ESIC MC & H, Bihta shall be forfeited. In addition to the above Dean, ESIC MC & H, Bihta, will not be responsible to pay the bills for any completed/ partially completed work.

In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.

Dated, this ..... day of .....2025

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_



[On the letterhead of the Bidder/Contractor]

**ANNEXURE - C**

**Self-Declaration on Non-Bankruptcy and non-Insolvency**

I /We Proprietor / Partner (s) / Director (s) of M/s ..... the firm/  
company namely M/S. .... do here by solemnly  
declare that we are neither in any way Insolvent, Bankrupt or Defaulter in terms of rules &  
regulations presently invoke in India. In case of any such event is found during bids evaluation and  
award of contract, I/We have no objection if my/our tender is rejected.

Dated, this ..... day of .....2025

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

[On the original letterhead of the Bidder]

**ANNEXURE - D**

**DECLARATION**

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_  
Resident of \_\_\_\_\_ Proprietor /  
Director / Authorized Signatory of the Company / Firm, mentioned above, is competent to sign this  
declaration and execute this tender document.

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents  
(including all documents like annexure(s), schedules(s), etc.,) which form part of the contract  
agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to  
the best of my knowledge and belief. I / we 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.

The corrigendum(s) issued from time to time by your department/organization too have all been  
taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above-mentioned tender document(s)  
in its totality / entirety.

In case any provision of this tender is found violated, then your department/organization shall  
without prejudice to any other right or remedy be at liberty to reject this tender/bid.

Dated, this ..... day of .....2025

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_

[On the letterhead of the Bidder]

**ANNEXURE - E**

**BID SECURITY DECLARATION FORM**

I/We.....certify that I/We will not withdraw or modify the bid during the period of validity in the case of award of the contract. I/We will sign the contract and submit the performance security (if any) before the deadline defined in the request of bid document. In the case of failure to do so, I/We will be debarred for a period of 02 years from being eligible to submit bids with ESIC Medical College & Hospital Bihta.

Signed:

In the capacity of:

Name:

Duly authorized to sign the bid for an of behalf of

Dated, this ..... day of .....2025

Authorized Signatory (signature in full): \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Company Rubber Stamp: \_\_\_\_\_