

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	09-10-2025 19:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	09-10-2025 19:30:00
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	Esich Maithan Jharkhand
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
टर्नओवर के लिए एमएसई को छूट प्राप्त है / MSE Exemption for Turnover	Yes Partial Turn over value - 0 (in lakhs)
टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है / Startup Exemption for Turnover	Yes Partial Turn over value - 0 (in lakhs)
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/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	96000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

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

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

लाभार्थी /Beneficiary :

M S

ESICH MAITHAN JHARKHAND, NA, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment

(Esic Fund Account No Two)

UIN Number NCTGC2415P

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 (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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the

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

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:As per Buyer Added Bid Specific ATC.

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

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:As per Buyer Added Bid Specific ATC.

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per Buyer Added Bid Specific ATC.

Number of XX fulltime CA's required and YY professional audit staff:As per Buyer Added Bid Specific ATC.

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1759150295.pdf](https://www.mca.gov.in/LinkClick.aspx?linkid=1759150295.pdf)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
06-10-2025 18:00:00	ESIC Hospital, Maithan, Dhanbad

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework
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 , As per Scope of Work in Bid Document
Type of Industries/Functions	As per Scope of Work in Bid Document
Frequency of Progress Report	As per Scope of Work in Bid Document
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per Scope of Work in Bid Document

विवरण/ Specification	मूल्य/ Values
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.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Kumari Naveeta	828207,ESIC Hospital, Main gate, Maithan	1	N/A

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

1. Generic

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

2. Buyer Added Bid Specific ATC

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

3. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

अस्वीकरण/Disclaimer

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

- 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.
- 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---

 क.रा.बी.नि. ESIC	कर्मचारी राज्य बीमा निगम (श्रम एवं रोजगार मंत्रालय, भारत सरकार) EMPLOYEES' STATE INSURANCE CORPORATION (Ministry of Labour and Employment, Govt. of India)	 सत्यमेव जयते	कर्मचारी राज्य बीमा निगम अस्पताल मैथन, धनबाद, झारखण्ड 828207 Maithan, Dhanbad, Jharkhand, Pin-828207 Phone- 06540- 276224, 276226 Email:- ms-maithan.br@esic.gov.in Website : www.esic.nic.in / www.esic.in
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Tender for "Hiring of CAG Empanelled CA Firm at ESIC Hospital, Maithan, Dhanbad"

A. Introduction:

Employees' State Insurance Corporation is a statutory body under the Ministry of Labour and Employment, Government of India. The Employees' State Insurance Scheme, established under the Employees' State Insurance Act of 1948, 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. 21,000/- per month (Rs. 25,000/- for Persons with Disability) are covered under the Act.

ESIC Hospital, Maithan, Dhanbad is looking to engage C&AG empanelled Chartered Accountant (CA) firms to assist in timely preparation/submission of financial statement including March (Provisional) 2025-26 and March (Final) 2025-26, in order to ensure finalization of Accounts of the Corporation within timelines and correctness of the various entries carried out therein by various accounting units.

B. Terms of reference: Guidelines/In Guidelines/Instruction for empanelment of C&AG empanelled Chartered Accountant (CA) firm(s) for all field units to assist in timely preparation/submission of financial statement, in order to ensure finalization of Accounts of ESIC Hospital, Maithan, Dhanbad the within timelines and correctness of the various entries carried out therein by various accounting units.

C. Purpose:

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

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

E. Location of Work: Empanelled CA Firm has to provide services at ESIC Hospital, Maithan, Dhanbad.

F. Eligibility Criteria for Empanelment of CA Firm:

1. Applicant firm should be handling similar works for at least last 5 years (from FY 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25). Work order/Lol/Experience certificates etc. to be submitted.

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2. Applicant firm should be empanelled with CA&G. Empanelment Certificate shall be submitted. ESIC holds the rights to terminate the contract, if CA firm or any of its partners/members get debarred and/or blacklisted by center/state government organisation, statutory Organisation or PSU.
 3. Average annual turnover of firm for the last three years (2022-23, 2023-24 and 2024-25) should be at least 50 lakhs, P&L, Balance Sheet, of the respective years shall be submitted.
 4. Applicant firm and its partner should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any government/ statutory Organisation or PSU.
 5. Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws and did not face any such litigation before Hon'ble Court(s).
 6. Applicant firm or its partners should not be under Liquidation, Court receivership or similar proceeding, Bankrupt or loss making at the time of Bid submission.
 7. Undertaking in enclosed format to be submitted alongwith documents.

G. Detailed scope of work

1. Assist in finalization of March (Provisional) 2025-26 Accounts and finalization of March (Final) 2025-26.
2. Scrutiny of Accounts for financial year 2025-26 keeping in view classification of income and expenditure including verification of accounting adjustments/rectification of errors, omission in books of accounts and clearing suspense entries. All effort should be made to ensure that:
 - a. The expenditures are 100% reconciled with the statements(R&P) of concerned unit.
 - b. There are no obvious errors in accounts like "Minus balances in receipt and expenditure. Such balances need to be examined in detail and rectification entry need to be passed before sending accounts to headquarters.
 - c. The accounts are free of all mathematical errors/mistakes.
 - d. Expenditures under all account's heads are tallied with respective subsidiary ledgers.
 - e. Any unusual increase/decrease/divergent trend in any head of expense is examined and rectified.
 - f. Classification of expenditure in hospital is done correctly.
 - g. Classification of Prior period items is done properly.
 - h. Verification of physical verification of cash in hand and reconciliation with cash book should be done.
 - i. Verification of reconciliation of Bank Balance with Bank statement should be done.
 - j. Verification of reconciliation of all statutory dues (not limited to TDS, TDS on GST) should be done properly.
 - k. Verification reconciliation of security deposit, unclassified receipt, Pension payments, NPS, miscellaneous advances on monthly basis should be done properly.
 - l. Verification reconciliation of exchange account and suspense slip should be done properly.
 - m. Verification accounting of disposed assets along with profit/loss should be done properly.
3. Checking of provisions for Permanent Disablement Benefit (PDB), Dependent Benefits,

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27/08/2025

27/09/2025

27/9/25

- ESIC COVID-19 relief scheme, Employee Benefit Reserve Fund (EBRF) etc.
4. Checking of provisions for Employee Benefit Reserve Fund (EBRF), Gratuity, Leave Encashment and Pensioners Medical Scheme (PMS), PDB, Liabilities etc.
 5. Verification/vetting of physical verification of Fixed Assets with Register of Fixed Asset.
 6. Verification/vetting of physical verification of the closing inventories, Stores and consumables etc. as on 31st March 2026.
 7. Assistance in preparation/verification of ESIC Budget of concerned unit
 8. Guidance and assistance on audit observations of ESIC.
 9. Assist in maintaining party ledgers, other receipts & payment ledgers, Assets and Liability Ledgers, monthly accounts on the basis of ledgers, calculation of Depreciation on fixed Assets, preparation of March (Provisional) and March Final Accounts duly reconciled with vouchers, preparation of budget, reconciliation BRS, verification of liability created and discharged.
 10. Special emphasis may be given to the verification of following (but not limited to):
 - a. Verification in case of asset disposal- recording of depreciation, gain/loss booking,
 - b. Classification of Annual repair, maintenance and special repair maintenance.
 - c. Debt, Deposit reconciliation and advances receipts
 - d. Provision evaluation/calculation.
 - e. Inventory accounting
 - f. Super specialty treatment (SST) advances(if any),
 - g. Salary calculation, special reference to the people on deputation and hired on contractual basis for special services.
 - h. Verification of classification and payment with respect to instructions by ESIC for On-account payment, PIP etc. made to States.
 - i. Assistance and training (if required) to resources deployed in concerned unit.
 11. Further, any other financial opinion/help/guidance/verification/vetting required/sought by Financial Commissioner and Director General, ESIC in any matter. Any other financial report and compilation required by financial division
 12. Note: The above scope of work is indicative in nature and CA engaged through the agency may be given enhanced/curtailed work as per the requirements of the finance department of the hospital.

H. Report

The detailed report(s) of visiting the hospital will be submitted in single hard copy to the Medical Superintendent, ESIC Hospital, Maithan, Dhanbad and Branch officer (Finance), ESIC Hospital, Maithan, Dhanbad for submission to ESIC Hqrs. with analysis/ Findings/ recommendations/ comments. ESIC Hqrs. may direct the Empanelled CA firm of field unit for any specific work or any detailed work report.

I. Payment

Monthly remuneration may be paid to the empanelled agency in accordance with the visits paid by the CA as per the bill raised by the empanelled agency and visits acknowledged by Finance department, ESIC Hospital, Maithan, Dhanbad in respect of work assigned and performed as defined in scope of work subject to the satisfaction of work and report submitted by empanelled CA firm. All mandatory deductions like Taxes/TDS as applicable shall be done as per statutory

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provisions. The empanelled Chartered Accountant Firm shall be entirely responsible for all taxes, duties, fees, levies etc., incurred relating to the delivery of the services. ESIC reserves the right to deduct any amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services.

The decision of the ESIC will be the final and binding in this regard.

J. 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 by ESIC Hospital, Maithan, Dhanbad.

K. Termination of Contract:

If service provider is found responsible for any leakage of information, lobbying, bribing etc., then ESIC have the right to terminate the contract and if required as per applicable law, action deemed fit may be initiated against the empanelled CA firm. Also, if cumulative penalties reach 10% of contract value, competent authority may terminate the contract. The decision of Competent Authority, ESIC Hospital, Maithan, Dhanbad shall be binding and final in this regard.

L. Classification of Accounting Units of ESIC according to Class of cities viz. A, B & C

S.No.	Accounting Units	Class of Accounting unit.
1	ESIC Hospital, Maithan	C

M. Standard Terms & Conditions for the service for agreement:-

1. The persons deployed shall, during the course of their work, will have access to the classified documents, which they are not supposed to divulge to any third party(s), and shall maintain confidentiality. Any breach of this confidentiality obligation shall make the service provider liable for penal action under the applicable laws besides action for breach of contract.
2. The service provider shall provide a suitable resource well in advance if there is any probability of the person leaving the job due to his/ her own personal reasons.
3. In case, service provider finds any serious financial irregularity (es) and points relating to grave deficiencies, then the same is required to be communicated to competent authority/officers of the ESIC immediately without waiting for the time of submission of the report.
4. All necessary reports and other information shall be supplied immediately as required

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and regular meetings will be held with the ESIC.

5. The successful bidder shall furnish a Performance Security Deposit equivalent to 5% of the Work Order Amount (Total Contract Value) in the form of a PBG / Demand Draft / Banker's Cheque of any nationalized/ scheduled commercial bank drawn in favor of "ESI FUND A/C NO 2" payable at Ranchi within 15 days from the date of award of contract.

N. Estimated cost

All the activities defined in scope of work mentioned above may require deploying sufficient number of CA for said work from time to time.

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

Rate for C classified City (CA)	Visits in F.Y.	Total Cost for a F.Y.
₹ 8,000/- per day	12	₹ 8000X12
		₹ 96,000/-

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

O. List of Enclosures/Documents to be submitted:

The Technical Bid must include the following documents, duly completed and authenticated:

- (i) **Firm Registration Number (ICAI FRN):** Provide the valid registration number issued by the Institute of Chartered Accountants of India (ICAI).
- (ii) **C&AG Empanelment Number for 2025-26:** Submit the empanelment number issued by the Comptroller and Auditor General of India (C&AG) for the financial year 2025-26.
- (iii) **PAN of the Firm:** Include a copy of the Permanent Account Number (PAN) issued to the firm.
- (iv) **GST Registration:** Submit the Goods and Services Tax (GST) registration details of the firm.
- (v) **Turnover Details:** Provide audited financial turnover details for the last three financial years (2022-23, 2023-24 and 2024-25).
- (vi) **Experience : Work Orders / Completion Certificates:** Provide copies of relevant work orders and completion certificates to demonstrate prior experience and successful project execution.
- (vii) **Annexure A:** Technical bid - Duly Filled and signed properly
- (viii) **Annexure B:** Undertaking: Duly Filled and signed properly
- (ix) **Annexure C:** Experience & Turnover detail Duly Filled and signed properly- all required documents shall be enclosed
- (x) **MSME/MSE Certificate (if applicable):** If the firm is registered as a Micro, Small, or Medium Enterprise (MSME) or Micro and Small Enterprise (MSE), include a copy of the valid certificate.

Note: Ensure all documents are legible, complete, signed and submitted in the prescribed format. Incomplete or unsigned submissions may lead to disqualification.

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TECHNICAL BID**Technical Details For "Hiring of CAG Empanelled CA Firm for ESIC Hospital, Maithan, Dhanbad"**

Sr. No	Description	Details
1	Name of Bidder/ Firm/LLP/Company/institution	
2	Constitution (Proprietorship/ Partnership/ LLP/ Company/ Organization etc.)	
3	Name of Owner / Partners/ Directors with Membership No.	
4	Copy of proof of identity i.e., Aadhaar Card/ Voter Card/ Passport or any other valid identity card issued by state or central Govt./ICAI/CAG	
5	Name of the contact person with Contact No.	
6	Full Postal Address	
7	Local Address of Ranchi/Jharkhand (Write NA, If not available at the time of bid submission)	
8	Firm Registration detail with ICAI	
10	Firm Registration detail with CAG (CAG's empanelment No. & other details)	
11	Bank Details :	
a)	Account Holder Name	
b)	Bank Name with Branch	
c)	Account type	
d)	Account No.	
e)	IFSC Code No.	
f)	MICR No.	
12	GST Registration No. (if applicable)	
13	PAN No.	
14	TAN no.	

Note : Proof to be attached for all above information, wherever required failing which the tender will be treated as invalid/incomplete

Signature of Authorized person

Membership No. _____

Date:

Place:

Name & Designation:

Bidders' seal:

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[Signature]
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[Signature]
27/9/25

(Format of Undertaking regarding not blacklisted by Govt. organization or PSU & Bidder financial standing in addition to other declarations)

(To be given in the official letterhead of the Bidder)

Undertaking

1. That I am _____ (Name & Designation) competent to give undertaking being proprietor/ one of the partners/Director of _____
2. That, Our firm _____ has been empanelled with CA&G for which detail is _____
3. That, I have carefully read and understood all the terms and conditions of this GeM bid along with additional terms and conditions of the Bid and hereby convey my acceptance for the same.
4. That, the information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my Bid at any stage besides liabilities towards prosecution under appropriate law by any organization.
5. That, any of our partners/members are not debarred and/or blacklisted by Central/State government organisation, statutory Organisation or PSU.
6. That, Our firm and its partner have not been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during last five years or penalized under any of the tax laws by ICAI or any Government/statutory Organisation or PSU.
7. That, Our firm or its partners are not facing any investigation or enquiry by any tax authority for violation of any of the tax laws and not facing any such litigation before hon'ble Court(s).
8. That, Our firm or its partners are not under liquidation, court receivership or similar proceedings, or bankrupt.
9. That, I further undertake that in case any of the facts contained above and in our application is found other-wise or incorrect or false at any stage, my/ our firm/LLP/ company shall stand debarred from the present and future tenders of the ESIC Medical College & Hospital, Namkum, Ranchi, for the two years.

Date:

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

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EXPERIENCE & TURNOVER
(Details of the Completed Contracts)

Details of Previous/Existing Contracts Completed Successfully: We have successfully completed and/or are currently engaged in contracts of similar nature, demonstrating our competence and experience in delivering high-quality professional services. Below are details of relevant contracts:

Client Name with Contact No & Email	Nature of Work	Contract Period (FROM- TO)	Contract Value (INR)	Status (Ongoing/ Completed)

Copies of work orders, completion certificates, or relevant documents for the above contracts are enclosed as per the tender requirements. We confirm that all contracts were executed in a timely and professional manner, meeting the satisfaction of the respective clients, with no adverse remarks or penalties imposed.

TURNOVER/Financial Capability

We affirm that our firm is financially sound and capable of undertaking the assignment as per the tender requirements. Below are key details of our financial capability:

#	Financial years	Average Annual Turnover (in ₹)
1	2022-23	
2	2023-24	
3	2024-25	

Financial Statements: Certified copies of audited balance sheets and profit & loss statements for the last three financial years are enclosed, as required.

Signature of Authorized person
Membership No. _____

Date:
Place:

Name & Designation:
Bidders seal:

for
 28/08/2024

for
 27/09/2025

for
 27/09/25