

**बिड दस्तावेज़ / Bid Document**

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	26-07-2025 21:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	26-07-2025 21:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Labour And Employment
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	Employees State Insurance Corporation (esic)
कार्यालय का नाम/Office Name	Jharkhand
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements; 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	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
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
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

बिड विवरण/Bid Details	
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / <b>Minimum number of bids required to disable automatic bid extension</b>	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / <b>Number of days for which Bid would be auto-extended</b>	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	144000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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#### ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

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

#### लाभार्थी /Beneficiary :

Regional Director  
Jharkhand, NA, Employees State Insurance Corporation (ESIC), Ministry of Labour and Employment  
(Rajiv Ranjan)

#### 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. 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.
2. 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.
3. 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.
4. 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.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
  1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
  2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
  3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

**अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required****Financial Audit Services - Review Of Financial Statements; CAG Empaneled Audit Or CA Firm ( 1 )****तकनीकी विशिष्टियाँ /Technical Specifications**

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

विवरण/ Specification	मूल्य/ Values
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Internal Control over Financial Reporting
Type of Industries/Functions	Operational & Administrative
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
<b>एडऑन /Addon(s)</b>	
Post Financial Audit Support	NA

#### 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 / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Amit Kumar Ranjan	834010,Regional Office, Employees State Insurance Corporation, Panchdeep Bhawan, Namkum, Ranchi	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 ATC

Buyer Added text based ATC clauses

## 1. Introduction

The Employees' State Insurance Corporation (ESIC) is a statutory organization under the Ministry of Labour and Employment, Government of India. Established under the Employees' State Insurance Act of 1948, the ESI Scheme is a comprehensive social security program designed to protect insured persons and their dependents from financial difficulties caused by events such as sickness, maternity, disability, or death due to workplace injuries. It also ensures access to medical care for insured employees and their families.

The ESI Act applies to non-seasonal factories and establishments as notified by the appropriate government authorities. It covers factories and establishments with 10 or more employees. Employees earning wages up to Rs. 21,000 per month (or Rs. 25,000 per month for persons with disabilities) are eligible for coverage under the Act.

To maintain financial transparency and compliance, ESIC, Regional office, Ranchi seeks to engage Chartered Accountant (CA) firms empaneled with the Comptroller and Auditor General (C&AG) of India. These firms will play a critical role in ensuring the timely preparation and submission of accurate financial statements, including the provisional accounts for March and the final accounts thereafter. Their responsibilities will include reviewing and verifying financial entries made by ESIC's various accounting units to ensure accuracy, consistency, and adherence to applicable accounting standards. By engaging these firms, ESIC, Regional office, Ranchi aims to streamline its accounting processes, meet statutory deadlines for account finalization, and uphold the highest standards of financial integrity. This initiative will also support in maintaining robust financial records, facilitating audits, and ensuring compliance with regulatory requirements.

**1.1 Period of Contract:** The contract for the appointment of the selected bidder shall be for a period of one year, covering the Financial Year (FY) 2025-26. The contract may be extended, at the discretion of the contracting authority, until the finalization of accounts, subject to satisfactory performance and mutual agreement. Any extension will be formalized through a written amendment to the contract, specifying the revised duration and any additional terms or conditions.

The one-year duration aligns with the standard financial year cycle (April 1, 2025, to March 31, 2026), ensuring that the selected bidder's services cover the full accounting and auditing period.

The provision for extension allows flexibility to accommodate delays in account finalization, which may arise due to unforeseen circumstances such as regulatory changes, audit complexities, or additional compliance requirements.

**1.2 Location of Work:** The empaneled Chartered Accountant (CA) firm must have an operational office located in Ranchi, Jharkhand, to facilitate seamless coordination, timely execution of tasks, and compliance with local regulatory requirements. The office should be adequately staffed and equipped to handle the scope of work outlined in the contract. The firm may also be required to attend meetings or perform on-site visits within Ranchi as per the project requirements.

## 2. Eligibility Criteria for Empanelment of CA Firm

**2.1** The applicant firm must have at least five years of experience in handling similar assignments.

**2.2** The applicant firm must be empaneled with the C&AG. ESIC reserves the right to terminate the contract if the firm or any of its partners/members are debarred or blacklisted by any Central/State Government organization, statutory body, or PSU. Documentary proof of empanelment must be submitted.

**2.3** The firm's average annual turnover for the last three years must be at least ₹50 lakhs.

**2.4** The applicant firm and its partners must not have been found guilty of professional misconduct under the Chartered Accountants Act, 1949 (as amended) in the past five years or penalized under any tax laws by the ICAI, any government, statutory body, or PSU.

**2.5** The applicant firm or its partners must not be under investigation or inquiry by any tax authority for violations of tax laws or have faced related litigation in any court.

### 3. Scope of Work

The empanelled Chartered Accountant (CA) firm will perform the following tasks:

3.1 Finalization of Accounts: Assist in preparing and finalizing March (Provisional) and March (Final)/Annual Accounts.

3.2 Review and Verification of Accounts: Review the financial year's accounts to ensure accuracy, focusing on:

- a. Full reconciliation of expenditures with the unit's Receipt and Payment (R&P) statements.
- b. Identification and correction of errors, such as negative balances in receipts or expenditures, before submission to ESIC headquarters.
- c. Elimination of mathematical errors in accounts.
- d. Ensuring expenditures under all account heads match subsidiary ledgers.
- e. Investigating and resolving unusual trends or significant changes in expense categories.
- f. Accurate classification of expenditures for hospital, medical education, regional/sub-regional offices, and DCBO.
- g. Proper classification of prior-period items.
- h. Verification of cash-in-hand against the cash book.
- i. Reconciliation of bank balances with bank statements.
- j. Verification of statutory dues, including TDS and GST-TDS.
- k. Monthly reconciliation of security deposits, unclassified receipts, pension payments, NPS, and miscellaneous advances.
- l. Verification of exchange accounts and suspense slips.
- m. Accurate accounting of disposed assets, including profit/loss calculations.

3.3 Provisions Review: Verify provisions for Permanent Disablement Benefit (PDB), Dependent Benefits, ESIC COVID-19 Relief Scheme, Employee Benefit Reserve Fund (EBRF), and other similar reserves.

3.4 Employee Benefits: Review provisions for pension, gratuity, leave encashment, and Pensioners Medical Scheme (PMS) liabilities.

3.5 Fixed Assets: Verify and validate the physical verification of fixed assets against the Fixed Asset Register.

3.6 Inventory Verification: Verify and validate the physical verification of closing inventories, stores, and consumables as of March 31, 2025.

3.7 Budget Support: Assist in preparing and verifying the ESIC budget for the concerned unit.

3.8 Audit Support: Provide guidance and assistance in addressing ESIC audit observations.

3.9 Ledger and Accounts Management: Support the maintenance of party ledgers, receipts and payments ledgers, asset and liability ledgers, monthly accounts, depreciation calculations, and preparation of provisional and final March accounts. Ensure reconciliation with vouchers, budget preparation, Bank Reconciliation Statement (BRS), and verification of liabilities created and discharged.

3.10 Special Focus Areas: Pay special attention to:

- a. Accurate recording of depreciation and gain/loss on asset disposals.

- b. Proper classification of annual repairs, maintenance, and special repair maintenance.
- c. Reconciliation of debts, deposits, and advance receipts.
- d. Accurate provision calculations.
- e. Proper inventory accounting.
- f. Advances for Super Specialty Treatment (SST), if applicable.
- g. Accurate salary calculations, particularly for staff on deputation or hired on a contractual basis.
- h. Verification of payments and classifications as per ESIC guidelines for on-account payments, PIP, etc., made to states.
- i. Training and assistance to unit staff, if required.

3.11 Additional Support: Provide financial opinions, guidance, verification, or reports as required by the Financial Commissioner, Director General, or ESIC's financial division.

3.12 Flexibility: The scope of work is indicative and may be modified based on the division's requirements.

#### **4. Reporting**

The CA firm will submit a detailed monthly report in a single hard copy to the Administrative Head and Finance Head of the unit. ESIC Headquarters may direct specific reports or additional tasks from the empanelled CA firm.

#### **5. Payment Terms**

The empanelled agency shall receive monthly remuneration based on the visits conducted by the Chartered Accountant (CA), as per the invoice submitted by the agency and verified by the respective units for the work assigned and performed, in accordance with the defined scope of work. Payment is subject to satisfactory completion of the work and submission of the required reports by the empanelled CA firm. All applicable statutory deductions, including Taxes/TDS, shall be made in compliance with prevailing legal provisions. The empanelled CA firm shall be solely responsible for all taxes, duties, fees, levies, and other charges incurred in connection with the provision of services. ESIC reserves the right to deduct an amount from the invoice, as deemed reasonable, for unsatisfactory services or delays in service delivery. ESIC's decision in this regard shall be final and binding.

#### **6. Penalties**

- If the empanelled CA Firm or any of its representatives is found guilty of gross negligence, lack of due diligence, misrepresentation or misstatement of facts, suppression of information, falsification of records, undue delay in the performance of assigned duties, unauthorized disclosure or use of information obtained during the assignment, failure to adhere to the instructions issued by ESIC, unauthorized retention of ESIC records, violation of the terms and conditions of the assignment, engagement in malafide practices, or any other cognizable offence or breach, the firm shall be liable for appropriate punishment as deemed fit by ESIC.
- Additionally, in the event of delay in execution of the assigned work, a penalty of 1% of the total billing amount per week, subject to a maximum of 10% of the total fee, may be imposed.

#### **7. Termination of Contract**

- ESIC may terminate the contract for breaches such as information leakage, bribery, or unsatisfactory performance. If cumulative penalties reach 10% of the contract value, ESIC may terminate the contract.

## 8. Standard Terms and Conditions

8.1 Confidentiality: The personnel deployed, during the course of their work, may have access to classified documents. They shall not divulge any such information to third parties and must maintain strict confidentiality. Any breach of this obligation shall render the service provider liable for penal action under applicable laws, in addition to being treated as a breach of contract.

8.2 Resource Continuity: The service provider shall make advance arrangements to provide a suitable replacement in case the deployed personnel intend to leave due to personal reasons.

8.3 Reporting Irregularities: In case the service provider identifies any serious financial irregularities or grave deficiencies, the same must be brought to the notice of the competent authority/officers of ESIC immediately, without waiting for submission of the final report.

8.4 Reporting and Meetings: All necessary reports and information must be submitted promptly as required. Regular meetings will be held with ESIC to review progress and address concerns.

8.5 Audit Timelines: The audit of monthly accounts must be completed by the 10th of every month. The audit of annual accounts for FY 2025-26 must be completed by 20.04.2026.

8.6 Agreement: The successful contractor shall sign an agreement with ESIC incorporating standard terms and conditions for the provision of Chartered Accountancy services.

8.7 Availability: The Chartered Accountant or their authorized representative must appear before the competent authority as and when required for matters related to monthly or annual accounts.

8.8 Error Correction: The engaged firm shall be responsible for correcting any errors arising due to their own negligence at no additional cost to the office.

8.9 Accuracy Responsibility: The responsibility for the correctness and accuracy of the data collected from the records of ESIC Regional Office, Ranchi, shall lie solely with the CA/Firm.

8.10 Penalties: A reasonable penalty may be imposed on the CA/Firm by the ESIC Regional Office, Ranchi, if it is found that the CA/Firm has failed to fulfil its obligations. Such penalties may be deducted from the payments after issuing a written notice.

8.11 Professional Standards: The Contractor/Firm shall maintain high standards of integrity, ethics, and professionalism while performing duties and interacting with ESIC officials. Any breach of confidentiality or professional conduct may lead ESIC to take appropriate action, including approaching ICAI for disciplinary measures.

8.12 Termination Rights: Notwithstanding anything mentioned herein, ESIC Regional Office, Ranchi, reserves the right to terminate the services of the CA/Firm at any point if their services are found unsatisfactory.

8.13 Liability for Losses: Any loss or damage sustained by ESIC Regional Office, Ranchi, due to negligence or misconduct of the CA/Firm (including actions of its employees) shall be recoverable from the CA/Firm, based on the valuation determined by ESIC. The decision of ESIC in this regard shall be final and binding.

8.14 Representative Details: The engaged firm shall furnish the complete details and qualifications of their representative. Such representatives must carry a firm-issued identity card during visits and maintain office decorum.

8.15 Non-Transferability: The Contractor/Firm shall not transfer, assign, pledge, or subcontract its obligations under this contract to any third party.

8.16 Payment Terms: No separate service charge/consultancy fee or any other charges shall be payable beyond the consolidated amount quoted for the scope of work.

8.17 Labor Compliance: The CA firm shall bear all expenses related to compensation, wages, allowances (including DA), PF, ESI, bonus, and gratuity for its personnel, and shall comply with relevant labour laws. Payments to the firm shall be made upon submission of bills and confirmation of satisfactory services.

8.18 Liability for Incidents: In case of death, injury, or disability occurring while discharging duties, all compensation and legal liabilities shall rest solely with the CA firm.

8.19 Feedback Mechanism: An authorized representative of the CA firm (Owner/Director/Partner/Manager)



shall meet the Deputy Director (Finance)/Head of Office at least once a month for service feedback and to take corrective actions, if necessary.

8.20 Working Hours: The Contractor or its representatives shall visit the ESIC Regional Office, Ranchi, during official working hours: 9:30 AM to 6:00 PM, Monday to Friday. Saturdays and Sundays are non-working days.

8.21 Absence Coverage: In case of absence or leave of the deployed personnel, the CA firm shall ensure timely replacement to avoid disruption of services.

8.22 Misconduct: If any of the Firm's personnel are found involved in theft, illegal, or unethical activities, the Contractor shall take necessary disciplinary/legal action in consultation with this office. Such personnel shall not be re-engaged in this office.

8.23 Contract Termination: This contract may be terminated at any time if the services rendered are found to be unsatisfactory.

8.24 Contract Duration: The contract shall initially be valid for one year. The rates quoted shall remain unchanged during the contract period. ESIC reserves the right to terminate the contract by giving one month's notice. The Contractor shall provide three months' notice for termination.

8.25 Breach of Contract: Any breach of the contract terms shall result in forfeiture of the Performance Security Deposit, in addition to annulment of the contract by ESIC.

8.26 Liquidated Damages: In case of lapses by the firm, a penalty may be imposed as determined by the competent authority. The decision of the ESIC, regional office, Ranchi shall be final and binding.

8.27 Legal Compliance: The Contractor/Firm shall comply with all applicable laws, rules, and regulations. The firm shall indemnify ESIC against any claims arising out of non-compliance.

8.28 Force Majeure: ESIC may relax contract requirements in cases of force majeure, which include natural disasters (earthquakes, floods), war, hostilities, civil unrest, or any event beyond the bidder's control.

8.29 Dispute Resolution: Any dispute arising under this contract shall first be attempted to be resolved through mutual discussion. If unresolved, the dispute shall be referred to a Sole Arbitrator appointed by the Director General, ESIC, whose decision shall be final and binding.

8.30 Jurisdiction: All disputes shall fall under the jurisdiction of the courts at Ranchi, Jharkhand, India.

8.31 Minor Variations: Minor variations in the terms and conditions may be made with mutual consent to meet the objectives of the contract.

8.32 Canvassing Prohibition: Canvassing in connection with the tender is strictly prohibited. No bidder shall make inquiries during the evaluation process until the final decision is communicated.

8.33 Compliance with Regulations: ESIC is a statutory autonomous body under the Ministry of Labour and Employment, Government of India. All applicable notifications, orders, and guidelines of the Government of India/ESIC shall form an integral part of this tender/contract.

## **9. Financial Cost**

- The estimated cost for the financial audit of ESIC Regional Office, Ranchi is ₹12,000 per visit. For 12 visits, the total cost is ₹1,44,000.

## **10. List of Enclosures**

Technical Bid Submission Guidelines: To ensure a complete and organized submission, bidders are required to adhere to the following guidelines for preparing the Technical Bid:

#### A. Page Numbering and Indexing:

- Number all pages of the Technical Bid sequentially.
- Include a clear and detailed index at the beginning of the bid, listing each document and its corresponding page number for easy reference.

#### B. Signatures:

- All pages and details within the Technical Bid must be signed by the owner or an authorized signatory of the bidding firm.
- Undertakings, where applicable, must be submitted on the company's official letterhead and signed by the authorized signatory.

C. **Mandatory Documents:** The Technical Bid must include the following documents, duly completed and authenticated:

- **Firm Registration Number (ICAI FRN):** Provide the valid registration number issued by the Institute of Chartered Accountants of India (ICAI).
- **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.
- **Turnover Details:** Provide audited financial turnover details for the last three financial years (2021-22, 2022-23, and 2023-24).
- **PAN of the Firm:** Include a copy of the Permanent Account Number (PAN) issued to the firm.
- **GST Registration:** Submit the Goods and Services Tax (GST) registration details of the firm.
- **Work Orders / Completion Certificates:** Provide copies of relevant work orders and completion certificates to demonstrate prior experience and successful project execution.
- **Annexure A:** Undertaking: Include the undertaking as specified in Annexure A, duly signed on the company's letterhead.
- **Annexure B:** Bid Security Undertaking: Submit the bid security undertaking as outlined in Annexure B, signed by the authorized signatory.
- **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, and submitted in the prescribed format. Incomplete or unsigned submissions may lead to disqualification.

#### Annexure 'A'

[On the Letterhead of the CA Firm]

#### UNDERTAKING

To,

The Regional Director,

Employees' State Insurance Corporation (ESIC),

Regional Office, Namkum,

Ranchi, Jharkhand – 834010

Subject: Undertaking for Bid Submission on GeM Portal for Hiring of CAG Empanelled CA Firm for Financial Audit/Assistance in Preparation of Financial Statements]

Ref: GeM Bid Number: **GEM/2025/B/6442605**

Dear Sir/Madam,

We, [Name of the CA Firm/LLP], a firm of Chartered Accountants duly empanelled with the Comptroller and Auditor General of India (C&AG) for the year 2025-26, having our registered office at [Full Address of the Firm], hereby submit this undertaking in connection with our bid for the above-referenced tender floated by the Employees' State Insurance Corporation (ESIC), Regional Office, Ranchi, through the GeM portal.

We solemnly affirm and undertake the following:

#### Details of the Firm

Name of the Firm:

Registered Office Address:

Firm Registration Number (ICAI FRN):

C&AG Empanelment Number for 2025-26:

Year of Establishment:

Number of Partners:

Number of Qualified Chartered Accountants:

GST Registration Number:

PAN of the Firm:

GST of the Firm:

Email & Contact No

Name & Signature of Authorised signatory

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

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.

#### 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

1 2021-22

2 2022-23

3 2023-24

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

No Financial Insolvency: We declare that our firm is not under any financial distress, insolvency, or bankruptcy proceedings, and we have the necessary financial resources to execute the contract without any constraints.

Compliance with Tender Conditions: We have carefully read, understood, and agree to abide by all the terms and conditions stipulated in the tender document and the associated guidelines issued by ESIC and the GeM portal.

C&AG Empanelment: We confirm that our firm is empanelled with the Office of the Comptroller and Auditor General of India (C&AG) for the year 2025-26, and a copy of the empanelment certificate/acknowledgment letter issued by C&AG is enclosed with our bid for verification.

Eligibility and Qualifications: We meet all eligibility criteria specified in the tender document, including but not limited to having the requisite number of qualified Chartered Accountants, experience, and expertise to undertake the scope of work outlined in the tender, such as preparation of financial statements, internal audit, or other services.

Accuracy of Information: All information, documents, and declarations submitted as part of our bid are true, accurate, and complete to the best of our knowledge. We understand that any misrepresentation or submission of false information may lead to disqualification or termination of the contract.

No Conflict of Interest: We declare that there is no conflict of interest in undertaking the assignment as per the tender requirements. Our firm is not associated, directly or indirectly, with any entity or activity that may compromise our independence or objectivity in performing the services.

Professional Competence and Resources: We possess the necessary professional competence, infrastructure, and human resources to execute the services as per the tender specifications efficiently and within the stipulated timelines.

Confidentiality: We undertake to maintain strict confidentiality of all information, data, and records accessed

ed during the course of the assignment and shall not disclose the same to any third party without prior written approval from ESIC, except as required by law.

**Compliance with Laws and Regulations:** We shall comply with all applicable laws, rules, and regulations, including but not limited to the Chartered Accountants Act, 1949, guidelines issued by the Institute of Chartered Accountants of India (ICAI), and other statutory requirements during the execution of the assignment.

**No Blacklisting/Debarment:** We declare that our firm has not been blacklisted, debarred, or disqualified by any government department, public sector undertaking, or any other authority in India as on the date of submission of this bid.

**Acceptance of Contract Terms:** We agree to execute the contract in accordance with the terms and conditions specified in the tender document and any subsequent agreement issued by ESIC, if awarded the contract.

**Timely Execution:** We undertake to complete the assigned tasks within the timelines specified in the tender document or as mutually agreed upon, ensuring high standards of quality and professionalism.

We understand that this undertaking forms an integral part of our bid submission, and any violation of the above commitments may result in rejection of our bid or termination of the contract, along with any other action deemed fit by ESIC.

For and on behalf of [Name of the CA Firm/LLP]

Signature: \_\_\_\_\_

Name of the Authorized Signatory: [Full Name]

Designation: [Partner/Proprietor]

Membership No.: [ICAI Membership Number]

Firm Registration No.: [ICAI FRN]

C&AG Empanelment No.: [C&AG Empanelment Number]

Date: [Insert Date]

Place: [Insert Place]

Seal of the Firm

#### **Annexure 'B'**

[On the Letterhead of the CA Firm]

## BID SECURITY UNDERTAKING

To,  
The Regional Director,  
Employees' State Insurance Corporation (ESIC),  
Regional Office, Namkum,  
Ranchi, Jharkhand - 834010

Subject: Bid Security Declaration for Hiring of CAG Empanelled CA Firm for Financial Audit/Assistance in Preparation of Financial Statements]

Ref: GeM Bid Number: **GEM/2025/B/6442605**

Dear Sir/Madam,

We, [Name of the CA Firm/LLP], a firm of Chartered Accountants duly empanelled with the Comptroller and Auditor General of India (C&AG) for the year 2025-26, having our registered office at [Full Address of the Firm], hereby submit this Bid Security Declaration in connection with our bid for the above-referenced tender floated by the Employees' State Insurance Corporation (ESIC), Regional Office, Ranchi, through the GeM portal.

In lieu of the Earnest Money Deposit (EMD), as per the provisions of the tender document and applicable guidelines issued by the Government of India, we solemnly declare and undertake the following:

Compliance with Tender Conditions: We unconditionally accept and agree to abide by all the terms and conditions stipulated in the tender document and the associated guidelines issued by ESIC and the GeM portal.

Commitment to Bid Validity: We undertake to keep our bid valid for acceptance for the period specified in the tender document, i.e., 90 days from the bid submission deadline, or as extended with our consent.

No Withdrawal or Modification: We undertake not to withdraw or modify our bid during the bid validity period. In the event of withdrawal or modification of our bid before the expiry of the bid validity period, we understand and accept that we shall be liable for the consequences as outlined below.

Consequences of Non-Compliance: If we fail to:

- a. Keep our bid valid during the specified period,
- b. Execute the contract, if awarded, as per the tender terms, or
- c. Comply with any other conditions specified in the tender document,

We hereby agree to accept debarment from participating in any tenders floated by ESIC or any other procuring entity under the GeM portal for a period of two years from the date of such default.

For and on behalf of [Name of the CA Firm/LLP]

Signature: \_\_\_\_\_

Name of the Authorized Signatory: [Full Name]

Designation: [Partner/Proprietor]

Membership No.: [ICAI Membership Number]

Firm Registration No.: [ICAI FRN]

C&AG Empanelment No.: [C&AG Empanelment Number]

Date: [Insert Date]

Place: [Insert Place]

Seal of the Firm

## 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 कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



## 1. Introduction

The Employees' State Insurance Corporation (ESIC) is a statutory organization under the Ministry of Labour and Employment, Government of India. Established under the Employees' State Insurance Act of 1948, the ESI Scheme is a comprehensive social security program designed to protect insured persons and their dependents from financial difficulties caused by events such as sickness, maternity, disability, or death due to workplace injuries. It also ensures access to medical care for insured employees and their families.

The ESI Act applies to non-seasonal factories and establishments as notified by the appropriate government authorities. It covers factories and establishments with 10 or more employees. Employees earning wages up to Rs. 21,000 per month (or Rs. 25,000 per month for persons with disabilities) are eligible for coverage under the Act.

To maintain financial transparency and compliance, ESIC, Regional office, Ranchi seeks to engage Chartered Accountant (CA) firms empaneled with the Comptroller and Auditor General (C&AG) of India. These firms will play a critical role in ensuring the timely preparation and submission of accurate financial statements, including the provisional accounts for March and the final accounts thereafter. Their responsibilities will include reviewing and verifying financial entries made by ESIC's various accounting units to ensure accuracy, consistency, and adherence to applicable accounting standards. By engaging these firms, ESIC, Regional office, Ranchi aims to streamline its accounting processes, meet statutory deadlines for account finalization, and uphold the highest standards of financial integrity. This initiative will also support in maintaining robust financial records, facilitating audits, and ensuring compliance with regulatory requirements.

- 1.1 **Period of Contract:** The contract for the appointment of the selected bidder shall be for a period of one year, covering the Financial Year (FY) **2025-26**. The contract may be extended, at the discretion of the contracting authority, until the finalization of accounts, subject to satisfactory performance and mutual agreement. Any extension will be formalized through a written amendment to the contract, specifying the revised duration and any additional terms or conditions.

The one-year duration aligns with the standard financial year cycle (April 1, 2025, to March 31, 2026), ensuring that the selected bidder's services cover the full accounting and auditing period.

The provision for extension allows flexibility to accommodate delays in account finalization, which may arise due to unforeseen circumstances such as regulatory changes, audit complexities, or additional compliance requirements.

- 1.2 **Location of Work:** The empaneled Chartered Accountant (CA) firm must have an **operational office located in Ranchi, Jharkhand**, to facilitate seamless coordination, timely execution of tasks, and compliance with local regulatory requirements. The office should be adequately staffed and equipped to handle the scope of work outlined in the contract. The firm may also be required to attend meetings or perform on-site visits within Ranchi as per the project requirements.

## **2. Eligibility Criteria for Empanelment of CA Firm**

- 2.1 The applicant firm must have at **least five years of experience** in handling similar assignments.
- 2.2 The applicant firm must be **empaneled with the C&AG**. ESIC reserves the right to terminate the contract if the firm or any of its partners/members are debarred or blacklisted by any Central/State Government organization, statutory body, or PSU. Documentary proof of empanelment must be submitted.
- 2.3 The firm's **average annual turnover** for the **last three years** must be at least **₹50 lakhs**.
- 2.4 The applicant firm and its partners must not have been **found guilty** of professional misconduct under the Chartered Accountants Act, 1949 (as amended) **in the past five years** or penalized under any tax laws by the ICAI, any government, statutory body, or PSU.
- 2.5 The applicant firm or its partners must not be under investigation or inquiry by any tax authority for violations of tax laws or have faced related litigation in any court.

## **3. Scope of Work**

The empanelled Chartered Accountant (CA) firm will perform the following tasks:

- 3.1 **Finalization of Accounts:** Assist in preparing and finalizing March (Provisional) and March (Final)/Annual Accounts.
- 3.2 **Review and Verification of Accounts:** Review the financial year's accounts to ensure accuracy, focusing on:
  - a. Full reconciliation of expenditures with the unit's Receipt and Payment (R&P) statements.
  - b. Identification and correction of errors, such as negative balances in receipts or expenditures, before submission to ESIC headquarters.
  - c. Elimination of mathematical errors in accounts.

- d. Ensuring expenditures under all account heads match subsidiary ledgers.
  - e. Investigating and resolving unusual trends or significant changes in expense categories.
  - f. Accurate classification of expenditures for hospital, medical education, regional/sub-regional offices, and DCBO.
  - g. Proper classification of prior-period items.
  - h. Verification of cash-in-hand against the cash book.
  - i. Reconciliation of bank balances with bank statements.
  - j. Verification of statutory dues, including TDS and GST-TDS.
  - k. Monthly reconciliation of security deposits, unclassified receipts, pension payments, NPS, and miscellaneous advances.
  - l. Verification of exchange accounts and suspense slips.
  - m. Accurate accounting of disposed assets, including profit/loss calculations.
- 3.3 **Provisions Review:** Verify provisions for Permanent Disablement Benefit (PDB), Dependent Benefits, ESIC COVID-19 Relief Scheme, Employee Benefit Reserve Fund (EBRF), and other similar reserves.
- 3.4 **Employee Benefits:** Review provisions for pension, gratuity, leave encashment, and Pensioners Medical Scheme (PMS) liabilities.
- 3.5 **Fixed Assets:** Verify and validate the physical verification of fixed assets against the Fixed Asset Register.
- 3.6 **Inventory Verification:** Verify and validate the physical verification of closing inventories, stores, and consumables as of March 31, 2025.
- 3.7 **Budget Support:** Assist in preparing and verifying the ESIC budget for the concerned unit.
- 3.8 **Audit Support:** Provide guidance and assistance in addressing ESIC audit observations.
- 3.9 **Ledger and Accounts Management:** Support the maintenance of party ledgers, receipts and payments ledgers, asset and liability ledgers, monthly accounts, depreciation calculations, and preparation of provisional and final March accounts. Ensure reconciliation with vouchers, budget preparation, Bank Reconciliation Statement (BRS), and verification of liabilities created and discharged.
- 3.10 **Special Focus Areas:** Pay special attention to:
- a. Accurate recording of depreciation and gain/loss on asset disposals.
  - b. Proper classification of annual repairs, maintenance, and special repair maintenance.
  - c. Reconciliation of debts, deposits, and advance receipts.
  - d. Accurate provision calculations.
  - e. Proper inventory accounting.
  - f. Advances for Super Specialty Treatment (SST), if applicable.
  - g. Accurate salary calculations, particularly for staff on deputation or hired on a contractual basis.

- h. Verification of payments and classifications as per ESIC guidelines for on-account payments, PIP, etc., made to states.
  - i. Training and assistance to unit staff, if required.
- 3.11 **Additional Support:** Provide financial opinions, guidance, verification, or reports as required by the Financial Commissioner, Director General, or ESIC's financial division.
- 3.12 **Flexibility:** The scope of work is indicative and may be modified based on the division's requirements.

## 4. Reporting

The CA firm will submit a detailed monthly report in a single hard copy to the Administrative Head and Finance Head of the unit. ESIC Headquarters may direct specific reports or additional tasks from the empanelled CA firm.

## 5. Payment Terms

The empanelled agency shall receive monthly remuneration based on the visits conducted by the Chartered Accountant (CA), as per the invoice submitted by the agency and verified by the respective units for the work assigned and performed, in accordance with the defined scope of work. Payment is subject to satisfactory completion of the work and submission of the required reports by the empanelled CA firm. All applicable statutory deductions, including Taxes/TDS, shall be made in compliance with prevailing legal provisions. The empanelled CA firm shall be solely responsible for all taxes, duties, fees, levies, and other charges incurred in connection with the provision of services. ESIC reserves the right to deduct an amount from the invoice, as deemed reasonable, for unsatisfactory services or delays in service delivery. ESIC's decision in this regard shall be final and binding.

## 6. Penalties

- If the empanelled CA Firm or any of its representatives is found guilty of gross negligence, lack of due diligence, misrepresentation or misstatement of facts, suppression of information, falsification of records, undue delay in the performance of assigned duties, unauthorized disclosure or use of information obtained during the assignment, failure to adhere to the instructions issued by ESIC, unauthorized retention of ESIC records, violation of the terms and conditions of the assignment, engagement in malafide practices, or any other cognizable offence or breach, the firm shall be liable for appropriate punishment as deemed fit by ESIC.

- Additionally, in the event of delay in execution of the assigned work, a penalty of 1% of the total billing amount per week, subject to a maximum of 10% of the total fee, may be imposed.

## **7. Termination of Contract**

- ESIC may terminate the contract for breaches such as information leakage, bribery, or unsatisfactory performance. If cumulative penalties reach 10% of the contract value, ESIC may terminate the contract.

## **8. Standard Terms and Conditions**

- 8.1 **Confidentiality:** The personnel deployed, during the course of their work, may have access to classified documents. They shall not divulge any such information to third parties and must maintain strict confidentiality. Any breach of this obligation shall render the service provider liable for penal action under applicable laws, in addition to being treated as a breach of contract.
- 8.2 **Resource Continuity:** The service provider shall make advance arrangements to provide a suitable replacement in case the deployed personnel intend to leave due to personal reasons.
- 8.3 **Reporting Irregularities:** In case the service provider identifies any serious financial irregularities or grave deficiencies, the same must be brought to the notice of the competent authority/officers of ESIC immediately, without waiting for submission of the final report.
- 8.4 **Reporting and Meetings:** All necessary reports and information must be submitted promptly as required. Regular meetings will be held with ESIC to review progress and address concerns.
- 8.5 **Audit Timelines:** The audit of monthly accounts must be completed by the 10th of every month. The audit of annual accounts for FY 2025–26 must be completed by 20.04.2026.
- 8.6 **Agreement:** The successful contractor shall sign an agreement with ESIC incorporating standard terms and conditions for the provision of Chartered Accountancy services.
- 8.7 **Availability:** The Chartered Accountant or their authorized representative must appear before the competent authority as and when required for matters related to monthly or annual accounts.
- 8.8 **Error Correction:** The engaged firm shall be responsible for correcting any errors arising due to their own negligence at no additional cost to the office.
- 8.9 **Accuracy Responsibility:** The responsibility for the correctness and accuracy of the data collected from the records of ESIC Regional Office, Ranchi, shall lie solely with the CA/Firm.

- 8.10 **Penalties:** A reasonable penalty may be imposed on the CA/Firm by the ESIC Regional Office, Ranchi, if it is found that the CA/Firm has failed to fulfil its obligations. Such penalties may be deducted from the payments after issuing a written notice.
- 8.11 **Professional Standards:** The Contractor/Firm shall maintain high standards of integrity, ethics, and professionalism while performing duties and interacting with ESIC officials. Any breach of confidentiality or professional conduct may lead ESIC to take appropriate action, including approaching ICAI for disciplinary measures.
- 8.12 **Termination Rights:** Notwithstanding anything mentioned herein, ESIC Regional Office, Ranchi, reserves the right to terminate the services of the CA/Firm at any point if their services are found unsatisfactory.
- 8.13 **Liability for Losses:** Any loss or damage sustained by ESIC Regional Office, Ranchi, due to negligence or misconduct of the CA/Firm (including actions of its employees) shall be recoverable from the CA/Firm, based on the valuation determined by ESIC. The decision of ESIC in this regard shall be final and binding
- 8.14 **Representative Details:** The engaged firm shall furnish the complete details and qualifications of their representative. Such representatives must carry a firm-issued identity card during visits and maintain office decorum.
- 8.15 **Non-Transferability:** The Contractor/Firm shall not transfer, assign, pledge, or subcontract its obligations under this contract to any third party.
- 8.16 **Payment Terms:** No separate service charge/consultancy fee or any other charges shall be payable beyond the consolidated amount quoted for the scope of work.
- 8.17 **Labor Compliance:** The CA firm shall bear all expenses related to compensation, wages, allowances (including DA), PF, ESI, bonus, and gratuity for its personnel, and shall comply with relevant labour laws. Payments to the firm shall be made upon submission of bills and confirmation of satisfactory services.
- 8.18 **Liability for Incidents:** In case of death, injury, or disability occurring while discharging duties, all compensation and legal liabilities shall rest solely with the CA firm.
- 8.19 **Feedback Mechanism:** An authorized representative of the CA firm (Owner/Director/Partner/Manager) shall meet the Deputy Director (Finance)/Head of Office at least once a month for service feedback and to take corrective actions, if necessary.
- 8.20 **Working Hours:** The Contractor or its representatives shall visit the ESIC Regional Office, Ranchi, during official working hours: 9:30 AM to 6:00 PM, Monday to Friday. Saturdays and Sundays are non-working days.
- 8.21 **Absence Coverage:** In case of absence or leave of the deployed personnel, the CA firm shall ensure timely replacement to avoid disruption of services.
- 8.22 **Misconduct:** If any of the Firm's personnel are found involved in theft, illegal, or unethical activities, the Contractor shall take necessary disciplinary/legal action in consultation with this office. Such personnel shall not be re-engaged in this office.

- 8.23 **Contract Termination:** This contract may be terminated at any time if the services rendered are found to be unsatisfactory.
- 8.24 **Contract Duration:** The contract shall initially be valid for one year. The rates quoted shall remain unchanged during the contract period. ESIC reserves the right to terminate the contract by giving one month's notice. The Contractor shall provide three months' notice for termination.
- 8.25 **Breach of Contract:** Any breach of the contract terms shall result in forfeiture of the Performance Security Deposit, in addition to annulment of the contract by ESIC.
- 8.26 **Liquidated Damages:** In case of lapses by the firm, a penalty may be imposed as determined by the competent authority. The decision of the ESIC, regional office, Ranchi shall be final and binding.
- 8.27 **Legal Compliance:** The Contractor/Firm shall comply with all applicable laws, rules, and regulations. The firm shall indemnify ESIC against any claims arising out of non-compliance
- 8.28 **Force Majeure:** ESIC may relax contract requirements in cases of force majeure, which include natural disasters (earthquakes, floods), war, hostilities, civil unrest, or any event beyond the bidder's control.
- 8.29 **Dispute Resolution:** Any dispute arising under this contract shall first be attempted to be resolved through mutual discussion. If unresolved, the dispute shall be referred to a Sole Arbitrator appointed by the Director General, ESIC, whose decision shall be final and binding.
- 8.30 **Jurisdiction:** All disputes shall fall under the jurisdiction of the courts at Ranchi, Jharkhand, India.
- 8.31 **Minor Variations:** Minor variations in the terms and conditions may be made with mutual consent to meet the objectives of the contract.
- 8.32 **Canvassing Prohibition:** Canvassing in connection with the tender is strictly prohibited. No bidder shall make inquiries during the evaluation process until the final decision is communicated.
- 8.33 **Compliance with Regulations:** ESIC is a statutory autonomous body under the Ministry of Labour and Employment, Government of India. All applicable notifications, orders, and guidelines of the Government of India/ESIC shall form an integral part of this tender/contract.

## 9. Financial Cost

- The estimated cost for the financial audit of ESIC Regional Office, Ranchi is **₹12,000 per visit**. For 12 visits, the total cost is **₹1, 44,000**.

## 10.List of Enclosures

**Technical Bid Submission Guidelines:** To ensure a complete and organized submission, bidders are required to adhere to the following guidelines for preparing the Technical Bid:

**A. Page Numbering and Indexing:**

- Number all pages of the Technical Bid sequentially.
- Include a clear and detailed index at the beginning of the bid, listing each document and its corresponding page number for easy reference.

**B. Signatures:**

- All pages and details within the Technical Bid must be signed by the owner or an authorized signatory of the bidding firm.
- Undertakings, where applicable, must be submitted on the company's official letterhead and signed by the authorized signatory.

**C. Mandatory Documents:** The Technical Bid must include the following documents, duly completed and authenticated:

- **Firm Registration Number (ICAI FRN):** Provide the valid registration number issued by the Institute of Chartered Accountants of India (ICAI).
- **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.
- **Turnover Details:** Provide audited financial turnover details for the last three financial years (2021-22, 2022-23, and 2023-24).
- **PAN of the Firm:** Include a copy of the Permanent Account Number (PAN) issued to the firm.
- **GST Registration:** Submit the Goods and Services Tax (GST) registration details of the firm.
- **Work Orders / Completion Certificates:** Provide copies of relevant work orders and completion certificates to demonstrate prior experience and successful project execution.
- **Annexure A: Undertaking:** Include the undertaking as specified in Annexure A, duly signed on the company's letterhead.
- **Annexure B: Bid Security Undertaking:** Submit the bid security undertaking as outlined in Annexure B, signed by the authorized signatory.
- **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, and submitted in the prescribed format. Incomplete or unsigned submissions may lead to disqualification.*



## Annexure 'A'

### [On the Letterhead of the CA Firm/LLP] UNDERTAKING

To,  
The Regional Director,  
Employees' State Insurance Corporation (ESIC),  
Regional Office, Namkum,  
Ranchi, Jharkhand – 834010

Subject: Undertaking for Bid Submission on GeM Portal for Hiring of CAG Empanelled CA Firm for Financial Audit/Assistance in Preparation of Financial Statements]

Ref: GeM Bid Number: **GEM/2025/B/6442605**

Dear Sir/Madam,

We, **[Name of the CA Firm/LLP]**, a firm of Chartered Accountants duly empanelled with the Comptroller and Auditor General of India (C&AG) for the year 2025-26, having our registered office at **[Full Address of the Firm]**, hereby submit this undertaking in connection with our bid for the above-referenced tender floated by the Employees' State Insurance Corporation (ESIC), Regional Office, Ranchi, through the GeM portal.  
We solemnly affirm and undertake the following:

**Details of the Firm**

Name of the Firm:	
Registered Office Address:	
Firm Registration Number (ICAI FRN):	
C&AG Empanelment Number for 2025-26:	
Year of Establishment:	
Number of Partners:	
Number of Qualified Chartered Accountants:	
GST Registration Number:	
PAN of the Firm:	
GST of the Firm:	
Email & Contact No	
Name & Signature of Authorised signatory	

**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	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.

**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
1	2021-22	
2	2022-23	
3	2023-24	

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

**No Financial Insolvency:** We declare that our firm is not under any financial distress, insolvency, or bankruptcy proceedings, and we have the necessary financial resources to execute the contract without any constraints.

**Compliance with Tender Conditions:** We have carefully read, understood, and agree to abide by all the terms and conditions stipulated in the tender document and the associated guidelines issued by ESIC and the GeM portal.

**C&AG Empanelment:** We confirm that our firm is empanelled with the Office of the Comptroller and Auditor General of India (C&AG) for the year 2025-26, and a copy of the empanelment certificate/acknowledgment letter issued by C&AG is enclosed with our bid for verification.

**Eligibility and Qualifications:** We meet all eligibility criteria specified in the tender document, including but not limited to having the requisite number of qualified Chartered Accountants, experience, and expertise to undertake the scope of work outlined in the tender, such as preparation of financial statements, internal audit, or other services.

**Accuracy of Information:** All information, documents, and declarations submitted as part of our bid are true, accurate, and complete to the best of our knowledge. We understand that any misrepresentation or submission of false information may lead to disqualification or termination of the contract.

**No Conflict of Interest:** We declare that there is no conflict of interest in undertaking the assignment as per the tender requirements. Our firm is not associated, directly or indirectly, with any entity or activity that may compromise our independence or objectivity in performing the services.

**Professional Competence and Resources:** We possess the necessary professional competence, infrastructure, and human resources to execute the services as per the tender specifications efficiently and within the stipulated timelines.

**Confidentiality:** We undertake to maintain strict confidentiality of all information, data, and records accessed during the course of the assignment and shall not disclose the same to any third party without prior written approval from ESIC, except as required by law.

**Compliance with Laws and Regulations:** We shall comply with all applicable laws, rules, and regulations, including but not limited to the Chartered Accountants Act, 1949, guidelines issued by the Institute of Chartered Accountants of India (ICAI), and other statutory requirements during the execution of the assignment.

**No Blacklisting/Debarment:** We declare that our firm has not been blacklisted, debarred, or disqualified by any government department, public sector undertaking, or any other authority in India as on the date of submission of this bid.

**Acceptance of Contract Terms:** We agree to execute the contract in accordance with the terms and conditions specified in the tender document and any subsequent agreement issued by ESIC, if awarded the contract.

**Timely Execution:** We undertake to complete the assigned tasks within the timelines specified in the tender document or as mutually agreed upon, ensuring high standards of quality and professionalism.

We understand that this undertaking forms an integral part of our bid submission, and any violation of the above commitments may result in rejection of our bid or termination of the contract, along with any other action deemed fit by ESIC.

For and on behalf of **[Name of the CA Firm/LLP]**

Signature: \_\_\_\_\_

Name of the Authorized Signatory: **[Full Name]**

Designation: **[Partner/Proprietor]**

Membership No.: **[ICAI Membership Number]**

Firm Registration No.: **[ICAI FRN]**

C&AG Empanelment No.: **[C&AG Empanelment Number]**

Date: **[Insert Date]**

Place: **[Insert Place]**

**Seal of the Firm**

## Annexure 'B'

[On the Letterhead of the CA Firm/LLP]  
BID SECURITY UNDERTAKING

To,  
The Regional Director,  
Employees' State Insurance Corporation (ESIC),  
Regional Office, Namkum,  
Ranchi, Jharkhand – 834010

Subject: Bid Security Declaration for Hiring of CAG Empanelled CA Firm for Financial Audit/Assistance in Preparation of Financial Statements]

Ref: GeM Bid Number: **GEM/2025/B/6442605**

Dear Sir/Madam,

We, **[Name of the CA Firm/LLP]**, a firm of Chartered Accountants duly empanelled with the Comptroller and Auditor General of India (C&AG) for the year 2025-26, having our registered office at **[Full Address of the Firm]**, hereby submit this Bid Security Declaration in connection with our bid for the above-referenced tender floated by the Employees' State Insurance Corporation (ESIC), Regional Office, Ranchi, through the GeM portal.

In lieu of the Earnest Money Deposit (EMD), as per the provisions of the tender document and applicable guidelines issued by the Government of India, we solemnly declare and undertake the following:

**Compliance with Tender Conditions:** We unconditionally accept and agree to abide by all the terms and conditions stipulated in the tender document and the associated guidelines issued by ESIC and the GeM portal.

**Commitment to Bid Validity:** We undertake to keep our bid valid for acceptance for the period specified in the tender document, i.e., 90 days from the bid submission deadline, or as extended with our consent.

**No Withdrawal or Modification:** We undertake not to withdraw or modify our bid during the bid validity period. In the event of withdrawal or modification of our bid before the expiry of the bid

validity period, we understand and accept that we shall be liable for the consequences as outlined below.

**Consequences of Non-Compliance:** If we fail to:

- a. Keep our bid valid during the specified period,
- b. Execute the contract, if awarded, as per the tender terms, or
- c. Comply with any other conditions specified in the tender document,

We hereby agree to accept debarment from participating in any tenders floated by ESIC or any other procuring entity under the GeM portal for a period of two years from the date of such default.

For and on behalf of **[Name of the CA Firm/LLP]**

Signature: \_\_\_\_\_

Name of the Authorized Signatory: **[Full Name]**

Designation: **[Partner/Proprietor]**

Membership No.: **[ICAI Membership Number]**

Firm Registration No.: **[ICAI FRN]**

C&AG Empanelment No.: **[C&AG Empanelment Number]**

Date: **[Insert Date]**

Place: **[Insert Place]**

**Seal of the Firm**