

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	20-07-2026 14:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	20-07-2026 14:30:00
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	Employees State Insurance Corporation
संगठन का नाम/Organisation Name	Employees State Insurance Corporation
कार्यालय का नाम/Office Name	Esic Hospital Surat
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id : Buyer Email id: rc.deep@esic.nic.in
वस्तु श्रेणी /Item Category	Manpower Hiring for Financial Services - Offsite; Chartered Accountant
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
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	H1-Highest Priced Bid Elimination
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	50000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

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 :

Dean

ESIC Hospital Surat, Employees State Insurance Corporation, Ministry of Labour and Employment
(Binti Ramlal Bhatiyani)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	100

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
4. If the bidder is a DPIIT registered Startup, the bidder shall be relaxed from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover shall upload the supporting documents to prove his eligibility for Relaxation.
5. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
6. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service

provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

7. 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.

8. 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.

9. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of Work:[1781682416.pdf](#)

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	CA
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	5 - 7 Years
एडऑन /Addon(s)	

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents**परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Rohit Chand Deep	395001,ESIC Hospital Surat, Majuragate, Near New Civil Hospital, Surat, Gujarat	1	Number of Months : 12

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**1. Generic**

OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Generic

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

3. Generic

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

4. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

5. Service & Support

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

6. Certificates

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

7. Forms of EMD and PBG

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

ESI Fund Account No.1
payable at
Surat

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

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

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

अस्वीकरण/Disclaimer

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

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/

additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

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

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

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



કર્મચારી રાજ્ય વીમા નિગમ
(શ્રમ અને રોજગાર મંત્રાલય, ભારત સરકાર)
કર્મચારી રાજ્ય વીમા નિગમ
(શ્રમ અને રોજગાર મંત્રાલય, ભારત સરકાર)
EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)
Website: www.esic.gov.in



ક.રા.વી. નિગમ હોસ્પિટલ
સિવિલ હોસ્પિટલ પાસે, મજુરા ગેટ, સુરત
ક.રા.વિ.નિ. અસ્પતાલ.
સિવિલ અસ્પતાલ કે પાસે, મજુરા ગેટ, સુરત
ESIC Hospital,
Nr. Civil Hospital, Majura Gate, Surat,

E-Tender through GeM

Sub: Engagement of Chartered Accountant through GeM Agencies at ESIC Hospital, Surat, Gujarat.

Dean, E.S.I.C Hospital Surat invites bids through GeM for hiring of Chartered Accountant at ESIC Hospital Surat for a period of 01 Year and extendable for another one year on same terms and conditions and rates.

Detail of Requirement	Location	Earnest Money Deposit	Last date and time for receiving tender Bid
Chartered Accountant- 01	ESIC Hospital Surat, Gujarat.	As per GeM Bid Document	As per GeM Bid Document

Tender Publish Date: -

As per GeM bid documents

Last date for receiving tender: -

As per GeM Bid Document

Tender opening date:-

As per GeM Bid Document

The interested bidders may submit the bid at www.gem.gov.in along with duly signed scanned copies of required documents, certificates etc. in support of their bid on or before last date specified on GeM.

If any information furnished by the applicant is found to be incorrect or false at any stage, the bid shall be cancelled forthwith and earnest money will be forfeited. The applicant shall be liable to be debarred from bid process. Only bids complete in all respect will be considered for evaluation.

Any corrigendum to the bid will be notified through GeM/www.esic.gov.in only. ESIC Hospital, Surat, Gujarat reserves the right to reject any or all bids without assigning any reason.

Date:

Dean

BID NOTICE (THROUGH GeM) FOR ENGAGEMENT OF CHARTERED ACCOUNTANT

Bid is being invited on GeM under single bid system for engagement of one Chartered Accountant for E.S.I.C Hospital Surat. The contract is initially for a period of **ONE** year(s) extendable for another one year on same terms and conditions and rates on the basis of satisfactory work performance on mutual agreement.

1. Instructions for Bidders.

1. The bid documents are available on website www.esic.gov.in and on gem.gov.in. Bidders are advised to follow the instructions provided in the bid documents for submission of online bid at GeM Portal only.

Bids must be submitted through GeM only.

1. Incomplete bids are liable for rejection. ESIC reserves the right to reject any bid without assigning any reason.

2. The successful bidders will have to deposit performance security of the estimated cost in ESI Fund A/c No.1, payable at Surat which shall remain valid up to 14 months as per GeM bid.

3. While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in the bid document shall be furnished along the bid.

4. All the documents shall be signed by the authorized signatory of the bidder. A certificate of authorization to authorize the signatory to sign the bid document.

5. No interest shall be paid on the Earnest Money Deposit and the Performance Guarantee deposited by the bidder.

6. ESIC reserves the right for accepting the whole or any part of the bid without assigning any reason to the bidder.

7. Rates quoted should be in Indian Currency and should be inclusive of all charges including service charges, GST etc. as applicable. Any ambiguous quote on this account shall render the bid liable to be rejected. Bid not complete in all respect are liable to be rejected.

8. The competent Authority reserves the right to withdraw/relax any of the terms and conditions laid down in this bid.

9. Bids shall remain valid up to 90 days after the date of bid opening prescribed by the ESIC (buyer); a bid valid for a shorter period would be liable to be rejected by the ESIC (buyer) as non-responsive.

10. The Bidder must at all times during the contract period comply with the applicable Labour laws, laws related to intellectual property rights and any other law related to the operation of the contract. Any deviation in this regard may lead to termination of the contract.

2. Qualifying/Eligibility criteria for bidder.

i. Quotations along with satisfactory experience certificate (Annexure-I) from Government Organization/Statutory Body/CPSE/SPSE for the specified financial years i.e. FY 2022-23, 2023-24 and 2024-25 and must be enclosed. Copy of Certificate of practice and PAN Card must be enclosed.

Check list of the documents required

S.No.	Document	
1.	Name, Address and Contact details (Mobile/Landline No.) of the Firm on the letter head	
2.	Experience Certificate (Annexure-I) from Government Organization/ Statutory Body/CPSE/SPSE/ for the specified financial years i.e. FY 2022-23, 2023-24 & 2024-25.	
3.	Copy of Certificate of practice issued by ICAI.	
4.	PAN Card issued by IT Department of the CA	
5.	Audited balance sheet/Audited Profit and loss account/ITR for last three years i.e., F.Y 2022-23, 2023-24 & 2024-25.	
6.	GST registration certificate of the firm.	
7.	PAN NO. of the Firm / Company / Proprietorship	
8.	Registration Certificate of the firm/company/proprietorship	
9.	The bidder should not have been black listed by any Govt. Authority or public sector undertaking (undertaking need to be submitted) by the bidder.	
10.	Each and every page of the attached documents should be signed & stamped by authorized person.	

3. TERMS OF REFERENCE (TOR)-

TASKS TO BE CARRIED OUT—

The empaneled CA will be required to work towards timely completion before the statutory dead line of following -

- Submission of Return certificates of TDS (Income Tax) as per procedure laid down in IT Act, 2025 for upto 250 employees. (The latest return was filled for 59 employees).
- Submission of Return certificates of TDS (Goods and Services Tax) as per procedure laid down in GST Act, 2017.
- Preparation of Form 130 and 131 (Apart from Salary form 138 and form 140).
- Preparation of monthly challans of TDS and TDS on GST.
- To process records of Income-Tax in respect of employees and Third parties of ESIC Hospital, Surat.
- Filing and processing of records of TDS in respect of Third Parties. Quarterly and Yearly return to Income-Tax Department.
- Generation of GST challan on monthly basis.
- Submission and filing of monthly/quarterly/yearly returns to GST Department as per rules amended from time to time.
- Issuance of Form-130 (Part A & B) in respect of employees and Form 131 of Third parties.





- To provide professional advice in financial matters, if required by hospital.
- Punching of data in Income Tax Software.
- Preparation of TDS return on salary and third party payment (form 138 & form 140).
- Filing of Correction statement/ revised returns, if required.
- Addressing of all kinds of notices from NSDL/Income Tax department/GSTN.
- Scrutiny of Voluntary Income Tax (VIT) of employees.
- Any other work related to IT/GST as per requirement of the office.

4. Contract Terms and Conditions

- i. Chartered Accountant shall visit before the Income Tax/ G.S.T. Authority if any notice or summon is received and shall submit suitable reply on behalf of ESIC Hospital, Surat. Visit charges will be paid for any personal appearance in the office of Income Tax/G.S.T. etc in response to such notices subject to the approval of Competent Authority. Incidental charges, if any, will be reimbursed on production of receipts.
- ii. The contract is for one year and the same may be extended for another one-year on same terms & conditions and rates.
- iii. Engaged firm will arrange the visits of their representatives to this office at least on quarterly basis during office hours & beyond office hours as per requirement of the office after giving formal intimation in advance.
- iv. Firms shall provide full details of their representative with qualification/address etc. who will visit ESIC Hospital, Surat for work.
- v. Firm shall send their representative with authorized I.D. Card.
- vi. No other charges will be paid separately except those quoted by the firm in the financial bid.
- vii. Representatives of firms shall be bound to maintain office decorum of ESIC Hospital, Surat.
- viii. Firms shall be liable for any damage/loss of data.
- ix. Engaged firm will arrange for necessary software, free of cost for work assigned as per the scope of work.
- x. Rs. 1,000/- per visit penalty may be imposed if representative remains absent for a week without any appropriate reason.
- xi. The Chartered accountant firm will not be eligible for empanelment if the firm or any partner of the firm in discharge of his/her work has been debarred by ICAI or been disqualified by any regulatory authority/court.
- xii. Confidentiality Clause - Engaged firms must ensure that No data pertaining to IT/GST of this hospital is leaked to any other firm/individual failing which the firm shall be blacklisted by ESIC.
- xiii. ESIC Hospital, Surat will not provide transport or accommodation to the employees of the firm in any condition. If the contractor re-fuses/denies the assignment, after award of work, all the required actions will be taken by ESIC Hospital, Surat to safeguard its interest.
- xiv. Bills will be raised by the firm on quarterly basis which (in case there is no doubt/issue) will be cleared by ESIC Hospital, Surat within a period of 15 days time.



Annexure-I
(Format of Experience Certificate)
(To be given in the official letterhead of the Department/Organization)

This is to certify that M/S _____ has
satisfactorily provided the services as an empaneled Chartered Accountant of our
Department/Organization during the period from _____ to _____.

Signature with Seal

