

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	10-09-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	10-09-2026 12:30:00
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	Sub Regional Office-peenya, Bangalore
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :arasada.kishore@esic.nic.in Buyer Email id: ramita.singh@esic.gov.in
वस्तु श्रेणी /Item Category	Financial Advisory Services - Offsite; Tax Advisory
अनुबंध अवधि /Contract Period	1 Year(s) 11 Month(s) 6 Day(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	1
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)	40000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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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

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 % (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. 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.
8. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc.

This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

9. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

10. Reverse Auction would be conducted amongst 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 to be uploaded by buyer:[1786015314.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
03-09-2026 12:00:00	SUB REGIONAL OFFICE BANGALORE NORTH (PEENYA) "Harini Towers" 3rd Cross, 3rd Main, Off Ring Road, 2nd Stage, Industrial Suburb, Yeshwanthpur, Bangalore 560 022.

Financial Advisory Services - Offsite; Tax Advisory (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Category of financial advisory service	Tax Advisory
Sub-category of Financial Advisory Services	Filing TDS , Filing Income Tax Returns , Generation of form 16 & 16a
Financial Advisory Reports	Yes
Frequency of Progress Report	Monthly
Type of Professional/Resources required	Chartered accountant
Qualification of Professional/Resources required	CA
Certification of Professional/Resources required	Certified financial analyst

विवरण/ Specification	मूल्य/ Values
Total Experience of Professionals / Resources (In years)	0 - 3 Years
एडऑन /Addon(s)	
Post Financial Advisory Support	NA

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	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Ramita Singh	560022,ESI CORPORATION, SUB REGIONAL OFFICE- PEENYA, HARINI TOWERS,3rd CROSS,3rd MAIN, NEAR FTI, OFF RING ROAD, YESHWANTHPUR, BANGALORE- 560022	Project / Lumpsum Based	N/A

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

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

SUB REGIONAL OFFICE BANGALORE NORTH (PEENYA)
"Harini Towers" 3rd Cross, 3rd Main, Off Ring Road, 2nd Stage,
Industrial Suburb, Yeshwanthpur,
Bangalore
karnataka 560 022

3. **Generic**

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

4. **Certificates**

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

5. **Service & Support**

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

6. **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.

7. **Buyer Added Bid Specific ATC**

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

8. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

1. No additional charges shall be payable for any correction or rectification to Form 16 or Form 16A.
- 2.If the Bidder or any employee of the Bidder or any person acting on behalf of the bidder, either directly or indirectly, is a relative of any of officers/ officials (regular/contractual) of ESIC or alternatively, if any relative of a officer/official s of ESIC has financial interest/stake in the bidders firm. The same shall be disclosed by the bidder at the time of filling of the tender/ participation in the procurementprocess. Failure to disclose this information shall result in cancellation of the bidder's participation.

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 (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) 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 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---



BID DOCUMENT FOR THE CONTRACT FOR TIE UP AGENCY FOR INCOME TAX/TDS RELATED MATTERS THROUGH GEM TO ESIC SUB REGIONAL OFFICE, PEENYA, BANGALORE

Bids under Two-bid system (through Category Bid) are invited from Eligible/Reputed Firm for CONTRACT FOR ENGAGING TIE UP AGENCY on contract basis through GEM Portal FOR FILING INCOME TAX RETURNS & TDS/ INCOME TAX RELATED MATTERS for ESIC SUB REGIONAL OFFICE, PEENYA, Bengaluru on contract shall be valid for the period covering Q3 and Q4 of the Financial Years 2026-27 and 2027-28, with a provision for further extension by one year, subject to satisfactory performance and approval of the Competent Authority.

The detailed Tender documents with related instructions are uploaded in GEM portal.


Devyani Raj, SSO,


Ramita Singh, AD(OL)


Anil Kumar (ADF)

INTRODUCTION

Bid through GeM portal under two bid systems for ENGAGING TIE UP AGENCY on contract basis through GEM Portal FOR FILING INCOME TAX RETURNS & TDS / INCOME TAX RELATED MATTERS for ESIC SUB REGIONAL OFFICE, PEENYA, Bengaluru for the period covering Q3 and Q4 of the Financial Years 2026-27 and 2027-28, with a provision for further extension by one year, subject to satisfactory performance and approval of the Competent Authority.

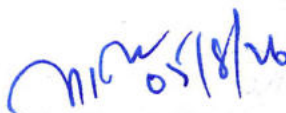
SI. No.	Name of the work	CONTRACT FOR TIE UP AGENCY FOR INCOME TAX/TDS RELATED MATTERS ESIC SUB REGIONAL OFFICE, PEENYA Bengaluru.
01	Duration of work	Q3 and Q4 of the Financial Years 2026-27 and 2027-28, with a provision for further extension by one year, subject to satisfactory performance
02	Estimated Bid Value	Rs.40,000/-
03	Date of issue of BID applications	Will be published in Gem
04	Pre-bidding meeting	Will be published in Gem
05	Last Date for receiving applications	Will be published in Gem
06	Date and time of opening of BID	Will be published in Gem

Note: *In case if the said dates, happen to be a holiday for any reason, the activity will be held on the immediate next working day at the same time & place. As a consequence, any changes in the dates of the subsequent activities will be informed through suitable media to all concerned.

Selection of the agency will be at the sole discretion of the, The Joint Director (in-charge) ESIC Sub Regional Office, Peenya, Bengaluru, who reserves its right to accept or reject any or all the bids in GeM.


Devyani Raj, SSO,


Ramita Singh, AD(OL)


Anil Kumar (ADF) Page 2 of 12

CHAPTER-1: INSTRUCTION TO BIDDERS

Bids for the tender are to be submitted online through GEM.

A. Eligibility Criteria

The Bidder should fulfil all the following parameters for evaluation of Technical Bid.

I. The bidder should be a registered Firm/LLP of Chartered Accountants / Cost Management Accountant with minimum of 3 years' Experience of similar service. The Joint Director (in-charge) reserves the right to modify or relax the eligibility criteria in case sufficient numbers of the bidders are unable to fulfil the required criteria. No relaxation will be given as far as statutory requirement are concerned.

II. The Bidder should possess an average annual turnover of at least Rs. 3,00,000/- for past 3 financial years (2022-23, 2023-24 & 2024-25)

III. The agency/supplier should not be blacklisted by the Govt/PSUs.

IV. The Bidder should have minimum 02 full time qualified CAs/CMAs out of which at least 01 should be having at least 02 years experience in the direct taxation field

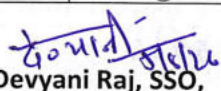
V. All documents mentioned in the Checklist to be uploaded.

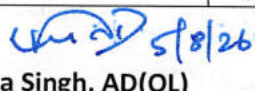
B. Evaluation

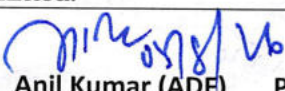
Sl.N o	Evaluation Criteria	Documents to be submitted
I.	Firm Registration Certificate from ICAI	Once an individual CA has a COP, they must register their firm name and details with the ICAI (Certificate may be submitted)
II.	Tax Deduction and Collection Account Number (TAN)	Mandatory if the firm is liable to deduct or collect tax at source (TDS/TCS). (Certificate may be submitted)
III.	Certificate of Practice (COP)	Issued by the Institute of Chartered Accountants of India (ICAI) to its members. This certificate is the fundamental license required for any qualified CA to start an independent practice or firm (Certificate may be submitted).
IV.	<u>Legal Status Of The Bidder</u> The Bidders should be a Partnership Firm / LLP of Chartered Accountants / Cost Management Accountants registered in India.	Self-Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India.
V.	<u>Experience</u> The Bidder should have minimum THREE years of	GeM Contracts / satisfactory experience certificates issued may

25/8/26

	experience	be submitted.
VI.	<u>Financial Capacity</u> The bidder should have average annual gross receipts / turnover (total consultancy fee, filing fee etc. charged in the process of usual business but excluding Other Income) of Rs.3,00,000/- in the last 3 (Three) completed financial years i.e. FY 2022-23, 2023-24 & 2024-25.	Audited financial statements of the firm (Balance Sheet, Profit and Loss Account) duly certified by CA to be submitted.
VII.	<u>Service Provider Resources</u> The Bidder should have minimum 2 full time qualified CAs out of which at least 01 should be having at least 2 years of experiences in the Direct taxation field.	List of the qualified CAs along with the resume giving the brief details of relevant experience in Direct taxation and the membership number to be provided. The list should be attested by Managing Partner / Senior Partner establishing the fulfillment of criteria. The resume should be separately submitted mentioning the Work done and period of experience in Direct Taxation.
VIII.	<u>Service Provider Resources</u> The Bidder should have minimum 1 paid qualified CA (other than partners) having minimum 2 years of experience in Direct Tax action field.	List of qualified CAs as per payroll is along with the Segment handled, membership number and the relevant experience in Direct Taxation. The list shall Be certified by the Managing Partner / Senior Partner establishing the fulfillment of criteria.
IX.	<u>Assignment Undertaken</u> The Bidder should have undertaken similar / TDS assignment at least Two Central / State PSU/ Listed Public Limited Company / Private Limited Company / for a continuous period of at least one year in the last 3 financial years i.e. 2022-23, 2023-24 & 2024-25	List of assignments with organization name, nature of assignment undertaken, F.Y. for which assignment undertaken, date of completion of assignment and turnover for the relevant F.Y. The list shall be certified by the Managing Partner/ Senior Partner Proof of execution of services/ other credentials (award letter and certificate of completion / certificate of continuation of service in case of ongoing assignment on company letter head clearly indicating services provided, financial year of provision of service, etc) and Audited Balance Sheet & the client for determining the turnover.
X.	The Bidder should have Registered Office/ Branch office at Bangalore preferably.	Proof of address, Ownership documents, and lease documents may be submitted.


Devyani Raj, SSO,


Ramita Singh, AD(OL)


Anil Kumar (ADF)

Page 4 of 12

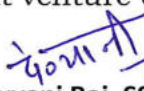
XI.	The bidder should not have been debarred/blacklisted/disqualified by any regulators/ Statutory body in India.	Self-declaration
XII.	Acceptance Acceptance to the Tender Terms & Conditions.	Each page of the Tender document should be signed and attested by authorized representative of Bidder in acceptance of the terms and conditions laid down by ESIC Sub Regional Office, Peenya, Bengaluru
XIII.	Self-Attested copies Copy of PAN, GST Number, TAN of the firm and Scanned copy of the Self-Certified copy of Registration issued by Institute of Chartered Accountants / Cost Accountants of India	
XIV.	Each page of the Tender document should be signed and attested by authorized representative of Bidder in acceptance of the terms and conditions laid down by ESIC to be submitted	

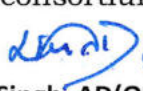
Pre-Bid Meeting:

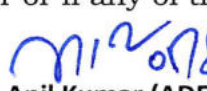
All prospective bidders are advised to attend the pre-bid meeting as per scheduled mentioned in GEM at the General Branch of ESIC Sub Regional Office, Peenya, Bengaluru and those who are not able to participate may intimate their inability to attend the same at **general-sropeenya@esic.gov.in** so that any clarification made can be addressed to them. Doubts relating to the tender document maybe emailed at least three (3) days before the date of the pre-bid meeting. Clarification if any, made in writing during the pre-bid meeting will form a part of the tender document and will be binding on all the bidders.

CHAPTER-2: TENDER TERMS & CONDITIONS

1. The Firm shall not engage any sub-contractor or transfer the contract to any other person.
2. Any cartage or freight charges will be borne by contractor/firm.
3. Requirement mentioned in the tender form is approximately which may vary according to the order and demand.
4. Tenders received and found deficient on account of registrations, documents or any required information are liable to be rejected summarily.
5. The bidders including its Partners/Shareholders/Directors who have been blacklisted/prosecuted by any departments/statutory bodies in any State or by any Court of Law, shall not be entertained.
6. Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a


Devyani Raj, SSO,


Ramita Singh, AD(OL)


Anil Kumar (ADF)

joint venture or any one of the members of the consortium submit more than one bid, their bids are liable to be rejected.

7. Any agency in which the near relatives of officials working in ESIC Sub Regional Office, Peenya, Bengaluru are proprietor(s) Or Partner(s) is not eligible to participate in the tender. The near relatives for this purpose are defined as: -

- a. Members of Hindu undivided family(HUF)
- b. Husband and Wife.
- c. If one is related to the other in the manner as Father, Mother, Son(s) & Son's wife (daughter-in- Law), Daughter(s) and Daughter's husband (son-in Law), Brother(s) and Brother's wife, Sister(s) and sister's husband (brother-in Law).

8. The bidder shall submit full details of his Agency/firm or if the bidder is proprietor/partnership or a Private Limited Company, full details of ownership and name of the Directors. If the bidder is a Registered Company / partnership of two or more persons, all such persons shall be jointly and severally liable to the office for the fulfilment of the terms of the contract. Such persons shall designate one of them to act as authorized signatory with authority to sign. The Company/partnership shall not be altered without the approval of the Competent authority.

9. The bidder is expected to examine all instructions, Forms, Terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

10. Bidder signing the tender must clearly specify whether he is signing as sole proprietor, partner, under power of attorney or as Director/Manager/Secretary etc., as the case may be.

11. Non transferability: This tender is non-transferable nor is sub-letting of the contract is allowed.

12. Any conditional acceptance is liable for rejection of tender.

13. The Joint Director (in-charge) ESIC Sub Regional Office, Peenya, Bengaluru reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the said action

14. The Joint Director (in-charge) ESIC Sub Regional Office, Peenya, Bengaluru will award the contract to the successful evaluated bidder whose bid found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document.

15. The Financial bid will be scrutinized and comparison for lowest bid made on the basis of the total amount arrived at the Financial Bid.

16. The Contract or who has quoted the least total in bid shall be considered as the lowest Bidder.


Devyani Raj, SSO,


Ramita Singh, AD(OL)


Anil Kumar (ADF) Page 6 of 12

17. The successful bidder will be required to execute an agreement within a period of 15 days from the date of issue of Letter of Award until extended by The Joint Director (in-charge) ESIC Sub Regional Office, Peenya, Bengaluru up to a maximum of another two weeks in an on-judicial stamp paper and all the expenditure in this regard should be borne by the bidder.

18. Each page of the Tender document should be signed and stamped by authorized representative of Bidder in acceptance of the terms and conditions laid down by ESIC.

19. Tender containing false, misleading information will be rejected and may also be liable for consequences for submitting false information.

20. The Joint Director (in-charge) ESIC Sub Regional Office, Peenya, Bengaluru does not bind himself to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.

21. The Joint Director (in-charge) ESIC Sub Regional Office, Peenya, Bengaluru may at his/her discretion, amend/modify the tender and/or extends the deadline for submission of tenders at any time prior to the last date for submission of Tenders.

22. The Joint Director (in-charge) ESIC Sub Regional Office, Peenya, Bengaluru may for any reason at his/her own initiative modify the Tender documents by amendment and information thereof will be uploaded on Corporation's website and shall be binding on all concerned.

23. The competent authority reserves the right to withdraw/relax any of the terms and conditions mentioned above.

24. The Joint Director (in-charge) ESIC Sub Regional Office, Peenya, Bengaluru is the Competent Authority to renew the contract or to terminate the contract.

25. The successful Bidder/contractor will have to sign contract Agreement Deed with the competent authority on a non-judicial stamp paper worth Rs.500/- (Rupees Five Hundred Only) and the expenses on this account will be borne by the contractor.

26. The contract can be terminated by the Bidder by giving Three months' notice in writing.

CHAPTER-3 GENERAL CONDITIONS OF CONTRACT (SCOPE OF WORK)

1. Correspondence with INCOME TAX DEPARTMENT/CONCERNED DEPARTMENT pertaining to TDS (relating salary and others) will be done by the firm selected for the same in consultation with DDO of the hospital. The scope of work will be as under.

- a. Issuing of Form 16 to all ESIC, officers, officials and Pensioners
- b. Issuing of Form 16 A for Third parties
- c. Quarterly TDS Filing for Salary and Non Salary(24Q & 26Q)


Devyani Raj, SSO,


Ramita Singh, AD(OL)


Anil Kumar (ADF)

Page 7 of 12

d. Income Tax/TDS related queries.

e. Issuing of GSTR7 Certificate.

2. The selected firm should submit the representations on notices received from Income tax department, visit INCOME TAX Department and other concerned department on behalf of ESIC Sub Regional Office, Peenya, Bengaluru for the notices / letters received in favour of ESIC Sub Regional Office, Peenya, Bengaluru. The agency shall submit reply and represent ESIC Sub Regional Office, Peenya, and Bengaluru pertaining to the income tax issues related to salary and others Misc. and TDS (Third Parties), for the current financial year and next financial year as well as previous years.

3. Form-16 and Form-16A of the official and others (third parties) should be generated by the firm on behalf of ESIC Sub Regional Office, Peenya, Bengaluru.

4. If any penalty is imposed by the INCOME TAX Department to ESIC Sub Regional Office, Peenya, Bengaluru on account of submission of incorrect data in TDS or TAX RETURNS etc. the consultant shall be liable for payment of penalty.

5. Mode of Payment details.

a. Payment will be made to the firm on the basis of Bills raised, after satisfactory completion of work. No advance amount shall be paid.

b. The payment shall be made through RTGS only. Hence, the Bank details are to be submitted along with the bills.

6. If the office authorities are not satisfied with the quality performance of the contractor, penalty as deemed fit by the The Joint Director (in-charge) may be deducted from the subsequent bills and the contract shall be cancelled after giving one months' notice.

7. The Joint Director (in-charge) ESIC Sub Regional Office, Peenya, Bengaluru has the right to authorize/appoint/ depute any person to supervise the services.

8. The Joint Director (in-charge) ESIC Sub Regional Office, Peenya, Bengaluru also reserves the right to terminate the contract before the contract period expiry with one-month notice.

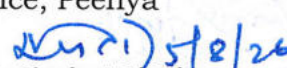
9. For any dispute regarding quality service and rates the decision of The Joint Director (in-charge) shall be final and binding to the contractor.

10. The Joint Director (in-charge) ESIC Sub Regional Office, Peenya, Bengaluru is the competent Authority to renew contract or to terminate contract.

11. The rates quoted by the selected firm and approved by this office shall remain valid throughout the period of contract and requests to increase the rates for any item(s) during the currency of the contract shall not be considered.

12. The tender is for a period of Q3 and Q4 of the Financial Years 2026-27 and 2027-28 and extendable for another one-year subject to satisfactory performance to be recorded by the Head of the user Departments and accepted by The Joint Director (in-charge) ESIC Sub Regional Office, Peenya


Devyani Raj, SSO,


Ramita Singh, AD(OL)


Anil Kumar (ADF)

Page 8 of 12

13. Any dispute arising out of this Contract will be under the jurisdiction of the appropriate Courts in Bengaluru only.

14. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.

15. The firm will be liable for payment of penalty / interest if any levied by IT / GST departments on account of delay or lapses on the part of the CA Firm. If the delay is attributable to negligence on the part of the CA Firm, the liability to payment of the penalty / interest should accrue to the firm and should not be on the ESIC Sub Regional Office, Peenya

CHAPTER-5: PENALTY FOR VIOLATION

Any violation of the terms and conditions will attract the Penalty as below:

1. If the Service is not done within the stipulated period as mentioned in the supply order then a penalty of Rs. 500/- per day will be imposed till the date of completion.

2. If the service provider fails to provide the required service in any particular month, the Competent Authority may arrange for the same service to be carried out through a service provider from the local market. The cost incurred for such service shall be recovered from the account/payment due to the defaulting service provider. In addition, a penalty of **Rs. 500/- (Rupees Five Hundred only)** for each such incident shall be levied.

3. If the above said incidents repeat for the second time then a penalty of Rs. 2,000/- per incident will be imposed and if the incidents repeat continuously, the contract is liable to be cancelled. In such case, the security deposit of the service provider will be forfeited.

4. The Joint Director (in-charge) ESIC Sub Regional Office, Peenya can impose penalty for violating any of the tender terms and conditions stipulated herein and may decrease, waive off or enhance the penalty prescribed in these Penalty clauses depending on the past performance of the contractor and the decision of competent authority shall be final with regard to imposition of penalty.


Devyani Raj, SSO,


Ramita Singh, AD(OL)


Anil Kumar (ADF) Page 9 of 12

[On the letterhead of the bidder]

Annexure-I

Sl.No	Particulars	Unit Rate including GST	Approximate No (For Q3 & Q4 and next Financial Year)	Total Amount (Rs)
		(A)	(B)	(C)=(A*B)
01	Rate per line item for filling of TDS return (Quarterly basis) with Uploading Fee		550	
02	Rate per generation & printing of Form 16A with Uploading Fee		60	
03	Rate per generation & printing of Form 16 with Uploading Fee		350	
04	Revised Returns (If required)		1	
Grand Total (Rs)				

Note:

- The approximate Number (C) may change (Increase/Decrease) as per the requirements of the Hospital.
- ***This Annexure should be uploaded under Financial Bid Section only.***
- **The Grand Total in Words that is Total of Sl. No (1+2+3+4):
Rs..... (TO BE
MENTIONED IN THE FINANCIAL BID DOCUMENT)**

Signature of the authorized person

Place:

Full Name:

Date:

Company Seal:

Devayani Raj, SSO,

Ramita Singh, AD(OL)

Anil Kumar (ADF)

Page 10 of 12

On the letterhead of the bidder]

ANNEXTURE-II

DECLARATION

I..... Son / Daughter of shri.....
Proprietor/Partner/Director/Authorised Signatory of..... (Firm Name)
am competent to sign this Declaration and execute this tender document.

1. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
2. The information/document furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We/am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
3. I have not been blacklisted by any Govt/PSU or any other private organization.
4. I/We/am/are Shall be Liable For any interest, Penalty or any other Fees Levied by Department/Government for the Period of Work Allocated to him for Direct taxation matters.

Signature of the Authorised Person

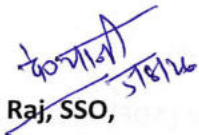
Place:

Full Name:

Date:

Company Seal:

Note: The above declaration duly signed and sealed by the authorised signatory of the company should be enclosed with technical Bid Section.


Devyani Raj, SSO,


Ramita Singh, AD(OL)


Anil Kumar (ADF)

Page 11 of 12

[On the letterhead of the bidder]

ANNEXTURE-III

CHECKLIST

The Bidders are requested to follow the check list at the time of submission of tender document without which offer is liable to be cancelled.

Sl. No	Checklist Documents	Submitted (Yes / No)
i.	Firm Registration Certificate from ICAI	
ii.	Tax Deduction and Collection Account Number (TAN)	
iii.	Certificate of Practice (COP)	
iv.	Earnest Money deposit (by DD only)	
v.	Rates Quoted for the items (Annexure-I) duly filled/signed with seal	
vi.	Declaration Form, (Annexure-II) duly filled/signed with Seal	
vii.	Address proof of premises from where the business is carried out	
viii.	Valid registration certificate	
ix.	GST Registration Certificate	
x.	PAN Card Copy	
xi.	Experience Certificate (B,2)	
xii.	Annual Turnover (B,3)	
xiii.	Acceptance to the Tender Terms & Conditions. Signed Bid Document	
xiv.	Assignment Undertaken	
xv.	Service Provider Resources	
xvi.	Legal status of the Bidder (Self Declaration)	

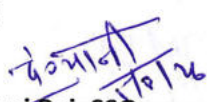
Signature of the Authorised Person

Place:

Full Name:

Date:

Company Seal:


Devyani Raj, SSO,


Ramita Singh, AD(OL)


Anil Kumar (ADF)

Page 12 of 12