

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	11-09-2026 19:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	11-09-2026 19:30:00
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	Sro Bhopal
शिकायत निवारण के संपर्क विवरण / Contact details of Grievance redressal	HOD Email id : dir-srobhopal@esic.gov.in Buyer Email id: rahul.kushwah@esic.gov.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	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 Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, 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 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 विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
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	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 निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	25300
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
-------------------	----

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 :

JOINT DIRECTOR

SRO Bhopal, Employees State Insurance Corporation, Employees State Insurance Corporation, Ministry of Labour and Employment
(Esic Fund Account No.-1)

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

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. 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 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.

3. 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.

4. 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.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial Bid - [1786016727.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:as per atc

The Bidder must have successfully executed at least YY projects of any value in past 3 years of providing similar services for at least ZZ different clients(Central/State Government, PSUs or any other government):as per atc

Service provider must have a dedicated team of required manpower of XX for the projectas per atc

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
25-08-2026 12:00:00	Through Video Conferencing https://meet.google.com/roc-ovyp-prd

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	Indian Accounting Standards (Ind AS)
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
--	----

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / Number of manpower deployed	अतिरिक्त आवश्यकता /Additional Requirement
1	Rahul Kushwah	462023,Employees State Insurance Corporation, Sub Regional Office, Panchdeep Bhawan, New Subhash Nagar, Bhopal (M.P.)	1	Number of Months : 12

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

2. Generic

- The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
- The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
- 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.

3. 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.

4. 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

ESIC FUND ACCOUNT NO 1
payable at
BHOPAL

. 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.

5. Buyer Added Bid Specific ATC

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

---धन्यवाद/Thank You---



कर्मचारी राज्य बीमा निगम

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

EMPLOYEES' STATE INSURANCE CORPORATION
(Ministry of Labour & Employment, Govt. of India)



उप-क्षेत्रीय कार्यालय, पंचदीप भवन,
न्यू सुभाष नगर, भोपाल, म. प्र. 462023

Sub-Regional Office, Panchdeep Bhavan,
New Subhash Nagar, Bhopal, M.P. - 462023

Phone: 0755-2759043,
Email- dir-srobhupal@esic.nic.in, www.esic.nic.in

File No.: 81-D/16/25/12/2025-General

Date: /08/2026

ONLINE REQUEST FOR PROPOSAL FOR HIRING CHARTERED ACCOUNTANT FIRM FOR FY 2026-27.

S. No.	Description	PageNo
1	Letter of Intent	2
2	Terms of Reference (TOR)	3
2(i)	Statement of objectives	3
2(ii)	Tasks to be carried out	3
2(iii)	Schedule for completion of tasks	3
3	Eligibility and pre-qualification criteria	4
4	Proposed contract terms	4
5	Annexure-A (Technical Bid)	5
6	Annexure-B (Financial Bid)	6
7	Annexure-C (Undertaking)	7

[Signature]
06/08/26

[Signature]
06.08.2026

[Signature]
06/08/26

1. **LETTER OF INTENT-** Expression of interest is invited from Chartered Accountant Firms to process records pertaining to Income Tax and G.S.T. of Sub-Regional Office, ESIC, New Subhash Nagar , Bhopal as mentioned in 2(ii) of this document for the Financial Year 2026-27.

INSTRUCTIONS FOR TENDERS:

- (i) Bidders are requested to submit their bids online on the GeM portal along with all required/ supporting documents.
- (ii) The competent authority of ESIC reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

Note:-ESIC shall not be responsible for non-submission of all or any bid documents in the online process due to any reasons whatsoever.

SCHEDULE OF EXPRESSION OF INTEREST

1	Start date & time for online submission of bid	As per GeM Bid Document
2	Last date & time for online submission of bid	As per GeM Bid Document
4	Online Bid opening date & time	As per GeM Bid Document

[Signature]

[Signature]
06.08.2026

[Signature]
06/08/26

2. TERMS OF REFERENCE (TOR)-

STATEMENT OF OBJECTIVES- The empanelled CA will be required to work towards timely implementation of following objectives-

- Submission of Return certificates of TDS (Income Tax) as per procedure laid down in IT Act, 1961.
- Submission of Return certificates of TDS (Goods and Services Tax) as per procedure laid down in GST Act, 2017.

TASKS TO BE CARRIED OUT-

- To process records of Income-Tax in respect of employees and Third parties of Sub-Regional Office, ESIC, New Subhash Nagar , Bhopal.
- To process records of TDS in respect of Third Parties.
- Submission and filing of 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-16 (Part A &B) in respect of employees and Form16-A of Third parties.
- To provide professional advice in financial matters, if required by Sub-Regional Office, ESIC, New Subhash Nagar , Bhopal.
- Punching of data in Income Tax Software.
- Preparation of TDS return on salary and third party payment (24Q & 26Q).
- 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.

SCHEDULE FOR COMPLETION OF TASKS-

S.No.	Task
1	Ensuring that TDS Payment is made as per procedure laid down in ITAct,1961 before The statutory deadline.
2	Ensuring that GST Payment is made as per procedure laid down in GST Act, 2017 before the statutory deadline.
3	Ensuring that Returns as per procedure laid down in ITAct,1961 are filed before the Statutory deadline.
4	Ensuring that returns as per procedure laid down in GSTAct,2017 are filed before the statutory deadline.

[Signature]

[Signature]
06.08.2026

[Signature]
06/08/26

3. ELIGIBILITY AND PRE-QUALIFICATION CRITERIA-

- Experience certificate of at least five years must be submitted.
- Copy of Certificate of Practice & Firm Card issued by ICAI.
- Firm Card
- PAN Card must be submitted.
- GST
- Tehcnical Bid Proforma Annexure A,
- Financial Bid Proforma Annexure B (Filled financial bid must be submitted online in financial document of GeM Financial Bid) to be uploaded in excel sheet.
- Undertaking Annexure C

4. PROPOSED CONTRACT TERMS-

- 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 Sub-Regional Office, ESIC, New Subhash Nagar, Bhopal. 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 shall arrange the visits of their representatives to this during office hours & beyond office hours as per requirement of the office.
- iv. Firms shall provide full details of their representative with qualification/address etc. who will visit Sub-Regional Office, Bhopal 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 visit Sub-Regional Office, Bhopal.
- 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. 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.
- xi. Confidentiality Clause- Engaged firms must ensure that No data pertaining to IT/GST of this Sub-Regional Office, Bhopal is leaked to any other firm/individual failing which the




06.08.2026


06/08/26

Annexure-A

Technical Bid

The chartered accountant firms are required to produce the documents for technical evaluation as per the following table:-

S.No.	Document	
1	Name, Address and Contact details (Mobile/Landline No.) of the Firm	
2	Experience certificate of at least five years.	
3	Copy of Certificate of practice issued by ICAI.	
4	Firm Card	
5	PAN Card issued by IT Department	
6	GST No	

Note: Each and every page of the attached documents should be signed & stamped by authorized person.

[Signature]

[Signature]
06.02.2026

[Signature]
06/08/26

Annexure-B

Financial Bid

(Filled financial bid must be submitted online in financial document of GeM Financial Bid)

Financial bids of only those bidders who have been declared technically qualified will be opened.
Financial bids must be submitted as per the format given below-

S. No.	Description of Work	*Quantity	Rate (In Rupees)	Amount in Numerals (Quantity x Rate)	Amount in Words
1	N.S.D.L. filling Charges	For 26 Q 1st quarter <999 2nd quarter <999 3rd quarter <999 4th quarter <999	R1		
2	N.S.D.L. filling Charges	For 24 Q 1st quarter <999 2nd quarter <999 3rd quarter <999 4th quarter <999	R2		
3	Preparation of Form16 and 16A (Apart from Salary 24Q and 26Q)	120	R3		
5	Filling of G.S.T. Returns.	12	R4		
4	Filling of Correction Statement	If any,	R5		
TOTAL				Rs.	Rs.

NOTE -

1. Bidders are required to quote rates i.e. R1, R2, R3 and R4. Rates quoted should be inclusive of all taxes.
2. Lowest total of Quantity x Rate will be considered as L1.
3. If there is any distinction in the value of amount in words and figures, then the value in the figures will be considered for evaluation.

*Quantity of different works is indicative and may vary after allocation work order.

25/

21/08/2026

06/08/2026
Name:-

Designation:-

Date & Place:-

Stamp

Undertaking by the Bidder

(Non-blacklisting, Non-bankruptcy, Tender acceptance letter etc.)
(To be given on Company Letter Head)

Date:

To,

Sub: Non-blacklisting, Non-bankruptcy and acceptance of Terms & Conditions of Tender. Tender Reference
No: _____

Name of Tender/ Work:

Dear Sir,

I/We have downloaded /obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s)namely: _____

As per your advertisement given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to (including all documents like annexure(s), schedule(s), form(s) etc.), which form part of the contract agreement and I/ we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that our Firm has not been blacklisted/debarred by any Central/State Govt./PSU/Govt. Autonomous body.
6. I/We do hereby declare that our Firm is not under liquidation, court receivership or similar proceedings and also our Firm has not been declared bankrupt or insolvent.
7. I / We certify that all information furnished by the our Firm/Agency is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

25

21/08/26
06.08.2026

06/08/26

Yours Faithfully,

Signature of the bidder or his authorized representative
Seal of the Company