



कर्मचारी राज्य बीमा निगम  
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)  
**EMPLOYEES' STATE  
INSURANCE CORPORATION**  
(Ministry of Labor &  
Employment, Govt. Of India)  
वेबसाईट: [www.esic.gov.in](http://www.esic.gov.in)



क्षेत्रीय कार्यालय  
हाउसिंग बोर्ड, फेज – 1, साई रोड, बदी [हि.प्र.] - 173205  
**Regional Office**  
**Housing Board, Phase – 1,**  
**Sai Road, Baddi [H.P.] - 173205**  
फोन: 01795-245961, 01795-245966  
ई-मेल: [rd-hp@esic.gov.in](mailto:rd-hp@esic.gov.in);

संख्या: डी-20015/1/2023-सामान्य

## **GEM BID NOTICE**

Expression of Interest are invited in twin bid system from Cost Accountant Firms (CMAs) / Chartered Accountant Firms to process records pertaining to Income Tax and G.S.T. of ESIC Regional Office, Sai Road, Phase 1, Housing Board, Baddi, HP mentioned as under for the Financial Year 2023-24 and 2024-25.

### **1. Terms & Conditions: -**

- Engaged firm will arrange the visits of their representatives to this Office at least once before fifth of every month. Quotations along with satisfactory work completion certificate from previous organizations must be enclosed. The work experience should be within last 7 years for a minimum of one year.
- Copy of Certificate of Practice and PAN Card must be enclosed.
  - Cost Accountant / Chartered Accountant will visit before the Income Tax Authority and Sales—Tax/G.S.T. Authority if any notice or summon is received from these offices and will submit suitable reply on behalf of ESIC Regional Office, Sai Road, Housing Board, Phase-1, Baddi in consultation with ESIC, Regional Office, Baddi. Rs. 200/- per visit charges will be paid for any personal appearance in the office of Income Tax/Sales Tax/G.S.T. etc in response to any notice subject to the satisfaction of H.O.D. All the official fee, if any will be reimbursed on production of receipts. (in original).
  - The scope of work is as per Annexure-I.
  - The contract is for two years and same can be extended for another one-year subject to satisfactory performance report from head of concerned branch on existing terms and conditions.
  - Firms shall provide full details of their representative, who will visit to ESIC Regional Office, Baddi for work.
  - Firm shall send their representative with authorized I.D. Card.
  - Services Charges/ consultation charges or any other charge will not be paid separately for any of the services mentioned in scope of work.
  - Representatives of Firms shall be bound to maintain office decorum of ESIC, Regional Office, Baddi.
  - Firms shall be liable to any damages of data/misconduct by their representative.
  - Rs. 1000/- per visit penalty can be imposed, if representative remains absent without any suitable reasons.
2. Engaged firm will arrange necessary software, if any work assigned to the firm for accomplishing the work as per scope of work.

The Cost Accountant Firms (CMAs) / Chartered Accountant Firms is not 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 or blacklisted by any regulatory authority/court.

<b>Detail of Requirement</b>	<b>Location</b>	<b>Earnest Money Deposit (EMD)</b>	<b>Last Date and Time for Receiving Tender Bids</b>	<b>Technical Bid Opening Date and Time</b>
Hiring of Consultants, Finance Accounts, Chartered Accountant Firm, Cost Accountant Firm	ESIC, Regional Office, Baddi (HP)	As specified by GeM	As specified by GeM	As specified by GeM

Submission of Tender from: As specified by GeM

Last date for receiving tender: As specified by GeM

Tender opening date: As specified by GeM

Note: Each and every page of the notice and attached documents should be signed & stamped by authorized person and should be uploaded on the GEM portal against bid.

-Sd-

Regional Director (In-Charge),  
REGIONAL OFFICE,  
ESI CORPORATION, BADDI (H.P.)

**SCOPE OF WORK**

- 1 -To process records of Income-Tax in respect of around 200 employee's and Third parties in r/o ESIC, Regional Office, Sai, Road, Housing Board, Phase-1, Baddi.
- 2.To process records of TDS/GST in respect of Third Parties.
3. Submission of Quarterly and Yearly return to Income-Tax Department.
- 4.Submission of monthly/quarterly/yearly returns of GST Department as per rules amended from time to time.
- 5 Issuance of Form-16 (Part A & B) in respect of employees and Form 16-A of Third parties.
- 6.To provide professional advice in financial and tax matters.
- 7.Punching of data in Income tax software.
- 8.Preparation of TDS return on salary and third-party payment.
- 9.Filing of Correction statement/ revised returns, if required.
- 10.Addressing of all kinds of notices from NSDL/Income Tax/ Sales Tax department arising from its service period.
- 11.Any other work related to TDS/ sales tax.
- 12.Filing of GST returns and other GST related work as amended from time to time.

**FINANCIAL BID**

S.NO.	Description of Work	Rate (Rs.) (Consolidated)	Rate in figures (Rs.) (Amount)
1	As included in scope of work (Annexure-1)	Annual Amount should be excluding Taxes if any)	Consolidated

Note Taxes, if any, will be paid as per rule.

Name: -

Designation:

Date & Place

Stamp

Lowest rate will be considered for selection of quotation subject to the fulfilment of all the terms and conditions.

### CHECK LIST

#### Documents to be attached and uploaded with quotations.

1. Notice with all pages signed and stamped by authorized person of the Firm:
2. Experience certificates from Clients Firms.
3. Copy of Certificate of Practice.
4. Copy of Pan Card of the Firm.
5. Copy of G, S.T. of the Firm.
6. Satisfactory work completion certificate.

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