

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	03-04-2026 12:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	03-04-2026 12:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	45 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Ports, Shipping And Waterways
विभाग का नाम/Department Name	Others
संगठन का नाम/Organisation Name	Sagarmala Finance Corporation Limited
कार्यालय का नाम/Office Name	Sagarmala Finance Corporation Limited
वस्तु श्रेणी /Item Category	Hiring of Consultants - Milestone/Deliverable Based - Subject Matter Experts, Functional Consultants, CA firm for Balance sheet and Income Tax Return related work; Financial Services; No; Hybrid(As specified in scope of work)
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	12 Lakh (s)
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),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (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 दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (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 बिड मूल्य / Estimated Bid Value	300000
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

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
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सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% तक की सीमा में हो / Purchase Preference to MSE OEMs available upto price within L1+X%

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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. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Extendability of contract requirement:As per ATC

Last 3 years average business revenue from consulting:As per ATC

Number of Consultants on payroll of firms:As per ATC

Number of projects completed in India having similar scope & size of proposed project under

hiring:As per ATC

Scope Of work:[1774269860.pdf](#)

Profile of Consultants:[1774269869.pdf](#)

Pre-qualifications Criteria:[1774269872.pdf](#)

Payment Terms:[1774269874.pdf](#)

Price Break Up Format:[1774269877.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
01-04-2026 15:00:00	Sagarmala Finance Corporation Limited 1st Floor Thapar House Gate No 2 124 Janpath New Delhi 110001 VC Link https://teams.microsoft.com/meet/48979210314545?p=VGqyghjorFP4ShIA98

Hiring Of Consultants - Milestone/Deliverable Based - Subject Matter Experts, Functional Consultants, CA Firm For Balance Sheet And Income Tax Return Related Work; Financial Services; No; Hybrid(As Specified In Scope Of Work) (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Consulting Category/ Stream	Subject Matter Experts , Functional Consultants , CA firm for Balance sheet and Income Tax Return related work
Consultant's Profile	Financial Services
Proof of Concept (POC) Required	No
Deployment of Consultants/Resource	Hybrid(As specified in scope of work)
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

प्रेषिती/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	Poonam Gupta	110001,1st Floor, 124, Thapar House, Janpath, New Delhi	Project / Lumpsum Based	N/A

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

1. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. **Buyer Added Bid Specific ATC**

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

अस्वीकरण/**Disclaimer**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1

bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers 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 [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---



Sagarmala Finance Corporation Limited

**Request for Quotation from C.A firm for
Balance sheet and Income Tax Return related work**

Ref. No.: SMFCL/NIQ/2025-26/63

March' 2026

**Sagarmala Finance Corporation Ltd. (SMFCL)
1st Floor, Thapar House, Gate No. 2
124, Janpath, New Delhi – 110 001**

1. Introduction:

SMFCL has commenced its NBFC business operations with effect from 21.01.2026 pursuant to receipt of necessary approvals from RBI.

Accordingly, the Annual Financial Statements for F.Y. 2025–26 are required to be prepared in strict compliance with:

- **RBI Master Directions applicable to NBFCs.**
- **Schedule III of the Companies Act, 2013 (Division III – NBFC Format).**
- **Applicable IND-AS / Accounting Standards.**
- **RBI Prudential Norms and other regulatory disclosure requirements.**

Since F.Y. 2025–26 is the first year of NBFC operations, preparation of Financial Statements will require specialized expertise in:

- **Classification of financial assets and liabilities as per NBFC norms.**
- **Provisioning as per RBI guidelines.**
- **Preparation of NBFC-specific disclosures and Notes to Accounts.**
- **Compliance verification with RBI prudential norms.**
- **Alignment of accounting framework with regulatory reporting requirements.**
- **Compliance with Statutory Auditor and CAG observations etc.**

Considering the technical and regulatory complexities involved, it is proposed to engage a qualified Chartered Accountant firm having expertise in NBFC accounting and IND-AS compliance.

2. Instructions to Bidders:

1.	Organization	Sagarmala Finance Corporation Limited
2.	Ref No.	SMFCL/NIQ/2025-26 dt. 11.02.2026
3.	Venue for bid submission	Sagarmala Finance Corporation Limited 1 st Floor, Thapar House, Gate No. 2 124, Janpath, New Delhi – 110001
4.	Date of Issue of Document	23 rd March 2026
5.	Bid submission end date and time	12:00 hours on 03.04.2026
6.	Date and Time for Opening of Financial Bids	12:30 hours on 03.04.2026
7.	Validity of offer	45 days

3. Submission & opening of bids

The offer shall be submitted in prescribed format on gem portal. All relevant documents regarding eligibility, shall be submitted with the offer, failing which the bid may be liable for rejection.

General Manager (Finance)

Sagarmala Finance Corporation Limited

e-mail: gm.finance@sdclindia.com

Phone: 011- 21400754

4. Scope of Work and Timelines

The selected CA firm will be responsible for the following activities :-

Sr. No.	Nature of Work
1	Ledger Scrutiny & Trial Balance Scrutiny
2	Reconciliation of 26 AS & Reconciliation of Accrued Interest of FDR
3	Checking of GST Reconciliation with Returns
4	Checking of TDS Reconciliation with Returns
5	Updation of Financial statements data in PE Survey Portal
6	Filing of Income Tax Return

7	Preparation of Standalone Financial Statements (IND-AS & RBI Regulation) taking into account compliance to earlier CAG comments with 3 set printed Annual Accounts (F.Y. 2025–26).
8	Preparation of Consolidated Financial Statements (IND-AS & RBI Regulation) taking into account compliance to earlier CAG comments with 3 set printed Annual Accounts (F.Y. 2025–26).
9	Hindi Translation of Balance Sheet full (SFS & CFS) with 3 set printed copies.
10	All relevant IND AS & RBI Compliance in the Balance Sheet
11	All notes to Accounts and Disclosure of Accounting Policies etc.
12	Compliance to Statutory Auditor observations (On Standalone & Consolidated Financial)
13	Compliance to CAG Auditor observations (On Standalone & Consolidated Financial) and preparation of Summarized Financial Results for submission with C&AG.

- Standalone & Consolidated Balance Sheet to be prepared by single qualified senior C. A.
- The senior C.A. should be present at the time of Statutory audit, CAG Audit, Board Meeting & AGM as and when required.
- Preparation and filing of Income Tax Return within due date of 31.10.2026.
- Standalone Balance Sheet with proper notes to accounts, to be completed in all respect & submitted to SMFCL within 60 days from date of issue of Letter of Award.
- Consolidated Balance Sheet with proper notes to accounts to be completed in all respect & submitted to SMFCL within 10 days after receipt of financial statements of subsidiary and associates from SMFCL.

5. Eligibility Criteria

The CA firm should demonstrate a strong understanding of applicable accounting standards and RBI regulations, including IND-AS.

They must meet the following criteria:

Age of Firm	Minimum 15 years
Staff strength	At least one Senior Qualified CA (FCA) with minimum 15 years' experience and minimum 5 qualified CA staffs.
Turnover	Minimum 12 lacs
Location	Must be based in Delhi/NCR

All Related documents should be attached to support the fulfillment of above criteria. Self-Declaration should be submitted that the firm has not been blacklisted by any PSU earlier.

6.Selection Criteria

Attending Pre-bid meeting is mandatory, non-attending may lead to rejection.

Pre-Bid meeting will be held with bidders on 01.04.2026 at 15:00 Hrs. Interested bidder may attend the same at following address physically or through virtual mode :

Sagarmala Finance Corporation Limited

1st Floor, Thapar House, Gate No. 2

124, Janpath, New Delhi – 110001

Link is as follows:-

<https://teams.microsoft.com/meet/48979210314545?p=VGqyghjorFP4ShIA98>

7. Period of Contract:

The contract period shall be initially for 01 year, which may be extended for another 02 years subject to satisfactory completion of works & future requirements of SMFCL with 20 % increment each year after initial 1 year because from financial year 2026-27 quarterly financials will also be required to prepared by CA firm selected in a format (based on format of NBFC prepared for F.Y 2025-26) which will enable the company to file RBI returns. The same is required to be prepared within 15 days of close of each quarter. SMFCL may terminate the contract at any time if the services are not performed to the Company's satisfaction

8. Terms of Payment

Payment shall be made to the agency as under:

S No.	PARTICULARS	PERCENTAGE
1	Preparation of standalone balance sheet & submission to SMFCL. Completion of Stat Audit and updation of financial data in PE Survey portal within its deadlines.	30%
2	Preparation of Consolidated balance sheet & submission to SMFCL, co -ordination and completion of Stat Audit.	30%
3	Income tax return filing	15%
4	Co-ordination with CAG Auditors and complying to queries raised by CaG and preparation of SFR as required by CaG	15%
5	Finalization of Balance sheet (both SFS & CFS), both English and hindi version and after completion of AGM	10%

8. SMFCL may terminate the contract at any time if the services are not performed to the Company's satisfaction.

9. In case of any dispute, the decision of Director Finance, SMFCL shall be final and binding.

ANNEXURE I

LETTER OF APPLICATION

(on agency letterhead)

To
General Manager (Finance)
Sagarmala Finance Corporation Limited
1st Floor, Thapar House, Gate No. 2
124, Janpath, New Delhi – 110 001

Subject: Application for Appointment of Agency for Preparation of Balance Sheet and Income Tax Return.

With reference to your document dated, we, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection. The Proposal is unconditional and unqualified.

We understand you are not bound to accept any Proposal you receive.

We acknowledge that SMFCL will be relying on the information provided in the Proposal, and we certify that all information provided in the Proposal is true and correct, nothing has been omitted which renders such information misleading.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from arithmetic correction, if any, up to expiration of the validity period of the Proposal.

We understand that you may cancel the selection process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Applicants.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

(Name and stamp of the Applicant/Member in Charge)

ANNEXURE II

AGENCY DETAILS FORM
(on agency letterhead)

1	Name of Agency	
2	Office Address with telephone number and email id	
3	Name and Designation of Contact Person	
4	PAN No./TIN No. (Attach copy)	
5	GST registration No. (Attach copy)	
6	Banking Details for Payment <ul style="list-style-type: none">• Bank Name:• Agency Name as per Bank records:• NEFT/IFSC Code:• Account No:	