



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5232824
Dated/दिनांक : 01-08-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	16-08-2024 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	16-08-2024 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Ports, Shipping And Waterways
Department Name/विभाग का नाम	Na
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Sagarmala Development Company Limited
Item Category/मद केटेगरी	Hiring of Consultants - Milestone/Deliverable Based - CA firm for NBFC registration with RBI; CA firm for NBFC registration with RBI; Yes; Hybrid(As specified in scope of work)
Contract Period/अनुबंध अवधि	2 Month(s) 10 Day(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	40 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	5 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes

Bid Details/बिड विवरण

Document required from seller/विक्रेता से मांगे गए दस्तावेज़	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
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	1250000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.

2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. 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.
5. Purchase preference will be given to MSEs having valid Udyam Registration 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. 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. In respect of bid 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 product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. 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. F.1/4/2021-PPD dated 18.05.2023 [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.
6. 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.
7. 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.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Consultants on payroll of firms:Min. 3 qualified CA/ CFA/ LLB / MBA (Fin.)

Number of projects completed in India having similar scope & size of proposed project under hiring:The agency should have successfully completed at least 3 NBFC registrations with RBI

Scope Of work:[1722487527.pdf](#)

Profile of Consultants:[1722487532.pdf](#)

Pre-qualifications Criteria:[1722487537.pdf](#)

Payment Terms:[1722487541.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
06-08-2024 11:00:00	Physical meeting at Sagarmala Development Company Limited", Gate no.2 , 1st Floor, Thapar house, Janpath Lane, New Delhi -110001, Ministry of Ports, Shipping and Waterways, Govt. of India, www.sdclindia.com or virtual meeting through link :https://leewaysofttechpvtltd.my.webex.com/leewaysofttechpvtltd.my/j.php?MTID=m349c418e989397373dba0713572483e3

Hiring Of Consultants - Milestone/Deliverable Based - CA Firm For NBFC Registration With RBI; CA Firm For NBFC Registration With RBI; Yes; Hybrid(As Specified In Scope Of Work) (1)**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
Core	
Consulting Category/ Stream	CA firm for NBFC registration with RBI
Consultant's Profile	CA firm for NBFC registration with RBI
Proof of Concept (POC) Required	Yes
Deployment of Consultants/Resource	Hybrid(As specified in scope of work)
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Poonam Gupta	110001,1st Floor, 124, Thapar House, Janpath, New Delhi	1	N/A

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

Disclaimer/अस्वीकरण

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.

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.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), 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 General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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./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।

---Thank You/धन्यवाद---



Sagarmala Development Company Limited

Notice Inviting Quotation for Hiring of CA Firm for NBFC Registration with RBI

NIQ no. :- SDCL/NBFC/2024-25/265/38

July 2024

**Sagarmala Development Company Ltd. (SDCL)
1st Floor, Thapar House, Gate No. 2
124, Janpath, New Delhi – 110 001**



Contents

A. Notice Inviting Quotation	3
I. About SDCL	3
II. Background	3
IV. Bidder Eligibility	3
V. Scope of Work:-	4
VI. Terms of Engagement:	5
VII. Pre-Bid Meeting :	5
VIII. Submission of Bid	5
IX. Address for Correspondence / Bid Submission	5
ANNEXURE	6
Technical Form 1 - Letter of Proposal Submission	6
Technical Form 2 - General Information of the Bidder(s)	7
Technical Form 3 - Applicant's Organization and Experience	8
Financial Proposal Form	9

A. Notice Inviting Quotation

I. About SDCL

Sagarmala Development Company Limited (SDCL) is a Central Public Sector Enterprise (CPSE) under the Ministry of Ports, Shipping and Waterways (MoPSW). SDCL is engaged in financing projects in the maritime sector in the form of equity investments. SDCL was incorporated with an initial authorized and paid-up capital of Rs.1,000 Crores. The entire cost towards the authorized capital for the Company with initial subscribed share capital is borne by the Government of India.

SDCL's expertise, knowledge and familiarity with the Ports and Shipping sector, and based on inputs and suggestions received from various Maritime stakeholders, an imminent need is felt for SDCL to diversify its current business profile by including debt, leasing, and other means of financing. Such financing support necessitates SDCL to be registered as a Non-Banking Financial Company (NBFC) for which it seeks the services of a Consultant.

II. Background

SDCL (Sagarmala Development Company Ltd.) is a corporation intending to register as a Non-Banking Financial Company (NBFC) with the Reserve Bank of India (RBI). To achieve this, SDCL seeks to engage a qualified and experienced agency (CA Firm) through a competitive bidding process through the Government e-Marketplace (GeM) platform. The selected agency will provide comprehensive services for the NBFC registration process.

- III. **Objective:** The objective of this NIQ is to solicit proposals from reputed agencies with a proven track record in acting companies with NBFC registration, ensuring full compliance with RBI guidelines and regulations.

IV. Bidder Eligibility

The Bidder should meet the following qualifying criteria:

a) **Technical Capacity:**

- i. The bidder (CA Firm) should have provided services related to NBFC registration, Financial Accounting and Reporting, Direct and Indirect taxation, International taxation, Corporate law, Assurance and Risk advisory, etc. for at least past 5 years in India.
- ii. The agency should have successfully completed at least 3 NBFC registrations with RBI during last 5 years ending June-2024.
- iii. The agency must have a team of minimum 3 qualified professionals having degree of CA/ CFA/ LLB / MBA (Fin.) with expertise in financial regulations and RBI compliance.

b) **Financial Capacity:** Average Annual turnover during the last 3 financial years i.e., F.Y.- 2021-22, 2022-23 and 2023-24 should be not less than Rs.40 lakhs.

The agency should submit the documents for the followings:

- The agency must have a minimum of 5 years of experience in NBFC registration and compliance advisory services.
- Completed works:- The agency should have successfully completed at least 3 NBFC registrations during last 5 years ending June-2024 with RBI.
- The agency must have a team of minimum 3 qualified professionals having degree of CA/ CFA/ LLB / MBA (Fin.) with expertise in financial regulations and RBI compliance.
- The agency should provide completion certificates/a certificate from Stat. Auditor in this regard for the completed works.
- Annual turnover certificate from CA/ Statutory Auditors.

V. Scope of Work:-The Consultant's job is to get SDCL registered as NBFC of required category with RBI and the Scope includes the following but not limited to

1. Advisory Services:

- Provide detailed guidance on the types of NBFCs and the applicable regulatory framework.
- Suggest in identifying the most suitable NBFC category for SDCL based on its business objectives and financial standing.
- Suggest Mechanism for insuring SDCL business from losses i.e. Risk mitigation Plan.

2. Documents Preparation:

- Preparation and compilation of all necessary documents, including the incorporation documents, business plan, financial projections, KYC documents of directors and shareholders, and any other documentation required by RBI for registering SDCL as NBFC.

3. Application Filing:

- Prepare and file the necessary NBFC registration application and documents with RBI.
- Coordinate with SDCL's internal teams to gather any additional information or documentation required during the application process.

4. Liaison with RBI:

- Act as a liaison between SDCL and RBI, managing all communications and addressing any queries or requirements raised by RBI during the review of the application till the issuance of final NBFC Registration Certificate to SDCL.
- Provide regular updates to SDCL on the status of the application.
- Provide the final NBFC registration certificate to SDCL.

VI. Terms of Engagement:

- i) The duration of the assignment will be for a period of 10 weeks from the date of the Letter of Award.
- ii) The Firm appointed shall maintain strict confidentiality of the documents handled by them during the assignment.
- iii) There shall not be any reimbursement towards Out-of-Pocket Expenses (OPEs)/any other additional expenses incurred by the Firm in due course of assignment.
- iv) The fee quoted, as in the Financial form shall be paid as per below mentioned payment Schedule : after the submission of the Final report.

Sl. No.	Activities	%age of Payment	Remarks
01	After application filed successfully with RBI with all relevant documents.	20	
02	After getting the NBFC Registration of Certificate.	80	

VII. Pre-Bid Meeting : Pre-Bid Meeting shall be conducted in physical / virtual mode at SDCL's office as mentioned below:-

Time, Venue/ Virtual Link of Pre-Bid Meeting	06.08.2024 ,11:00 A.M at “ Sagarmala Development Company Limited” , Gate no.2 , 1 st Floor, Thapar house, Janpath Lane, New Delhi -110001, Ministry of Ports, Shipping and Waterways, Govt. of India, www.sdclindia.com https://leewaysoftechpvtltd.my.webex.com/leewaysoftechpvtltd.my/j.php?MTID=m349c418e989397373dba0713572483e3
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VIII. Submission of Bid

- i) Bids to be submitted through GeM on or before **11:00 hours on 16.08.2024.**
- ii) The Bid complete in all respects should be submitted in two parts:
Part 1 – Technical Qualification Bid
Part 2 – Financial Bid

IX. Address for Correspondence / Bid Submission

GeM Portal
(Sagarmala Development Company Limited)



ANNEXURE

Technical Form 1 - Letter of Proposal Submission

To:
Director (Finance)
Sagarmala Development Company Limited
1st Floor, Thapar House, Gate No. 2
124, Janpath, New Delhi – 110 001

Dear Sir,

We, the undersigned, offer to submit our proposal for *Hiring of CA Firm NBFC Registration Matters* in accordance with your Tender document. We are hereby submitting our Bid in the prescribed format.

We hereby declare that all the information and statements made in this Bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,
Yours sincerely
Authorized Signature [in full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

Technical Form 2 - General Information of the Bidder(s)

1.	Details of the Company / Firm (applicant)	
	(a)	Name:
	(b)	Country of incorporation:
	(c)	Address of the corporate headquarters and its branch office(s), if any, in India:
2.	Details of individual(s) who will serve as the point of contact / communication with SDCL:	
	(a)	Name:
	(b)	Designation:
	(c)	Company:
	(d)	Address:
	(e)	Telephone Address:
	(f)	Fax Number:
	(g)	Email Address:

Signed:

(Name of the Authorised Signatory)

For and on behalf of (Name of the Applicant)

Designation:

Place:

Date:

To be enclosed:

1. Documents certifying applicant's legal status i.e. Certificate of incorporation / registration.
2. Latest organization profiles, etc.

Technical Form 3 - Applicant's Organization and Experience

A. Applicant's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.]

B. Applicant's Experience

[Using the format below, provide information on each Assignment/job for which your firm was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/Job (if possible, the employer shall specify exact assignment/job for which experience details may be submitted).]

C. Organizational Experience

[Using the format below, provide information on highlight assignments to showcase bidder firm's capability, along with completion certificates]

S No.	Name of Client with address	Date of award of contract and contract period	Date of completion	Completion Certificate attached (Y/N)	Scope of work

D. Gross Annual Revenue (in INR)

Financial Year	Annual Revenue (Rs Crore)
2021-22	
2022-23	
2023-24	
Average	



Financial Proposal Form

To:
Director (Finance)
Sagarmala Development Company Limited
1st Floor, Thapar House, Gate No. 2,
124, Janpath, New Delhi – 110001

Dear Sir,

Subject: Hiring of CA Firms for NBFC Registration Matters.

We, the undersigned, offer to provide the services for “**Hiring of CA Firms for NBFC Registration Matters**” in accordance with your Tender document and our Proposal. Our attached Financial Proposal (excluding GST) is for the sum of **amount(s) in figures** **and in words**

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

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely —Prevention of Corruption Act 1988.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:
Name and Title of Signatory:
Name of Firm and Address: