

**Bid Document/ बिड दस्तावेज़**

| Bid Details/बिड विवरण   |  |
|---|--|
| <b>Bid End Date/Time/बिड बंद होने की तारीख/समय</b>  | 13-05-2025 13:00:00  |
| <b>Bid Opening Date/Time/बिड खुलने की तारीख/समय</b>   | 13-05-2025 13:30:00  |
| <b>Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)</b>  | 90 (Days)  |
| <b>Ministry/State Name/मंत्रालय/राज्य का नाम</b>  | Ministry Of Ports, Shipping And Waterways  |
| <b>Department Name/विभाग का नाम</b>   | Na   |
| <b>Organisation Name/संगठन का नाम</b>   | Mumbai Port Trust  |
| <b>Office Name/कार्यालय का नाम</b>  | Mumbai Port Authority Mumbai 400001  |
| <b>क्रेता ईमेल/Buyer Email</b>  | ss.karnik@mumbaiport.gov.in  |
| <b>Item Category/मद केटेगरी</b>   | Manpower Hiring for Financial Services - Onsite; Chartered Accountant , Manpower Hiring for Financial Services - Onsite; Accountant  |
| <b>Contract Period/अनुबंध अवधि</b>  | 1 Year(s) 4 Day(s)   |
| <b>MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट</b>   | No   |
| <b>Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है</b> | Yes  |
| <b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>   | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC)<br>*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 |
| <b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>   | No   |
| <b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>   | No   |
| <b>Type of Bid/बिड का प्रकार</b>  | Two Packet Bid   |
| <b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>     | 2 Days   |

| Bid Details/बिड विवरण              |                             |
|------------------------------------|-----------------------------|
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |

#### EMD Detail/ईएमडी विवरण

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

#### ePBG Detail/ईपीबीजी विवरण

|                   |    |
|-------------------|----|
| Required/आवश्यकता | No |
|-------------------|----|

#### MII Compliance/एमआईआई अनुपालन

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

1. 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.

2. 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.

#### Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

**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 mentioned in Tender Document

**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 mentioned in Tender Document

**Service provider must have a dedicated team of required manpower of XX for the project**As mentioned in Tender Document

**Scope of Work:**[1744876605.pdf](#)

**This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-**

| Parameter Name | Max Marks | Cutoff Marks | Qualification Methodology Document |
|----------------|-----------|--------------|------------------------------------|
|----------------|-----------|--------------|------------------------------------|

|  |    |    |                           |
|--|----|----|---------------------------|
| Firm should be a Partnership Firm or Limited Liability Partnership (LLP) and should not be less than ten years old on date of tender   | 20 | 12 | <a href="#">View File</a> |
| Firm should have conducted statutory audit of PSUs (State or Central PSU, Govt. Bank & Insurance Co., Port) with turnover of at least Rs. 2000 crore in the previous 5 years | 25 | 15 | <a href="#">View File</a> |
| No. of Partners/Members  | 20 | 12 | <a href="#">View File</a> |
| Turnover of the Firm in FY 2023-24   | 25 | 15 | <a href="#">View File</a> |
| PAN India Presence   | 5  | 3  | <a href="#">View File</a> |
| Experience in Port Sector  | 5  | 3  | <a href="#">View File</a> |

**Total Minimum Qualifying Marks for Technical Score: 60**

**QCBS Weightage(Technical:Financial):70:30**

**Pre Bid Detail(s)**

| Pre-Bid Date and Time | Pre-Bid Venue  |
|-----------------------|--|
| 28-04-2025 15:00:00   | Chamber of Sr. DY CAO II, Port Bhavan, Ballard Estate, Mumbai 400001 |

**Manpower Hiring For Financial Services - Onsite; Chartered Accountant ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

| Specification  | Values               |
|--|----------------------|
| <b>Core</b>  |                      |
| Deployment Location                                      | Onsite               |
| Type of Professional/Resources required                  | Chartered Accountant |
| Certifications of Professional/Resources required        | Membership of ICAI   |
| Qualification of Professional/Resources required         | CA                   |
| Total Experience of Professionals / Resources (In years) | 0 - 3 Years          |
| <b>Addon(s)/एडऑन</b>                                     |                      |

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता   | Number of manpower deployed | Additional Requirement/अतिरिक्त आवश्यकता                                |
|----------------|---|---|-----------------------------|---|
| 1              | Sanyogita Samir Karnik                                  | 400001,PORT BHAVAN BALLARD ESTATE SHOORJI VALLABHDAS MARG | 1                           | <ul style="list-style-type: none"> <li>Number of Months : 12</li> </ul> |

## Manpower Hiring For Financial Services - Onsite; Accountant ( 2 )

### Technical Specifications/तकनीकी विशिष्टियाँ

| Specification  | Values                              |
|--|-------------------------------------|
| <b>Core</b>  |                                     |
| Deployment Location                                      | Onsite                              |
| Type of Professional/Resources required                  | Accountant                          |
| Certifications of Professional/Resources required        | Semi-qualified CA                   |
| Qualification of Professional/Resources required         | Graduate / Post-Graduate in finance |
| Total Experience of Professionals / Resources (In years) | 0 - 3 Years                         |
| <b>Addon(s)/एडऑन</b>                                     |                                     |

### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता   | Number of manpower deployed | Additional Requirement/अतिरिक्त आवश्यकता                                |
|----------------|---|---|-----------------------------|---|
| 1              | Sanyogita Samir Karnik                                  | 400001,PORT BHAVAN BALLARD ESTATE SHOORJI VALLABHDAS MARG | 2                           | <ul style="list-style-type: none"> <li>Number of Months : 12</li> </ul> |

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

### 1. Generic

Buyer Organization specific Integrity Pact shall have to be complied by all bidders. Bidders shall have to upload scanned copy of signed integrity pact as per Buyer organizations policy along with bid. [Click here to view the file](#)

## 2. 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.

## 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.

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 are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

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---**

# **Tender Document for Appointment of Chartered Accountant (CA) / CA Firm for assisting in finalisation and audit of FY 2024-25**

## **1. Introduction:**

This tender document invites proposals for the appointment of a Chartered Accountant (CA) or a CA Firm based in district of Mumbai, Thane, and Raigad which is CAG/RBI empanelled, to address the issues highlighted in the Comptroller and Auditor General (C&AG) audit report of Mumbai Port Authority for the financial year ending March 31, 2024. The appointed CA/CA Firm will assist in understanding these issues, conducting a comprehensive evaluation, and developing a practical and actionable plan to resolve the issues raised. The CA/CA Firm will also assist in the finalization of accounts and responding to audit queries.

## **2. Objective:**

The objective of this proposal is to:

- Understand the issues highlighted by the C&AG audit reports.
- Conduct a detailed analysis of the audit findings and identify the root causes.
- Develop an actionable and effective action plan to address the raised issues.
- Assist in the finalization of the Annual Accounts for 2024-2025 and assistance in various audits carried out by CAG/other statutory bodies.
- Provide assistance in replying to audit queries post-finalization of accounts.

## **3. Scope of Work:**

The appointed CA/CA Firm will be responsible for performing the following tasks:

### **3.1. Study of the Audit Report:**

- Thorough review and analysis of the C&AG audit report for the financial year ending March 31, 2024, to gain an understanding of the raised issues.

### **3.2. Understanding and Evaluation of Raised Issues:**

- Detailed evaluation of the specific issues raised by the C&AG, identifying root causes and underlying factors contributing to these concerns.

### **3.3. Port Office Visit:**

- Conduct a visit to the Mumbai Port Office to better understand the operational challenges and issues raised in the audit report.

### **3.4. On-Ground Operations Assessment:**

- Assess current on-ground operations to identify practical challenges and gaps, specifically in areas mentioned in the audit.

### 3.5. Gap Analysis:

- Identify operational, financial, and procedural gaps that may be contributing to the issues raised in the audit report.

### 3.6. Development of an Action Plan:

- Develop a comprehensive action plan to address the identified issues, including:
  - Detailed steps to resolve each issue.
  - Timelines for implementation.
  - Resources and personnel required for execution.
  - Strategies to prevent recurrence of similar issues.

### 3.7. Management Discussion:

- A discussion with Mumbai Port management to present the action plan, agree on the next steps, and ensure alignment for successful implementation.

### 3.8. Finalization of Annual Accounts for the Year 2024-2025:

- Assist in the finalization of the Annual Accounts for 2024-2025, including preparation of the Balance Sheet and Profit and Loss account, following applicable accounting norms.

### 3.9. Reply to Audit Queries for the Year 2024-2025:

- Assist the Port in responding to audit paragraphs post-finalization of the Books for Accounts for 2024-2025.

## 4. Qualification Criteria (PQC):

The firms that wish to apply for this tender must meet the following **Pre-Qualification Criteria (PQC)**:

| Sl. No. | Qualification Criteria   | Documents Required   | Basis for Awarding of Points                     | Max Points |
|---------|--|--|--|------------|
| 1       | Firm should be a Partnership Firm or Limited Liability Partnership (LLP) and should not be less than ten years old on date of tender   | Copy of Firm Registration Certificate (FRC) issued by ICAI or The Institute of Cost Accountants of India | 10 or More than 10 years - 2 marks for each year | 20         |
| 2       | Firm should have conducted statutory audit of PSUs (State or Central PSU, Govt. Bank & Insurance Co., Port) with turnover of at least Rs. 2000 crore in the previous 5 years | Copy of appointment order/engagement letter/letter from clients + financials supporting turnover         | 5 Points for each completed statutory audit      | 25         |



| Sl. No. | Qualification Criteria             | Documents Required  | Basis for Awarding of Points   | Max Points |
|---------|------------------------------------|---|--|------------|
| 3       | No. of Partners/Members            | Copy of Firm Registration Certificate (FRC) and Membership number                                       | 2 Points for each Associate member, 3 Points for each Fellow member  | 20         |
| 4       | Turnover of the Firm in FY 2023-24 | Copy of audited financial statement for FY 2023-24 or certificate from practicing chartered accountants | 5 points for turnover of 1 crore, additional 5 points for each crore | 25         |
| 5       | PAN India Presence                 | -   | -  | 5          |
| 6       | Experience in Port Sector          | Copy of Engagement letter   |  | 5          |

**Total Maximum Points: 100**

#### **5. Term of Tender:**

Assistance of CA/CA firm will be required for finalisation of accounts and audit of FY 2024-25 further extendable for a period of 1 years on satisfactory performance.

#### **6. Manpower requirement:**

1 CA to visit regularly from April till conclusion of financial audit and on weekly basis and be available on phone otherwise. 2 semi qualified to be present at all the time.

#### **7. Payment Terms and Conditions:**

- **Payment Schedule:** The fees will be paid within a fortnight upon receipt of the quarterly report from the Consultant and after submission of monthly reconciliations.
- **Inclusive Fees:** The fees will cover all travel, out-of-pocket expenses, boarding, lodging, etc., but will exclude any indirect taxes payable by the consultant. Income Tax and Surcharge, as applicable, will be deducted at source by Mumbai Port Authority (MbPA).

#### **8. Selection Process:**

The selection will be based on a **Merit/Cost basis (70:30)** as per **CVC guidelines**.

- Firms with a minimum score of **60 points** will be considered for the financial evaluation.

#### **9. Submission of Tender:**

Interested CAs/CA firms should submit their proposals along with all necessary documents and information as per the format mentioned. The proposal should include:

1. **Cover Letter:** A brief overview of the firm and its experience.
2. **Technical Proposal:** Detailed methodology and approach for performing the tasks outlined in the Scope of Work.
3. **Financial Proposal:** Detailed breakdown of the fees and other costs involved.
4. **Documents for PQC:** As per the qualification criteria above.

Financial proposal and technical proposal should be submitted in two different sealed envelopes and should be properly labelled.

#### **10. Penalty:**

In the event of absenteeism of the CA or semi qualified persons as mentioned in para 6. Rs. 2500 per day and Rs. 500 per day will be deducted for Chartered Accountant and Semi Qualified person respectively.

**Deadline for submission:** 8<sup>th</sup> May 2025, by 3 pm. Late submissions will not be considered.

For any queries contact: FA&CAO, Finance Department, Port Bhavan, Shoorji Vallabhdas Marg, Mumbai 400001. Contact No. 022 66564376/9987586379