

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	30-06-2025 16:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	30-06-2025 16:30:00
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 Finance
विभाग का नाम/Department Name	Department Of Financial Services
संगठन का नाम/Organisation Name	Small Industries Development Bank Of India (sidbi)
कार्यालय का नाम/Office Name	Mumbai
क्रेता ईमेल/Buyer Email	buycon6.sidbis.dl@gembuyer.in
वस्तु श्रेणी /Item Category	Hiring of Consultants - Milestone/Deliverable Based - Engagement of Chartered Accountancy Firm; Engagement of Chartered Accountancy Firm; No; Onsite
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)	64 Lakh (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
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Partial Experience - 3 year (s) Turn over value - 50 (in lakhs)
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Partial Experience - 3 year (s) Turn over value - 50 (in lakhs)
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,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

बिड विवरण/Bid Details	
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?	No
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	1800000
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

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	28880

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).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 :

SIDBI

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI) Atma Ram House 1, Tolstoy Road New Delhi 110001 (Sidbi)

विभाजन/Splitting

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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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted 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 exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
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. 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.
7. 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.
8. 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.
9. 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.

10. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope Of work:[1750072194.pdf](#)

Profile of Consultants:[1750072204.pdf](#)

Payment Terms:[1750072216.pdf](#)

This Bid is based on Least Cost Method Based Evaluation (LCS). The technical qualification parameters are:-

Parameter Name	Max Marks	Min Marks	Evaluation Document	Seller Document Required
as per RfP	100	60	View file	Yes

Total Minimum Passing Technical Marks: 60

Hiring Of Consultants - Milestone/Deliverable Based - Engagement Of Chartered Accountancy Firm; Engagement Of Chartered Accountancy Firm; No; Onsite (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Consulting Category/ Stream	Engagement of Chartered Accountancy Firm
Consultant's Profile	Engagement of Chartered Accountancy Firm
Proof of Concept (POC) Required	No
Deployment of Consultants/Resource	Onsite
एडऑन /Addon(s)	

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	L R Narayana	110001,Atma Ram House 3rd Floor 1 Tolstoy Marg	1	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 Added text based ATC clauses

Bidders are required to prepare their bids as per the formats given in RfP.

Bids not submitted as per the RfP may be rejected.

3. 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 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 [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---

**Engagement of Chartered Accountancy Firm for
Government Program Vertical (GPV) at SIDBI, New Delhi.**

SIDBI is seeking the services of Chartered Accountancy firms ("CA Firms") for its Government Program Vertical (GPV) at New Delhi. Additional details on this assignment are provided below.

1. Background

Small Industries Development Bank of India (SIDBI) is appointed as the project Management Agency (PMA) / Project Management Consultant (PMC) / Nodal Agency for various Departments / Ministries for rolling out / implementation of several government projects of national importance. These projects are managed and monitored by the Government Program Vertical (GPV) at SIDBI, New Delhi office. List of some of the projects managed by SIDBI are given in the table below.

Scheme Name	Nodal Ministry / Department	Broad Scope of Work
Production Linked Incentive Scheme for Pharmaceuticals	Department of Pharmaceuticals (DoP)	SIDBI is responsible for implementation and roll out of the entire project. Broad scope of the work covers development & maintenance of IT portal, handholding support to the participants, scrutiny/appraisal of applications and recommendations for final selection, collection of quarterly information, verifications and processing of incentives, development of MIS and giving support to the department for smooth implementation of the scheme.

Detailed guidelines of the above schemes are available on the respective ministries websites/ Respective scheme portals. Further, GPV, SIDBI is also handling several other govt. projects. Each project is managed by separate teams of SIDBI officials, based on approved guidelines / Stand Operating Procedures (SOP). The CA Firm is expected to provide focused support for verifications of various documents and processes related to application, incentive claims etc. in line with the approved SOPs. Further, the firm shall also be expected to provide expert opinions on financial, taxation and other related matters in relation to various schemes and their operations. Assistance from the firm shall be availed for any projects managed by GPV, as per department's requirement.

2. Objective and Scope of the Assignment:

The objective of the assignment is to enable the CA Firm to provide expert opinions on the effectiveness and adequacy of the various documents and undertaking verifications of data /Information, financial and operational processes involved in various schemes. In addition, it is expected that the firm should play a role in assisting the bank to ensure proper utilization of fund, including the prevention, detection and investigation of fraud as part of "Bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes".

The scope of the assignment is as below:

- **Verification of Documents / Claims:** The firm is expected to assist in verification of applications and incentive claims submitted under various schemes as per the approved SOP. The documents involve Tax Invoices, Bills, CA Certificates, Management Reports, financial statements, Bank statements etc.
- **Process Audit:** Independent review of operational processes, SOP, workflow, application / claim processes etc. for identification of various risks involved and suggesting the necessary mitigants and to ensure compliance with applicable rule & regulations, established policy, procedures and processes etc.
- **Expert Opinion:** To provide professional expert opinion on the effectiveness and adequacy of various processes and other matters pertaining to its domain.

3. Duration of the Contract:

The tenure of the contract would be for a period of **one year** from the date of the award of the contract. In case of the satisfactory performance of the firm, SIDBI reserves the right to extend for one more year at the existing terms and conditions for a further period of one year.

4. Personnel and Requirements

CA firm shall provide the following resources for the entire tenure of contract i.e., one year. The team will be stationed at SIDBI Delhi Office.

SN	Professionals	Desired Experience	No. of persons
1	Chartered Accountant	Qualified Chartered Accountant with at least 21 years' experience as a full-time practicing CA.	
2	CA Articles	Nil	2 nos.#

In addition to the above, 1 Nos. of articles may be required during the peak months, where volume of work is expected to be above normal. Three / four months in a year, may be considered as peak month. Requirements of additional articles shall be intimated to the firm in advance, at least prior to 5 days.

5. Qualification and Eligibility:

SN	Eligibility Criteria	Documents to be submitted
1	The firm should be an Indian firm having independent legal existence, registered under the applicable Act.	To furnish proof of Valid registration / Certificate of Practice from the Institute of Chartered Accountants of India (ICAI)/ Institute of Cost Accountants of India (ICMAI).
2	The firm should have at least for 5 years of existence. It should be empaneled with CAG as on application date.	Documentary evidence like incorporation certificate / registration / partnership deed etc., showing the existence of the firm for 5 years. Proof of CAG Empanelment

3	Minimum five years of previous track record of completed Audit Assignments with Central / state Government / Banks / PSUs / Multilateral or Bilateral Agency Funded projects in the last 10 years as on 31/03/2025.	Work order / Contract copy / Completion Certificates indicating the award of work, completion date and contract value shall be provided.
4	To be a Partnership firm/ LLP of Chartered Accountants with minimum 10 partners of which at least 5 partners should be FCA(s). At least five partners should have a continuous association with the firm for the minimum period of 5 years and another five partners should have a continuous association with the firm for the minimum period of 3 years.	Information to be provided as per the formats of Annexure-I (Table D). Documentary evidence in respect of partner's association with the firm may be furnished.
5	Agency should have completed Audit Assignments with Central / state Government / Banks / PSUs / Multilateral or Bilateral Agency Funded projects, during the last three financial years i.e. FY 2021-22, FY 2022-23 and FY 2023-24: At Least 1 No. similar contracts with Contract Value Not Less Than Rs.16 lakh OR At Least 2 Nos. similar contracts with Contract Value Not Less Than Rs.10 lakh OR At Least 3 Nos. similar contracts with Contract Value Not Less Than Rs.8 lakh	Information to be provided as per the formats of Annexure-I (Table D). Work order / Contract copy / Completion Certificates indicating the award of work, completion date and contract value shall be provided.
6	The Agency should not be owned or controlled by any Director or Employee of SIDBI (or their Relatives)	Undertaking for No Conflict of Interest as per the format provided in Annexure-I
7	The Agency has not been censured / blacklisted/ banned/ barred/ disqualified/ prohibited by Govt. of India or State Government or any Bank / RBI/ IBA / SEBI/ any regulatory authority or any court of law including NCLT / NCLAT or any quasi-judicial authority or any other statutory authority.	Self-declaration as per the format provided in Annexure-I
8	Availability of office of Service provider: An office of the Service Provider must be located in Delhi /Gurgaon/ Noida/ Faridabad.	Information to be provided as per the formats of Annexure-I (Table A). (Documentary evidence such as ownership documents / lease deed / recent 2 utility bill etc. to be submitted)

9	The Proposals must be duly signed by the authorized signatory.	Board resolution / Authority letter to be provided by the firm indicating the partner who is authorised. Only a partner in the firm can be made as an authorised person for signing the documents.
10	The Bidder should have annual revenue of at least `64 lakh in any three of the previous five financial years starting from FY2020.	Information to be provided vide ITR/ Audited Annual report for the previous 5 years.
11	EMD Amount of Rs.28,880/- to be deposited in the SIDBI bank account. Bidders in Micro and small Enterprises Categories are not required to deposit EMD.	Amount to be Deposited in SIDBI account maintained at SBI, account number- 37832223406, KG MARG BRANCH, CONNAUGHT PLACE, NEW DELHI- 110001 (BRANCH IFSC CODE- SBIN0050191) UTR No. to be provided after deposit of the EMD amount. In the case of Micro and Small Enterprises, UDYAM registration to be provided.

6. Technical Parameter:

SI No	Criteria	Marks	Maximum Marks (Weightage)
1	Bidder should be a limited company (Public/Private) registered in India under the Companies Act, 1956/2013 or Partnership firm / LLP registered in India under Partnership Act 1932/2008 as amended for the last 3 years as on RFP issuance date.	10	Only the period / years having operational income will be considered for evaluation. ✓ 5 years of existence – 5 Marks ✓ More than 5 years of existence but less than 10 years– 7 Marks ✓ More than 10 years of existence – 10 Marks Copy of relevant audited financial statements. Auditors Certificate stating operational income in relevant financial years.
2	The average of annual revenue (best of three in the five financial years starting from FY2022 of the bidder.	15	Average Turnover revenue (best of three in the five years financial years starting from FY2022 : ✓ ` 64 lakh but less than Rs 1 Crore– 5 marks ✓ More than ` 1 crore but less than Rs 2 Crore– 10 marks

			<p>✓ More than ` 2 crore – 5 marks</p> <p>Copy of relevant audited financial statements.</p> <p>Auditors Certificate stating revenues from management consulting business in relevant financial years.</p>
3	Experience in carrying out Audit Assignments with Central / state Government / Banks / PSUs/ Multilateral or Bilateral Agency Funded projects.	15	<p>✓ Up to 5 years of experience – 5 Marks</p> <p>✓ More than 5 years of experience and up to 7 years– 7 Marks</p> <p>✓ More than 7 years of experience – 15 Marks</p> <p>Copy of relevant letter of assignment duly signed by the bank and acceptance / completion.</p> <p>The Bank reserves the right to ask for contact details (Name, email, contact number) of the clients at the time of technical evaluation.</p>
4	Geographical coverage of the bidder in terms of its operations in India.	10	<p>✓ Having Branch offices at 50% or more locations of the quoted region (s) viz,. New Delhi – 10 Marks</p> <p>✓ Having Branch offices at less than 50% locations of the quoted region (s) viz,. New Delhi – 5 Marks</p>
5	Composition of the team, quality, and suitability – includes number and experience of professionals deployed for duration of assignment, other experts / capabilities proposed to be drawn, etc.	15	<p>CV should cover</p> <p>✓ Having up to /minimum 5 years' experience in carrying out commercial banks - 5 marks</p> <p>✓ Having more than 5 years' experience in carrying out concurrent audit of scheduled commercial banks - 10 marks</p> <p>✓ Additional 5 marks for having qualified Information System Auditor (CISA/ DISA) with necessary exposure of systems audit, as member / Head of the team</p> <p>Scoring shall be done through Evaluation and qualitative Assessment of CV and credentials submitted.</p>
6	<p>✓ Presentation</p> <p>✓ Understanding of the scope of the assignment.</p>	15	Assessment by Evaluation Committee based on the presentation and interaction during

	<ul style="list-style-type: none"> ✓ Understanding of Financial Institutions / banks / Regulatory environment. ✓ Understanding of deliverables of the engagement. 		<p>the presentation to the Evaluation Committee</p> <ul style="list-style-type: none"> ✓ 5 Marks for Understanding of the scope of the assignment and deliverables. ✓ 5 Marks for understanding of Financial Institutions, banks, and Regulatory environment. ✓ 5 Marks for Understanding of deliverables of the assignment. <p>Assessment by Evaluation Committee based on the written submission and interaction during the presentation with the Evaluation Committee.</p>
7	<ul style="list-style-type: none"> ➤ Proposed approach and methodology for the entire scope of work ➤ Relevance and robustness of plan created by the bidder in terms of delivering outcomes and meeting timelines 	10	Assessment by Evaluation Committee based on the written submission and interaction during the presentation with the Evaluation Committee.
Maximum Technical Score		100	
Minimum Qualifying Marks		60	Applicants should obtain a minimum of 60 marks for qualifying for proposal for consideration and for further process of financial offer.

7. Selection method: All the proposals shall be evaluated, and technical evaluation with marking would be considered for financial opening. The lowest financial offer among the technically qualified with marking obtained, proposals shall be considered for awarding the contract.

8. Payment Term

- Payment from SIDBI shall be made quarterly on submission of invoices.
- No advance payment shall be made.
- Quarterly payment for the services rendered during the previous quarter, subject to deduction of liquidated damages if any, at the end of each quarter shall be made in Indian Rupees Only.

Liquidated Damages:

- a) Time is essence of the contract.
- b) The successful bidder must deliver as per the specified time schedule/milestone. Any Failure to deliver/clear the acceptance for all or some of the deliverables as per scope of work on or before the stipulated date will entail a liquidated damage equal to 0.5% of contract price per week or part thereof shall be deducted subject to maximum LD of 7.5% of Total value of contract. Payment of liquidated damages does not affect the successful bidder's liabilities.
- c) Liquidated Damages can be recovered from any dues of the successful/ empaneled bidder who has been awarded the work.

9. INSTRUCTIONS TO THE APPLICANTS:

- a) The C.A. firm should submit their technical and financial proposal to the SIDBI in the prescribed proforma annexed herewith [**Annexure I**] in each page of the application signed by an authorised signatory.
- b) The proposal **MUST** be accompanied by all the relevant documents in support of the statements.
- c) Any response received after the due date or not found to be in accordance with the above procedure, may be liable to be rejected outright and the decision of the SIDBI in this regard shall be final. All pages of the proposal must be sequentially numbered and shall be initialed by the Authorized Representative of the firm.
- d) The proposal should be submitted on GeM portal and to be addressed to:
The General Manager
Government Program Vertical,
Small Industries Development Bank of India
10th Floor, Atma Ram House
1, Tolstoy Marg
New Delhi – 110 001
- e) SIDBI reserves the right to modify and amend any of the above-stipulated condition/criterion depending upon project priorities vis-à-vis urgent commitments.
- f) SIDBI reserves the right to accept/reject/cancel any or all the bid(s) without assigning any reason.
Any further information can be obtained at the address below during office hours i.e., 1000 to 1700 hours.

Annexure I

TECHNICAL PROPOSAL SUBMISSION FORM (To

BE SUBMITTED ON THE LETTER HEAD OF THE AGENCY)

A) Qualification and Eligibility

SN	Eligibility Criteria	Documents to be submitted	Submitted Documents and page Number
1	The firm should be an Indian firm having independent legal existence, registered under the applicable Act.	To furnish proof of Valid registration / Certificate of Practice from the Institute of Chartered Accountants of India (ICAI)/ Institute of Cost Accountants of India (ICMAI).	
2	The firm should have at least for 10 years of existence. It should be empaneled with CAG as on date of application. To be a Partnership firm/ LLP of Chartered Accountants with minimum 10 partners of which at least 5 partners should be FCA(s). At least five partners should have a continuous association with the firm for the minimum period of 5 years and another five partners should have a continuous association with the firm for the minimum period of 3 years.	Documentary evidence like incorporation certificate / registration / partnership deed etc., showing the existence of the firm for 10 years. Proof of CAG Empanelment	
3	Minimum five years of previous track record of carrying out concurrent audits in Scheduled commercial banks mainly in credit dispensation under Direct Credit / MSME financing and other day to day operations of the bank in the last 10 years as on 31/03/2024.	Work order / Contract copy / Completion Certificates indicating the award of work, completion date and contract value shall be provided.	
4	The firm must have at least 10 partners in the firm and out of these partners a minimum of 1 partner shall be associated with the firm for a minimum period of 10 years in the firm.	Information to be provided as per the formats of Annexure-I (Table D). Documentary evidence in respect of partner's association with the firm may be furnished.	

5	<p>Agency should have completed Audit Assignments with Central / state Government / Banks / PSUs / Multilateral or Bilateral Agency Funded projects, during the last three financial years i.e. FY 2021-22, FY 2022-23 and FY 2023-24: At Least 1 No. similar contracts with Contract Value Not Less Than Rs.16 lakh</p> <p>OR</p> <p>At Least 2 Nos. similar contracts with Contract Value Not Less Than Rs.10 lakh</p> <p>OR</p> <p>At Least 3 Nos. similar contracts with Contract Value Not Less Than Rs.8 lakh</p>	<p>Information to be provided as per the formats of Annexure-I (Table D).</p> <p>Work order / Contract copy / Completion Certificates indicating the award of work, completion date and contract value shall be provided.</p>	
6	The Agency should not be owned or controlled by any Director or Employee of SIDBI (or their Relatives)	Undertaking for No Conflict of Interest as per the format provided in Annexure-I	
7	The Agency has not been censured / blacklisted/ banned/ barred/ disqualified/ prohibited by Govt. of India or State Government or any Bank / RBI/ IBA / SEBI/ any regulatory authority or any court of law including NCLT / NCLAT or any quasi-judicial authority or any other statutory authority.	Self-declaration as per the format provided in Annexure-I	
8	<p>Availability of office of Service provider: An office of the Service Provider must be located in Delhi /Gurgaon/ Noida/ Faridabad.</p>	<p>Information to be provided as per the formats of Annexure-I (Table A). (Documentary evidence such as ownership documents / lease deed / recent 2 utility bill etc. to be submitted)</p>	
9	The Proposals must be duly signed by the authorized signatory.	<p>Board resolution / Authority letter to be provided by the firm indicating the partner who is authorised.</p> <p>Only a partner in the firm can be made as an authorised person for signing the documents.</p>	

10	The Bidder should have annual revenue of at least `64 lakh in any three of the previous five financial years starting from FY2020.	Information to be provided vide ITR/ Audited Annual report for the previous 5 years.	
11	<p>EMD Amount of Rs.28,880/- to be deposited in the SIDBI bank account.</p> <p>Bidders in Micro and Small Enterprises categories are not required to deposit EMD.</p>	<p>Amount to be Deposited in SIDBI account maintained at SBI, account number- 37832223406, KG MARG BRANCH, CONNAUGHT PLACE, NEW DELHI- 110001 (BRANCH IFSC CODE- SBIN0050191)</p> <p>UTR No. to be provided after deposit of the EMD amount.</p> <p>In the case of Micro and Small Enterprises, UDYAM registration to be provided.</p>	

B) Chartered Accountancy Firm Profile:**Table A**

Brief Data Sheet of CA Firm for External Audit		
Sl. No.	Particulars	To be filled up by CA firms
1	Name of Firm	
2	Address of the Head Office	
3	Address of offices in Delhi /Gurgaon/ Noida/ Faridabad	
4	CAG Empanelment Number	
5	CAG Empanelment Year and Validity of Empanelment	Year Validity: Yes/No
6	Registration No. & Date	No..... Date: DD/MM/YYYY
7	Year of Establishment	
8	Total number of years of Experience from the incorporation of the Firm	
9	Authorized Contact Person(s) with Name, Designation, Address, Mobile Phone No., E-mail address/ Fax No.	
10	PAN No. GST Registration No. (Attach copies)	
11	Bank Details (A/c Name, A/c No., Bank Name, Branch Name, IFSC) Copy of Cancelled Cheque may be provided	
12	Provide a brief description and background of the firm. The brief description should include experience, expertise of the firm etc.	
13	Details of EMD Amount Deposit: Rs.28,880/- Bidders in Micro and Small Enterprises categories are not required to deposit EMD.	Date of Deposit: DD/MM/YYYY UTR No. In case of Micro and Small Enterprises, UDYAM registration to be provided.

[Submit proof of CAG Empanelment, Registration Certificate, Articles and Memorandum of Association/Partnership Deed (as applicable), Copy of PAN, Copy of GST Registration, cancelled cheque, UDYAM, Documentary evidence such as ownership documents / lease deed / recent 2 utility bill etc. etc.]

C) Average Annual Revenue of the Firm:

Average Annual Revenue of the Firm/ Agency should be at least Rs.15 lakh during last [03] FYs of 2021- 22, 2022-23 & 2023-24 or 2024-25.

Table B

Financial Year	Turnover of the firm as per the audited Balance Sheet (Rs. in Lakh)
2021-22	
2022-23	
2023-24	
Average Turn Over	

D) Firm's Experience

List previous audit assignments completed between 01/04/2022 and 31/03/2025

Table C

SN	Name of Client	Type of org. (Govt/ Pvt/ Bank/ PSU/ Others)	Assignment name	Brief description of main deliverables/ outputs	Contract value Amount (Rs. in lakh)	Date of Award of assignment	Assignment Completion Date
1.							
2.							
3.							
4.							
5.							
6.							

(Pls. provide documentary evidence such as work order / completion certificate indicating the date of award of work, date of completion, contract value Etc.)

E) Key Staff Profile:

Total Number of full-time chartered accountant (Partners with the Firm) & minimum 1 partner to be associated with the firm at least for a minimum of 10 years.

Table D

S. No.	Name of Chartered accountant (Partner)	Education	Total Years of Experience	Total Years of association with the firm
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

(Pls. add more rows, if required. Documentary evidence in respect of partner's association with the firm may be furnished.)

F) Details of CA proposed for this assignment (enclose copy of CV):

Name of the CA	Attempt (month & Year) for completion of CA	Highlights of work experience

A Detailed CV may please be provided.

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/firm will be blacklisted by SIDBI/World Bank. Also, I hereby confirm that my organization has not been debarred/ black-listed by any Govt. Dept./ PSU etc. We also accept all Terms and Conditions of the ToR.

**(Signature of Authorized Signatory)
With Stamp**

FINANCIAL PROPOSAL SUBMISSION FORM
(TO BE SUBMITTED ON THE LETTER HEAD OF THE AGENCY)

<i>Description</i>	Costs
	(Amount in Rs.)
Cost for a Period of One Year	
Applicable Taxes	
Total Cost	

Total cost (inclusive of taxes) shall be considered for evaluation of financial bid.
Indicated cost shall be for one year.

Date:

Signature of the Authorized Signatory:

Place:

Name.....

Designation:.....

Not penalized or Found Guilty in any Court of Law
(On letterhead of the Agency)

Date: _____

DECLARATION-CUM-CERTIFICATE TO

WHOM SO EVER IT MAY CONCERN

This is to certify that our agency has not been censured/ blacklisted / banned / barred /disqualified /prohibited by Govt. of India or State Government or any Bank / RBI/ IBA / SEBI/ any regulatory authority or any court of law including NCLT / NCLAT or any quasi-judicial authority or any other statutory authority.

Further, this is to certify that _____does not have any legal, civil, criminal, taxation and other cases pending against _____that may have any impact affecting or compromising the delivery of services required.

Authorized Signature:
Name and Title of Signatory:
Name of Firm and Address:
Designation: -

**UNDERTAKING FOR NO CONFLICT OF INTEREST
(To be submitted on the letterhead of the Bidder)**

To,
General Manager
Government Program Vertical
Small Industries Development Bank of
India 10th floor, Atmaram House, 1,
Tolstoy Marg New Delhi - 110001

Dear Sir/Madam,

1. We hereby certify that we have not been suspended or banned or de-listed or black- listed by any Government or Quasi-Government agencies or PSU's including SIDBI or any of its subsidiaries.
2. We hereby certify that the bidder is not owned or controlled by any Director or Employee of SIDBI (or their Relatives).
3. We hereby certify that the bidder is not a related party to SIDBI as per the provisions of Companies Act 2013, as amended from time to time.
4. The bidder shall not engage, and shall cause their Personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this Contract.
5. If the bidder is found to be involved in a conflict-of-interest situation with regard to the present assignment, the SIDBI may choose to terminate this contract. In case of any change in the status of the above, any time hereinafter, we will immediately inform SIDBI of the same.

Signature of the Bidder with
seal: Dated this __day of
2025 Name of the bidder: -

Non-Disclosure Agreement

(To be submitted on Letter head/ Stamp Paper duly signed by the bidder)

WHEREAS, we, _____, having Registered Office at _____, hereinafter referred to as the AGENCY, are agreeable to execute " "

for Small Industries Development Bank of India, having its Head office at SIDBI Tower, 15 Ashok Marg, Lucknow, 226001 (hereinafter referred to as the BANK) and,

WHEREAS, the AGENCY understands that the information regarding the Bank's Infrastructure shared by the BANK in their Request for Proposal is confidential and/or proprietary to the BANK, and

WHEREAS, the AGENCY understands that in the course of submission of the offer for the said RfP and/ or in the aftermath thereof, it may be necessary that the AGENCY may perform certain jobs/ duties on the Bank's properties and/ or have access to certain plans, documents, approvals, data or information of the BANK;

NOW THEREFORE, in consideration of the foregoing, the AGENCY agrees to all of the following conditions, in order to induce the BANK to grant the AGENCY specific access to the BANK's property/information, etc.;

The AGENCY will not publish or disclose to others, nor, use in any services that the AGENCY performs for others, any confidential or proprietary information belonging to the BANK, unless the AGENCY has first obtained the BANK's written authorization to do so;

The AGENCY agrees that information and other data shared by the BANK or, prepared or produced by the AGENCY for the purpose of submitting the offer to the BANK in response to the said RfP, will not be disclosed to during or subsequent to submission of the offer to the BANK, to anyone outside the BANK;

The AGENCY shall not, without the BANK's written consent, disclose the contents of this Request for Proposal (Bid) or any provision thereof, or any specification, plan, pattern, sample or information (to be) furnished by or on behalf of the BANK in connection therewith, to any person(s) other than those employed/engaged by the AGENCY for the purpose of submitting the offer to the BANK and/or for the performance of the Contract in the aftermath. Disclosure to any employed/ engaged person(s) shall be made in confidence and shall extend only so far as necessary for the purposes of such performance.

Yours sincerely,

Authorized

Signature:

Name and Title of Signatory:

Name of Firm and Address: