



**Engagement of Independent Audit Consultant for providing services in the field
of Accounting, Taxation and Audit Services to SDCL on Contractual basis**



Sagarmala Development Company Limited

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services in the field of Accounting, Taxation and Audit
Services to SDCL on Contractual basis**

File No- SDCL/HR/ADV/2018-19/88

April 2022

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



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1.1 Introduction

- (1) Sagarmala Development Company Ltd (SDCL) is a CPSE under the Ministry of Ports, Shipping and Waterways (MoPSW), Government of India. SDCL was incorporated on 31st August 2016, as part of ongoing efforts to promote port led development in the country under the ambitious Sagarmala Programme of the Government of India. SDCL is exploring investment opportunities in the areas of Port Development/Port Modernization, Port Connectivity, Port led Industrialization and Coastal Community Development - the four pillars of the Sagarmala Programme.
- (2) SDCL has made equity investment in the following projects till date
 - a. Krishnapatnam Railway Company Ltd (Associate company from FY 2018-19 with 20% equity shares)
 - b. Haridaspur Paradip Railway Company Ltd (Associate Company from FY 2019-20 with more than 20% equity shares)
 - c. Calcutta Haldia Port Road Company Ltd (Associate Company from FY 2019-20 with less than 20% equity shares)
 - d. Visakhapatnam Port Road Company Ltd (Associate Company from FY 2019-20 with more than 20% equity shares)
 - e. India Ports Global Ltd (wholly owned subsidiary – for Chabahar Port Operations)
- (3) Number of the Associate Company and/or subsidiary companies may increase or decrease depending on the future investment(s) as approved by the Board members of SDCL.

1.2 Objective

SDCL wishes to engage an Independent Audit Consultant for providing services in the field of Accounting, Taxation and Audit Services to SDCL on Contractual basis for a period of five (5) years.

Sagarmala Development Company Limited invites applications from eligible and competent person for engagement as Independent Audit Consultant on contractual basis as under:

Name of the Post: Independent Audit Consultant

Number of Post: 01 (One)

Educational Qualification: CA or ICWA

Experience: Relevant experience of at least 10 years in the field of accounting, audit, taxation, financial and other works related to the banking sector. Should have knowledge of all the statutory requirement as applicable.

Age Limit: Max 65 years

Remuneration: Maximum of Rs. 1,80,000 per month (lumpsum) depending upon the last 3 months salary slips. The selected Candidate shall be paid fixed monthly amount (lumpsum). An increment to a maximum of 5% will be given each year subject to the satisfactory performance and the approval of Competent Authority.



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Type of Employment: Purely contractual

Tenure of contract: Period of 5 (five) years

1.3 Role and Responsibility of Independent Audit Consultant

SDCL intends to engage an Independent Audit Consultant for providing services in the field of Accounting, Taxation and Audit Services to SDCL on Contractual basis for providing the following services

1. To provide all types of services pertaining to accounting, Audit, Taxation, Banking, or any other related services as per the procedures & rules laid down as per the existing law or any amendment thereafter
2. Ensuring the day-to-day accounting transactions of payments, receipts, sales and purchases, other miscellaneous expenses and inventory accounting on daily basis. Working knowledge with regards to basic data entry, report generation.
3. Finalize the final accounts (profit and loss account, Balance Sheet quarterly, Half Yearly and annual final accounts) along with necessary schedules as required by the Internal Audit, Statutory Audit, Tax Audit and as per Corporate Office Guidelines
4. To undertake all the assignment in relation to accounts, audits, taxations and other statutory assignment as required for smooth running of the company.
5. Monitoring/oversee the outsourcing agencies for upkeep of the records and Annual Reports
6. Ensure the timely finalization of Annual accounts/Financial Statements
7. Responsible for Statutory compliance under various acts such as Companies Act, Income Tax Act, Central Excise, Service Tax, VAT, CST etc .
8. The hired Independent Audit Consultant shall be a contractual employee of the SDCL and shall be wholly and solely responsible for all the works as stipulated above.
9. Responsible for maintenance of all the relevant files and putting the file for approval and other instruction from MD, SDCL as per the normal procedure followed at the Government office.
10. Any other related items as per the instruction of MD, SDCL

1.4 How to apply:

- (i) The Candidate shall take a print-out of the application form (**Annexure-I**) at Sagarmala Development Company Limited's website: <https://www.sdclindia.com/vacancies> and send the same duly filled in along with recent passport size photograph affixed on the right hand corner of the application and self-attested copies of testimonials with respect to education, experience and age so as to reach the **same on or before 3:00 PM of 4th May 2022** at the following address:

Company Secretary,
Sagarmala Development Company Limited
1st Floor, Thapar House, Gate No.2
124, Janpath, New Delhi – 110001
Email: cs@sdclindia.com

- (ii) The Sagarmala Development Company Limited shall not be responsible for any postal delay/loss in transit in submission of application within specified time. No request in this



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regard will be entertained. Incomplete application or applications received late shall be summarily rejected.

1.5 General Terms and Conditions

- a. Only Indian Nationals are eligible to apply. While applying for the post, the Candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in this document. In case it is detected at any stage of engagement that a Candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after engagement, his/her services are liable to be terminated without any notice.
- b. All qualifications should be recognised by UGC/AICTE/AIU (GOI)
- c. Additional weightage may be given to Candidates having additional relevant qualifications.
- d. The mere fact that a Candidate has submitted the application against the advertisement would not bestow upon him/her the right to be called for the selection process.
- e. The crucial date for determining the eligibility criteria for qualification, experience, age shall be 1st April, 2022.
- f. The number of vacancy indicated in the advertisement may increase/decrease/be cancelled at the discretion of Sagarmala Development Company Limited, if needed without any further notice and without assigning any reasons thereof.
- g. The Management reserves the right to shortlist and restrict the number of Candidate(s) for selection process on the basis of qualifications and experience by adopting the appropriate selection criteria.
- h. Candidate selected with neither be entitled to nor have any claim for temporary/ad-hoc/regular employment in SDCL during the said contract period or on completion of contract term.
- i. In the event of death of the Candidate while in service, the salary will be paid till his/her last working day at SDCL.
- j. The period of contract of Candidate selected, can be terminated at any time by giving 60 days' notice in advance from either side and in other exigencies, contract may be terminated without assigning any reason thereof.
- k. Canvassing in any form will disqualify the candidature.
- l. E-mail ID/phone number/present given in the application should be valid and functional for at least 6 months from the date of submission of application.
- m. Independent Audit Consultant is to be deployed at SDCL Corporate office at New Delhi and work as per the Working Hours of the company.
- n. SDCL reserves the right to interview Candidates and assess suitability of the Independent Audit Consultant for the roles mentioned and also ask/enquire about the prior relevant experience.
- o. Desktops/laptops shall be provided by SDCL.
- p. Independent Audit Consultant will be required to log an attendance on a daily basis. The attendance details will have to be shared with client on monthly basis and will form a basis of payment.
- q. Independent Audit Consultant deployed with SDCL will follow the Government of India published list of holidays for working days. Independent Audit Consultant will be entitled to casual leaves over the period of hiring prorated at 3 leaves per Quarter, any leaves beyond this



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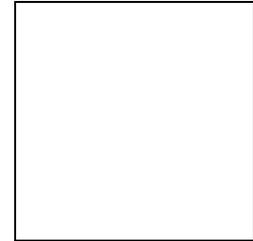
will lead to proportionate reduction on the payment for the concerned Independent Audit Consultant.

- r. Independent Audit Consultant shall maintain strict confidentiality of the documents handled by them during the period of deployment at SDCL.
- s. Non-performing of Independent Audit Consultant shall be terminated within 60 days of receiving notice from SDCL.
- t. Independent Audit Consultant shall be formally dressed up as per the industry standard
- u. In case of the outstation travel, the Independent Audit Consultant shall get all prevailing benefits at level of Company Secretary of SDCL.
- v. Within Delhi and NCR, the Independent Audit Consultant may use official vehicle subject to its availability.
- w. Indian law would be applicable law for setting all the disputes. Similarly, the Courts of Delhi shall have exclusive jurisdiction in all the matters arising in the Contract, including execution of Arbitration Award.
- x. All the payments to be made to the appointed Independent Audit Consultant shall be subject to deductions under the Income Tax Act, 1961.
- y. You will not be eligible for Gratuity, Provident Fund under this contractual position. Only lumpsum amount will be paid after deduction of Income Tax.
- z. All Documents, forms, etc., are required to be signed by the Candidate.
- aa. The last date for submission of application will be as indicated in document. applications received after the stipulated date & time as mentioned above will not be considered and will be rejected.
- bb. Each Candidate shall submit only one CV. A person who submits more than one CV, then the person will be rejected, as decided by SDCL.
- cc. SDCL reserves the right to accept or reject any CV(s) without assigning any reasons therefor.
- dd. No further discussion/ interface will be granted to any person(s) whose CVs have been disqualified/rejected.
- ee. SDCL reserves the right to cancel the selection process at any time without (i) assigning any reason and (ii) incurring any financial obligation to any person.
- ff. At any time before the end of submission date of the CVs, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by the person, modify this engagement documents by an amendment. All the amendments/ Corrigenda will be posted on the website of SDCL (www.sdclindia.com)
- gg. For any further clarification, please contact CS /SDCL at the address mentioned in this document.
- hh. The above hiring is on contractual basis only and SDCL under no circumstance having any obligation for providing regular service to the deployed resources.



Annexure – I

APPLICATION FORMAT



1. Name of the Post applied for : **Independent Audit Consultant**

2. Name of the Candidate :

3. Date of Birth :

(Enclose copy of proof)

4. Age as on 1st April 2022 :

5. Nationality :

6. Qualification :

(Enclose copies of certificates)

Sr. No.	Qualification	Name of the Institute	Year of Passing	% of marks	Division 1 st Class/2 nd Class



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7. Experience:

(Enclose copies of certificates)

Sr. No.	Organization	Post held	Role and Responsibilities	Period		Total yrs.
				From	To	

8. Permanent Address :

9. Current Address :

10. Notice Period in
Current Organization :

11. Address for communication with
Email ID & Mobile number :



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12. Any other point, Candidate wish

to submit :

DECLARATION

I, _____ hereby declare that, the information furnished above are true and correct. In case, any information is found incorrect/false, I myself render liable for disqualification for the post applied for, apart from the necessary action as deemed fit.

Place:

Date:

Signature of the Candidate

List of Documents (self-attested):

1. Detailed CV apart from above format, if any.,
2. Copy of PAN Card,
3. Copy of Aadhar Card,
4. Copy of all relevant work experience certificates,
5. Copy of all education qualification certificates,
6. Copy of any other training and publications,
7. Copy of last 3 months salary slips
8. Any other relevant documents

Undertaking by Candidate with Signature

1. Candidate has to submit his/her willingness for the post at the time of interview itself clearly stating that he/she will join the post, if selected. If any Candidate does not initially give his/her willingness, he/she will not be interviewed.
2. The selected Candidate will have to join within one / two month(s) of issue of letter of appointment.