

SGBAU Research and Incubation Foundation (SRIF)
Sant Gadge Baba Amravati University, Amravati
(A Section 8 Company under Sant Gadge Baba Amravati University)

EXPRESSION OF INTEREST (EOI)

Engagement of Professional Service Provider for Startup Monitoring, Accounting & Compliance Support under Startup India Seed Fund Scheme (SISFS)

EOI No.: SRIF/SISFS/EOI/2026/01

Date: 23/07/2026

1. Introduction

SGBAU Research and Incubation Foundation (SRIF), the Technology Business Incubator of Sant Gadge Baba Amravati University, Amravati, invites Expressions of Interest (EOI) from experienced Accounting Firms, Professional Consultancy Firm, or Individual Professionals having demonstrated expertise in startup accounting, statutory compliance, financial monitoring, investment documentation, and regulatory reporting.

The selected professional shall provide comprehensive accounting, financial monitoring, and compliance support for startups funded under the Startup India Seed Fund Scheme (SISFS) and other incubation programmes of SRIF.

2. Objective

The objective of this engagement is to strengthen financial governance and investment compliance, facilitate periodic monitoring of incubated startups, and support SRIF in fulfilling its obligations under SISFS and other applicable regulatory frameworks.

3. Scope of Work

The selected professional/service provider shall undertake the following activities:

A. Accounting & Financial Management

- Maintaining proper books of accounts.
- Review accounting records and financial transactions.
- Guide startups on accounting standards and financial best practices.
- Verify utilization of seed fund as per approved milestones.
- Assist in preparation of financial statements and management reports.

B. Startup Monitoring

- Conduct periodic financial monitoring of startups.
- Review expenditure against approved business plans.
- Verify achievement of milestones.
- Prepare monitoring reports for SRIF.

C. Investment Documentation & Compliance

- Assist in drafting, execution and compliance of investment documents.
- Support execution and monitoring of Convertible Debentures (CCD).(CCPS), Grant & other funding instruments
- Maintain investment registers and documentation.
- Assist in transfer-related documentation wherever applicable.

- Monitor compliance of coupon rate and other investment obligations.

D. Reporting

- Submit quarterly financial monitoring reports.
- Assist SRIF during audits and inspections.
- Support preparation of reports required by Government agencies.

E. Other Professional Services

- Financial due diligence checking.
- Documentation for funding compliance.
- Any other professional services assigned by SRIF related to startup monitoring and compliance.
- Assist in documentation required by DPIIT, Startup India and other Government agencies.

4. Eligibility Criteria

Interested applicants should satisfy the following criteria:

1. Registered Chartered Accountant Firm/Accounting Firm/ Individual Professional.
2. Minimum **3 years** of professional experience in accounting, finance, compliance, or startup advisory.
3. Experience in working with startups, incubators, venture funds, angel investors, or Government funding schemes shall be preferred.
4. No record of blacklisting by any Government Department, PSU, University, or Autonomous Body.
5. Valid PAN, GST Registration (if applicable), and other statutory registrations.

5. Duration of Engagement

The engagement shall initially be for a period of One (01) Year from the date of execution of the agreement.

Based on satisfactory performance and the requirements of SRIF, the engagement may be extended for additional period(s) on mutually agreed terms.

6. Documents to be Submitted

Applicants shall submit:

- Cover Letter
- Profile of Firm/Professional
- Registration Certificate (if applicable)
- PAN
- GST Registration (if applicable)
- Declaration regarding non-blacklisting
- Any other relevant supporting documents

7. General Terms & Conditions

1. Submission of EOI does not guarantee empanelment or award of work.
2. SRIF reserves the right to accept or reject any or all EOIs without assigning any reason.
3. The selected professional shall maintain complete confidentiality of startup information.
4. All intellectual property, records, reports, and documents prepared under this assignment shall remain the property of SRIF.
5. Payments shall be made as per the agreement executed between SRIF and the selected professional.

6. Any conflict of interest must be disclosed immediately.
7. The selected professional shall comply with all applicable statutory and regulatory requirements.

8. Last Date Submission of EOI

Interested applicants may submit their Expression of Interest in a sealed envelope before 30/07/2026, 5 pm at SRIF.

The envelope should be superscribed as:

"Expression of Interest for Engagement of Professional Services for Startup Monitoring & Compliance under SISFS."

Submission Address

Chief Executive Officer

SGBAU Research and Incubation Foundation (SRIF)
Sant Gadge Baba Amravati University Campus
Amravati – 444602
Maharashtra, India

11. Contact

For any clarification, applicants may contact:

Chief Executive Officer

SGBAU Research and Incubation Foundation (SRIF)
Email: ceo.srif@sgbau.ac.in
Phone: 07212993353

SRIF reserves the right to modify, cancel, or withdraw this EOI at any stage without assigning any reason.