


Notice Inviting Expression of Interest

EOI Notice

	<p style="text-align: center;">SURAT SMART CITY DEVELOPMENT LIMITED(SSCDL) 115, Smart City Cell, Surat Municipal Corporation-Head Quarter, Muglisara, Main Road, Surat - 395003, Gujarat. Notice Inviting EOI for "Hiring Service of CA Firm as Internal Auditors for the Period of 01.11.2017 to 31.03.2018 for Surat Smart City Development Limited." [SSCDL-EOI-03/2017-18]</p>
<p>This EOI Document is being published by the Surat Smart City Development Limited(SSCDL) for Hiring Service of CA Firm as Internal Auditors for the Period of 01.11.2017 to 31.03.2018.</p> <p>Bidders are advised to study this EOI Documents carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. This EOI Document is not transferable.</p>	
EOI Fee (Non-refundable)	INR 1,000 (One Thousand Rupees Only) by Demand Draft or Banker's Cheque in favour of M/s Surat Smart City Development Ltd.
Online Queries	Bidders shall have to post queries by email to suratsmartcitycell@gmail.com on or before 10/10/2017, 16:00 hrs.
Last date(deadline) for EOI Submission	Complete EOI in sealed envelope with relevant details may be submitted strictly through Speed Post or RPAD only so as to reach by 17/10/2017 up to 18:00 hr at following address: Chief Accountant Shri, Surat Municipal Corporation, Muglisara Surat - 395003, Gujarat.
Website to download EOI	http://suratsmartcity.com or https://www.suratmunicipal.gov.in/
<p>The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.</p> <p style="text-align: right;">Chief Executive Officer, Surat Smart City Development Ltd.</p>	

Expression of Interest

For

**" Hiring Service of CA Firm as Internal
Auditors for the Period of
01.11.2017 to 31.03.2018 for
Surat Smart City Development Limited."**

EOI Notification No.:SSCDL-EOI-03/2017-18

Issued by

SURAT SMART CITY DEVELOPMENT LTD.(SSCDL)



Table of Contents

1. Introduction and Background

1.1 About Surat Municipal Corporation

1.2 About Surat Smart City Development Ltd(SSCDL)

Cover 1

2. Technical Eligibility. (Cover 1)

3. Terms of References for Internal Audit of Surat Smart City Development Ltd. (Cover 1)

Cover 2

4. Financial BID. (Cover 2)

1. Introduction and Background

About Surat Municipal Corporation

The Surat Municipal Corporation (SMC) has responded to the challenges of fastest population growth and high speed economic development by adopting the best urban management practices. The administration of SMC with the help of the people and elected members of the city has transformed Surat to one of the cleanest cities of India. SMC has taken all necessary steps to make the city a better place to live all amenities. SMC has taken up many path breaking initiatives and these efforts have been acknowledged at national and international level.

About Surat Smart City Development Ltd(SSCDL)

As per the GoI guidelines, Surat Municipal Corporation has formed a separate Special Purpose Vehicle (SPV) as Surat Smart City Development Ltd(SSCDL) for the implementation of projects under the Smart City Mission for the city of Surat. This SPV shall carry end to end responsibility for vendor selection, implementation and operationalization of various smart city projects.

INVITATION OF EXPRESSION OF INTEREST

COVER 1

2. Technical Eligibility

Criteria	Compliance (strike off which is not necessary)
1. The applications will be considered from Chartered Accountancy partnership firms or LLPs (“the Firm”) with more than 10years of experience.	Yes / No
2. The experience should include experience in undertaking pre-audit/ internal audit/ statutory audit of Public Sector Company / Govt. Company / local authority / externally Aided projects/ Social Sector Projects (Excluding the audit of Charitable Institutions and NGOs).	Yes / No (If yes, evidences supporting appointment in Envelope 1)
3. The firm should not be banned or blacklisted or temporarily forbidden from applying for tenders for any type of audit by PSU/ local authority / Govt. Company.	Whether Firm or associate is banned or blacklisted or temporarily forbidden from applying for tenders for any type of audit by PSU/ local authority / Govt. Company? Yes / No (undertaking in this regard to be provided in Envelope 1)
4. The Turnover of the Firm for last 5 years should be exceeding 50 Lacs in each year.	Yes / No (If yes, please provide audit report and Tax-return filed of last 5 years in Envelope 1)
5. The partners should include a minimum of 2 FCA exclusively associated with the firm as per firm’s standing as on 1 st January 2017.	Yes / No (If yes, please provide evidence to support in Envelope 1)
6. The Chartered Accountant firm has to ensure that qualified CA and Technical Staff are deputed for audit work.	Agreed / not agreed (undertaking in this regard to be provided in Envelope 1)

We state that the above information is true based on our records, as well as “Envelope 1” that gives details of evidence to support.

For _____

Chartered Accountants

Partner

(Name)

Membership no. _____

3. Terms of References for Internal Audit of Surat Smart City Development Ltd.

The proposed scope of Internal Audit to be carried out for the **01.11.2017 to 31.03.2018** while the reporting will be based on 3-month periods December, March, June and September. It is a comprehensive scope covering verification of all the projects carried out by the Surat Smart City Development Ltd- Special Purpose Vehicle (SPV) under the Smart City Mission Statement and Guidelines. It aims to give broad contours within which the audit would be carried out; however, it may evolve in the other areas based on the necessity, mandate and compulsion. The Scope is divided into following broad segments:

(A) System& Procedural Audit

a) Accounts and Finance

- Fund Management including Drawing Segregation route between “A&OE”, “Grant Funds received from Central Government” and other funds out of Fixed
- System and process for JV’s and controls related thereto.
- Compliance with various Accounting Standards.
- MIS - To ensure that the Information System is seamlessly integrated and has minimal manual intervention and there are adequate controls on financial and operational reporting.

b) Statutory compliances

- Verification of Investments & Investment Register.
- Contingent Liabilities

- Verification of Secretarial Compliances - To check all statutory records registers including Minute Books and to see that accounting effects of all the decisions taken at Board / Committee Meeting / General Meeting / Audit Committee in the Books of Accounts.
- Review on the Company's dealing where related parties are interested.
- Fixed Assets Verification with Fixed Assets Register.

(B) Pre-audit of transactions

(1) Transaction & Compliance Audit

- Pre-audit of transactions before they are vouched for in the accounts.
- Stamp & Signature on each of the transactions as a token of pre-audit for processing the documents.
- Verification of Cash and Bank payments, FDR's and receipt system
- Visit as frequently as necessary so that no transaction remains unprocessed as a result of pre-audit for more than 24 working hrs.
- Compliance related to Tax Deduction at Source (TDS), Tax Collection at Source (TCS) and other laws.
- Compliance related to Goods and Service Tax (GST) Act.

(2) Payroll and HR Related Documents:

- Verification of salaries and statutory deductions related documents e.g. Provident Fund, ESI, Professional Tax etc.
- Contractual Arrangements verification with individuals and other entities.

(3) Budget:

- Base of the budget to be verified to ensure that sanctity of the budget is as per the Smart City – Mission Guidelines and Statements.
- All the transactions entered into form part of the approved projects and are funded from allocations or grants received for the purpose.
- Reviews of the price escalations and star rate differences if any to be paid or recovered from the contractors as per the tender terms.

(4) Other Areas / Responsibilities:

- Providing consultancy on various matters related to Compliances
- Reporting to Audit Committee major observations and strengthening whistle blowing mechanism.
- Liaising with statutory auditors.

(5) Any other Areas suggested by the Audit Committee

We agree to the above scope of work and comprehensive financial bid in form of proposed Fees stated in Envelope 2.

For _____

Chartered Accountants

Partner

(Name)

Membership no. _____

4. FINANCIAL BID

Scope of Work	Total Amount (in INR)						
<p><u>System& Procedural Audit</u></p> <p>a) <u>Accounts and Finance</u></p> <p>b) <u>Statutory compliance</u></p> <p><u>Pre-audit of transactions</u></p> <p>a) <u>Transaction & Compliance Audit</u></p> <p>b) <u>Payroll and HR Related Documents:</u></p> <p>c) <u>Budget:</u></p> <p>d) <u>Other Areas / Responsibilities:</u></p> <p>e) <u>Any other Areas suggested by the</u> <u>Audit Committee</u></p>	<p>(Comprehensive quote for Scope of work agreed upon shall be stated, which shall be inclusive of out of pocket / incidental expenses. GST should be mentioned separately.)</p> <table border="1" data-bbox="874 1064 1461 1742"> <tbody> <tr> <td data-bbox="874 1064 1072 1312">Professional Fees for agreed scope of work</td> <td data-bbox="1072 1064 1461 1312"> Amt in INR Rupees in Words </td> </tr> <tr> <td data-bbox="874 1312 1072 1529">Applicable GST</td> <td data-bbox="1072 1312 1461 1529"> Amt in INR Rupees in Words </td> </tr> <tr> <td data-bbox="874 1529 1072 1742">Total</td> <td data-bbox="1072 1529 1461 1742"> Amt in INR Rupees in Words </td> </tr> </tbody> </table>	Professional Fees for agreed scope of work	Amt in INR Rupees in Words	Applicable GST	Amt in INR Rupees in Words	Total	Amt in INR Rupees in Words
Professional Fees for agreed scope of work	Amt in INR Rupees in Words						
Applicable GST	Amt in INR Rupees in Words						
Total	Amt in INR Rupees in Words						