

## Notice Inviting Quotes



SURAT SMART CITY DEVELOPMENT LIMITED(SSCDL)  
1<sup>st</sup> Floor, South Zone Office, Surat Municipal  
Corporation, Opp. Satya Nagar, Udhna, Surat-394210  
**Notice Inviting Quotes for**  
**"Hiring Service of Practicing Company Secretaries for**  
**Secretarial Audit for the Financial Year 2023-24 &**  
**2024-25 for Surat Smart City Development Limited."**  
**[SSCDL/ADV/OUT/No.05]**

This document is being published by the **Surat Smart City Development Limited** for Hiring Practicing Company Secretaries for Secretarial Audit for the Financial Year 2023-24 & 2024-25.

Applicants are advised to study this notice carefully before submitting their proposals in response to the invitation for quotes. 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.

<b>Last date of Application</b>	Application must be submitted in sealed Cover with relevant details and supporting documents through Speed Post or RPAD only so as to reach by 09/08/2024 up to 6:00 PM at the following address: To The Chief Executive Officer, Surat Smart City Development Limited 1 <sup>st</sup> Floor, South Zone Office, Surat Municipal Corporation, Opp. Satya Nagar, Udhna, Surat -394210
<b>Website to download Notice</b>	<a href="http://www.suratsmartcity.com">http://www.suratsmartcity.com</a> or <a href="https://www.suratmunicipal.gov.in/">https://www.suratmunicipal.gov.in/</a>
<b>Quotation Fee (Non-refundable)</b>	INR 1,180 (INR 1000 + 18% GST) (One Thousand One Hundred and Eighty Rupees Only) by Demand Draft or Banker's Cheque in favour of <b>Surat Smart City Development Limited</b>

The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.

Date: 07/08/2024

Sd/-  
Chief Executive Officer  
Surat Smart City Development Limited

**Issued by**

**SURAT SMART CITY DEVELOPMENT LIMITED**

***Table of Contents***

1. Introduction and Background

About Surat Municipal Corporation

About Surat Smart City Development Limited

**Cover 1: Main Cover**

2. Eligibility Criteria for submission of Technical Bid

3. Scope of Work

4. Terms of Appointment

5. Terms and Conditions

**Cover 2: Financial Bid Cover (Inside Main Cover)**

6. Financial Bid

## **1. Introduction and Background**

### **1.1 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 various measures to make the city a better place to live. SMC has taken up many path breaking initiatives and these efforts have been acknowledged at national and international level.

### **1.2 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.

**Main Cover**

**2. Eligibility Criteria for submission of Technical Bid**

#	Eligibility Criteria	Proof Document Required
1	The auditor must be a practicing company secretary with a valid certificate of practice issued by the Institute of Company Secretaries of India (ICSI).	Certificate of practice issued by the Institute of Company Secretaries of India (ICSI).
2	The Practicing Company Secretary (PCS) / Firm of company Secretaries (Proprietorship/ Partnership/ Limited Liability Partnership) should have minimum 5 years of continuous practicing Experience (without any break) as Practicing Company Secretary as on date of issuance of this quotation.	The PCS/Firm must provide documentary proof in support of practicing Certificate issued in its favour by the Institute of Company Secretaries of India (ICSI).
3	The Head Office /Branch office of the PCS/Firm of company secretaries must be located in Surat.	Supporting Documents like Rent Agreement/ Electricity Bill / Shops & Est. Certificate / Professional Tax Registration to be submitted.
4	The Practicing Company Secretary (PCS) or Firm of Company Secretaries must have a minimum of 5 years of practice experience as on date of issuance of this quotation, with at least 3 years specifically in conducting Secretarial audits for Public Limited Companies of which minimum 1 year experience at conducting Secretarial audit for PSU or Government Company or Special Purpose Vehicles (SPVs) formed by Government or ULB.	Copy of work order / purchase order / completion certificate from end client specifying the necessary details to ascertain the compliance this criteria.
5	The firm or any of the partners of the firm should not have any disciplinary matters pending with ICSI/MCA/RBI/CBI or any other government organization or regulatory body and it should not have suffered any disqualification. They should not have any conflict of interest that could impair their ability to perform the audit objectively.	The PCS/Firm/LLP to provide an undertaking as per attached Annexure-I.
6	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. authority.	The PCS/Firm/LLP to provide an undertaking as per attached Annexure-I.

**I/We undertake that I/we meet above stated criteria and I/we have submitted necessary supporting documents in this regard as part of our proposal in "Cover 1".**

**For \_\_\_\_\_  
Company Secretaries**

**(Sign and stamp)  
Partner  
(Name)**

**Membership No.  
COP No.\_\_\_\_**

## Main Cover

### 3. Scope of Work

1. To conduct audit for the year 2023-24 & 2024-25 and verification of records maintained as per statutory requirements.
2. Assessment of compliance with corporate governance provisions as per the Companies Act, and other applicable guidelines.
3. Verification of timely filing of necessary forms, returns, and documents with the Registrar of Companies (ROC) and other regulatory authorities.
4. Ensuring compliance with filing requirements related to annual returns, financial statements etc.
5. Preparation of a comprehensive Secretarial Audit Report in Form MR-3 to present it before members of the company.
6. Recommendations for corrective actions and improvements, if any, to enhance compliance and governance practices.
7. Any other task as directed by authority with regards to Secretarial Audit.

### 4. Terms of Appointment

1. The appointment will be initially for one year for the Financial Year 2023-24 and will be renewed for the Financial Year 2024-25 based on the performance.
2. The secretarial auditor will be required to adhere to the timelines and deliverables as agreed upon.
3. The auditor must maintain confidentiality of all the information obtained during the audit.

**We agree to the above scope of work.**

For \_\_\_\_\_  
Company Secretaries

(Sign and stamp)  
Partner  
(Name)

Membership no.  
COP No. \_\_\_\_\_

**Main Cover**

**5. Terms and Conditions:**

1	<p><b>Main Cover:</b> The applicant has to provide the offer on the letterhead of the firm in the prescribed format along with all supporting documents and proofs to ascertain compliance to eligibility criteria and compliance with other requirements in main cover along with DD/Pay order of Quotation Fee. The main cover should bear subject as under and to be addressed to the Chief Executive Officer.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p style="text-align: center;"><b>“Sub.: Offer for Secretarial Audit for the Financial Year 2023-24 &amp; 2024-25”</b></p><p>To, The Chief Executive Officer Surat Smart City Development Limited 1st Floor, South Zone Office , Surat Municipal Corporation, Opp. Satya Nagar, Udhna, Surat- 394210.</p></div> <p><b>Financial Bid Cover:</b> The Financial Bid should be sealed in a separate cover and this sealed cover should be <i>put inside the main cover</i> and should bear subject as under.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"><p style="text-align: center;"><b>“Financial bid for Secretarial Audit for the Financial Year 2023-24 &amp; 2024-25”</b></p></div>
2	The applicant must submit Quotation Fee (Non-refundable) of Rs. 1,180/- (Rs. 1000 + 18% GST) in name of "Surat Smart City Development Limited" in form of demand draft or pay order. It should be place in main cover.
3	Last date of quotation submission is 09/08/2024 upto 6:00 pm. Quotations received after due date will not be considered.
4	Offer must be submitted in sealed Cover with relevant details and supporting documents through Speed Post or RPAD only so as to reach by 09/08/2024 up to 6:00 PM
5	The auditor should possess adequate technical knowledge and understanding of the Companies Act, 2013, and other applicable laws and regulations.
6	The appointment will be initially for one year for the Financial Year 2023-24 and will be renewed for the Financial Year 2024-25 based on the performance.
7	All costs incurred in the preparation and submission of the offer is to be borne solely by the bidder, and the company will not be liable for any expenses.
8	The appointed firm will be required to carry out Secretarial Audit as per set guidelines and submit the FORM MR-3 (Secretarial Auditor Report) for the respective Financial Year well before the date of the Board meeting in which the Board's report is to be approved.
9	In case of corrections needed or suggestions to be incorporated in the said report, the same will be cleared and solved well before the date of Annual General meeting.
10	In co-ordination with Company Secretary of Surat Smart City Development Limited, the auditor needs to verify all the documents, registers, minutes book, etc. and shall certify in accordance with the applicable provisions of Companies Act, 2013.

11	If the said report is not submitted within the time frame mentioned above, Penalty at the rate of Rs. 100/- per day for delay upto 5 days and at the rate of Rs. 500/- per day for delay beyond 5 days will be levied.
12	Payment shall be proceeded after the final signed Secretarial Audit Report approved in the Annual General Meeting.
13	The decision of authorities regarding selection of Secretarial Auditor will be final & binding.
14	The authorities reserve the right to reject any or all offers without assigning any reason.
15	The authorities reserve the right to terminate the work if work is not satisfactory. If the performance does not meet the required standards, SSCDL may discontinue the engagement and may take stringent action upto blacklisting the agency.

**We agree to the above terms and conditions**

For \_\_\_\_\_  
**Company Secretaries**

**(Sign and stamp)**  
**Partner (Name)**

**Membership no.**  
**COP No. \_\_\_\_\_**

**Financial Bid Cover**

**Note:** To be sealed in a separate cover marked as "Financial Bid Cover" and to be placed inside "Main Cover".

**ON THE LETTERHEAD OF THE FIRM**

**6. Financial Bid**

To,  
Chief Executive Officer  
Surat Smart City Development Limited,  
1<sup>st</sup> Floor, South Zone Office, Surat Municipal Corporation,  
Opp. Satya Nagar, Udhna, Surat-394210

**Subject:** Application for appointment of Practicing Company Secretaries for Secretarial Audit for the Financial year 2023-24 & 2024-25 for Surat Smart City Development Limited. [SSCDL/ADV/OUT/No.05]

In reference with the above, we wish to offer our services as Secretarial Auditor for the work specified under above referred notice inviting quote at the professional fees mentioned here under.

<b>Particulars</b>	<b>Professional Fees per annum without GST (INR)</b>	<b>GST (In %)</b>	<b>Professional Fees for 2 years with GST (INR)</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D=B*2*(C+100) %</b>
Charges for Secretarial Audit			

GST No:	PAN No:
Contact Person:	Mobile No:

- Note:- 1. The decision of the authorities shall be final w.r.t. the appointment.  
2. Quotations to be sent on your official letterhead in sealed covers marked as "Financial Bid Cover".

For \_\_\_\_\_  
Company Secretaries

(Sign and stamp)  
Partner  
(Name)

Membership no.  
COP No. \_\_\_\_\_



**Annexure-I**

**ON THE LETTERHEAD OF THE FIRM**

**TO WHOMSOEVER IT MAY CONCERN**

**Subject: Undertaking for the proposal of Practicing Company Secretaries for Secretarial Audit for the Financial Year 2023-24 & 2024-25 for Surat Smart City Development Limited**

I/We hereby confirm that our firm or any of the partners of the firm does not have any disciplinary matters pending with ICSI/MCA/RBI/CBI or any other government organization or regulatory body and I/we have not suffered any disqualification. We does not have any conflict of interest that could impair their ability to perform the audit objectively.

I/We also confirm that our firm is not banned or blacklisted or temporarily forbidden from applying for tenders for any type of audit by PSU/local authority/Govt. authority.

Place :

Signature of Authorised Person

Date :

Designation :

Stamp :

Name :