

INVITATION TO  
SUBMIT QUOTATION  
FOR FILING & CERTIFICATION OF FORMS  
DURING THE FINANCIAL YEAR 2025-26  
AND  
ANNUAL FILING IN EXTENSIBLE BUSINESS  
REPORTING LANGUAGE  
FOR THE FINANCIAL YEAR 2024-25  
OF  
SURAT SMART CITY DEVELOPMENT LIMITED.

**Notice Inviting Quotation**

	<p align="center"><b>SURAT SMART CITY DEVELOPMENT LIMITED</b>  1<sup>ST</sup> Floor, South Zone Office, Surat Municipal Corporation, Opp.  Satyanagar soc. Udhana, Surat 394210.  <b>Notice Inviting Quotation for</b>  <b>Hiring Service of CS Firm for filing &amp; certification of Various Forms</b>  <b>during the Financial Year 2025-26 and Annual Filing in Extensible</b>  <b>Business Reporting Language for the Financial Year 2024-25 of Surat</b>  <b>Smart City Development Limited."</b>  <b>[SSCDL/ADV/No.01]</b></p>
<p>This Document is being published by the Surat Smart City Development Limited for Hiring Service of CS Firm for filing &amp; certification of Various Forms during the year 2025-26 and Annual Filing in Extensible Business Reporting Language for the Financial Year 2024-25.</p> <p>Applicants are advised to study this notice and documents carefully before submitting the proposals in response to the Notice Inviting Quotation. 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.</p>	
<b>Last Date of Submission of Application</b>	<p>Application must be submitted in sealed Cover with relevant details through <b>Speed Post/ RPAD (Through Postal Authority)</b> between 22/04/2025 to 30/04/2025 up to 18:00 hr at following address:  To  <b>The Chief Executive Officer,</b>  Surat Smart City Development Limited  1<sup>st</sup> Floor, South Zone Office, Surat Municipal Corporation,  Opp. Satyanagar, Udhna, Surat -394210</p>
<b>Website</b>	<p><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></p>
<b>Quotation Fee (Non-refundable)</b>	<p>Rs.708.00/- (Rs.600.00 +18% GST) by Demand Draft or Banker's Cheque in favour of Surat Smart City Development Limited</p>
<b>Online Queries</b>	<p>Applicants shall have to post queries by email to <a href="mailto:cs@suratsmartcity.com">cs@suratsmartcity.com</a> on or before 25/04/2025 upto 12:00 PM.</p>
<p>The right to accept/reject any or all bid(s) received is reserved with SSCDL without assigning any reason thereof.</p> <p align="right">Sd/-  Chief Executive Officer  Surat Smart City Development Limited</p>	

Issued by

**SURAT SMART CITY DEVELOPMENT LIMITED**

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# **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.

<b>Main Cover</b>
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**2. Eligibility Criteria for submission of Technical Bid.**

#	Criteria	Provide Evidence in Support
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 continuous practicing experience (without any break) as Practicing Company Secretary for last 5 (five) years.	Must provide documentary proof in support of practicing certificate issued in its favour by the Institute of Company Secretaries of India for last 5 (five) years.
3.	The Head office/ Branch office of the Practicing Company Secretary (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.	PCS/Firm/LLP must have experience of completion of certification of various forms and Annual Filing in XBRL of PSU/Government Company/SPV formed by local bodies or any company for last 5 (five) Financial Years (for this the last Financial Year will be considered as 2023-24)	Please provide related forms (eg. AOC-4 XBRL) for each of the FY 2023-24, 2022-23, 2021-22, 2020-21 and 2019-20.
5.	The Firm or any of the partners of the firm should not have any disciplinary matters pending with ICSI/MCA/RBI/CBI/ROC or any form and they should not have suffered any disqualification. They should not have any conflict of interest that could impair their ability to perform the audit objectively. <b>Pls. Refer Annexure – 1</b>	Provide an undertaking as per attached Annexure-1.

#	Criteria	Provide Evidence in Support
6.	The firm should not be banned or blacklisted or temporarily forbidden from applying for offer for any type of audit/certification of forms/Annual Filing by PSU/ local authority / Govt. Company. <b>Pls. Refer Annexure – 1</b>	

**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. The PCS firm shall handle the filing and certification of various statutory forms and returns as required under the Companies Act, 2013 and other applicable laws, rules, and regulations, during the Financial Year 2025–26.
2. The PCS firm shall ensure the timely preparation, validation, verification, and filing of the Company’s financial statements in Extensible Business Reporting Language (XBRL) format for the Financial Year 2024–25.
3. The PCS firm will be required to undertake and provide the services for Surat Smart City Development Limited and AIC Surati iLab Foundation - a wholly owned Section-8 subsidiary company of Surat Smart City Development Limited.
4. The firm shall provide ongoing compliance support and advisory services related to ROC filings, changes in regulatory requirements, and other relevant matters under Company Law throughout the engagement period.
5. The PCS firm shall undertake the assignment in its own capacity and shall not sub-contract or outsource any part of the work to any third party or associate firm.

**4. Terms of Appointment**

1. The term of the appointment for filing & certification of Various Forms during the year 2025-26 and Annual Filing in Extensible Business Reporting Language for the Financial Year 2024-25.
2. The CS Firm (Practising Company Secretary) will be required to adhere to the timelines and deliverables as agreed upon
3. The CS Firm (Practising Company Secretary) must maintain confidentiality of all the information obtained during the audit.
4. The PCS and/or Firm/LLP should have infrastructure to carry out Certification work and Annual Filing in XBRL form

We agree to the above scope of work and terms of appointment.

For.....  
Company Secretaries

(Sign and stamp)  
Partner  
(Name)

Membership no.  
COP No.....

<b>Main Cover</b>
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**5. Terms and Conditions:**

1. **Main Cover:** 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><b>“Sub.: Offer for the Filing &amp; Certification of various forms during the Financial Year 2025-26 and Annual Filing in Extensible Business Reporting Language for the Financial Year 2024-25”</b></p>
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<p>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.</p>
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**Financial Bid Cover (inner cover i.e. inside main cover):** The Financial Bid should be sealed in a separate cover and this sealed cover should be ***put inside the main cover*** and should bear subject as under.

<p><b>“Financial bid for Filing &amp; Certification for FY 2025-26 and Annual Filing for FY 2024-25”</b></p>
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2. The applicant must submit Quotation Fee (Non-refundable) of Rs.708.00/- (Rs.600.00 + 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.
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3. Last date of quotation submission is 30/04/2025 upto 6:00 pm. Quotations received after due date will not be considered.
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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 30/05/2025 up to 6:00 PM
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5. The auditor should possess adequate technical knowledge and understanding of the Companies Act, 2013, and other applicable laws and regulations.
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6. The appointment for the Filing & Certification of various forms will be initially for one year for the Financial Year 2025-26 and will be renewed for the Financial Year 2026-27 based on the performance.

The appointment for Annual Filing in Extensible Business Reporting Language will be initially for one year for the Financial Year 2024-25 and will be renewed for the Financial Year 2025-26 based on the performance.



7. The appointed PCS firm will be required to undertake and provide the services for Surat Smart City Development Limited and AIC Surati iLab Foundation - a wholly owned Section-8 subsidiary company of Surat Smart City Development Limited.

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8. 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.

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9. The Firm has to execute a service contract agreement on India Non Judicial Stamp Paper of amount equal to Rs. 300/- with SSCDL.

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10. The firm shall liaise with the Company's management to ensure accurate and timely submission of data, reports, and documents required for filing purposes.

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11. If the filing is not completed within the prescribed timeline due to negligence on the part of the Practicing Company Secretary, any additional fees or penalties levied by regulatory authorities shall be borne by the PCS Firm.

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12. The decision of authorities regarding selection of PCS Firm will be final & binding.

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13. Filing fixed charges as per the government rates will be reimbursed on actuals.

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14. The authorities reserve the right to reject any or all offers without assigning any reason.

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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 up to blacklisting the agency.

We agree to the above terms and conditions.

For.....

Company Secretaries

(Sign and stamp)

Partner

(Name)

Membership no.

COP No.....

**COVER 2 - 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 LETTER HEAD OF THE FIRM****6. Financial Bid**

To,  
**Chief Executive Officer**  
**Surat Smart City Development Limited,**  
 1st Floor, South Zone Office, Surat Municipal Corporation,  
 Opp. Satyanagar, Udhna, Surat-394210

**1. QUOTATION/FINANCIAL BID**

Sr. No.	Forms	Particulars/Services	Professional Fees without GST	GST%	Professional Fees with GST
A	B		C	D	E= C+(C*D/100)
	<b>Annual Filing XBRL</b>				
1	MGT-14	Certification of Form - Adoption of Financial Statements and Directors Report			
2	MGT-7	Certification of Form – Annual Return			
3	MGT-8	Certification of Annual Return			
4	AOC-4 XBRL	Preparation of XBRL Form			
		<b>Total for Annual Filing XBRL</b>			
<b>5</b>	<b>Additional Forms for Certification</b>	Certification of various forms during the year (e.g. KYC (regular), DPT, MSME, DIR-12, etc.) (As & when required)			
6	DIR-3 KYC (Web/Digital)	KYC of Directors (Web KYC - other than regular) (As & when required)			

GST No:  
 Mobile No:

PAN No:  
 Contact Person:

**Note:-**

1. The decision of the authorities of the company shall be final.
2. Quotations to be sent on your official letter head in sealed covers.
3. The work will be awarded to L1 bidder having lowest **“Total for Annual Filing XBRL”**.
4. The filing fees paid to ROC shall be reimbursed on actuals.

For.....

Company Secretaries

(Sign and stamp)

Partner

(Name)

Membership no.

COP No.....

**Annexure – 1**

**(Undertaking is to be given on letter head of the firm/CS/LLP/Proprietorship)**

**UNDERTAKING**

I/We hereby undertake that our firm M/s./Ms./Mr. \_\_\_\_\_

1. Does not have any disciplinary matters pending with ICSI/MCA/RBI/CBI/ROC or any form and we do not suffer any disqualification.
2. I/we/ or any of our not partner(s) in the firm(s) are not banned or blacklisted or temporary forbidden from applying offer for any type of audit/certification of forms/Annual Filing by PSU/Local Authority/Government Company.

I/we the undersigned on behalf of our firm M/s./Ms./Mr. \_\_\_\_\_ hereby give and undertake that I/We am/ are jointly/Severally responsible to comply all the compliances under the Companies Act, 2013.

For.....

Company Secretaries

(Sign and stamp)

Partner

(Name)

Membership no.

COP No.....