

Notice Inviting Quotes



SURAT SMART CITY DEVELOPMENT LIMITED (SSCDL)
1st Floor, South Zone Office, Surat Municipal
Corporation, Opp. Satyanagar, Udhna, Surat -394210
Notice Inviting quotes for
"Hiring Service of Practicing Company Secretaries for
Secretarial Audit for the Financial Year 2020-21 for
Surat Smart City Development Limited."
[SSCDL/ADV/No. 11]

This Document is being published by the **Surat Smart City Development Limited** for Hiring Practicing Company Secretaries for Secretarial Audit for the Financial Year 2020-21.

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.

Last date of Application

Application must be submitted in sealed Cover with relevant details through Speed Post or RPAD only so as to reach by 07/02/2021 up to 05:00 PM at the following address:
To
The Chief Executive Officer,
Surat Smart City Development Limited
1st Floor, South Zone Office, Surat Municipal Corporation,
Opp. Satyanagar, Udhna, Surat -394210

Website to download Notice

<http://www.suratmartcity.com> or
<https://www.suratmunicipal.gov.in/>

**Quotation Fee
(Non-refundable)**

INR 1,000 (One Thousand Rupees Only) + 18% GST by Demand Draft or Banker's Cheque in favour of **Surat Smart City Development Limited**

Online Queries

Applicants shall have to post queries by email to cs@suratmartcity.com on or before 07/02/2021, 12:00 PM.

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

SD/-
Chief Executive Officer
Surat Smart City Development Limited

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 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.

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. This SPV shall do Smart Utilization of Surat City's potential for enhancing quality of life for the citizens by providing equal access to best quality physical infrastructure, social infrastructure and mobility through leveraging state of the art technology; thus making surat a futuristic global city with focus on enhancing economy, protecting the ecology and preserving the identity and culture of the city

COVER 1

2. Eligibility Criteria for submission of Technical Bid

Criteria	YES/NO
1. The Practicing Company Secretary (PCS) / Firm of Company Secretaries (Proprietorship /Partnership/Limited Liability Partnership) should have minimum 05 years of continuous practicing experience (without any break) as Practicing Company Secretary. The PCS/Firm must provide documentary proof in support of practicing certificate issued in its favour by the Institute of Company Secretaries of India.	
2. The Head office/ Branch office of the Practicing Company Secretary (PCS) / Firm of Company Secretaries must be located in Surat. The PCS/Firm/LLP must provide documentary proof in support of the same.	
3. PCS and/or Firm/LLP must not sub contract the work.	
4. The Practicing Company Secretary (PCS) / Firm of Company Secretaries must have previous experience in conducting Secretarial Audit of Public Limited Company for atleast 02 years. In support of the experience, the PCS/Firm must provide the list of Public Limited Companies along with the proof.	
5. The Firm or any of the partners of the firm should not have any disciplinary matters pending with ICSI/RBI/CBI or any other authority and they should not have suffered any disqualification.	
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. Company.	

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

For _____
Company Secretaries

(Sign and stamp)
Partner
(Name)

Membership no.
COP No. _____

COVER 1

3. Scope of work

1. To conduct audit for the year 2020-21 and verify all the documents such as Minutes book, registers, resolutions, etc.
2. To certify that the company is complying with all the provisions applicable to the company as per the Companies Act, 2013.
3. To furnish FORM MR-3 (Secretarial Audit report) to the board and to the members of company.
4. In case of corrections or suggestions needed in the aforesaid report the same shall be cleared and solved before the date of Annual General meeting.
5. Payment will be made after the final signed FORM MR-3 (Secretarial Auditor Report) for the year 2020-21 is approved in the Annual General meeting as an attachment to the Board's report.

We agree to the above scope of work.

**For _____
Company Secretaries**

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

**Membership no.
COP No. _____**

COVER 2

ON THE LETTER HEAD OF THE FIRM

4. Financial Bid

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

Subject: - Application for appointment of Practicing Company Secretaries for
Secretarial Audit for the Financial year 2020-21 for Surat Smart City
Development Limited.

In reference with the above, following are the professional fees as a Company Secretary in
Practice for Secretarial Audit.

Particulars	Professional Fees (In Rupees) with GST
SECRETARIAL AUDIT for the Financial Year 2020-21	Amount- GST-
	Total Amount

GST No:

PAN No:

Mobile 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.

For _____
Company Secretaries

(Sign and stamp)
Partner
(Name)

Membership no.
COP No. _____

COVER 2

5. Terms and Conditions:

1. The applicant has to provide the quotation on the letter head of the firm in the prescribed format attached herewith along with necessary documents in a sealed cover with the cover bearing name
To
The Chief Executive Officer,
Surat Smart City Development Limited
1st Floor, South Zone Office, Surat Municipal Corporation, Udhna, Surat- 394210.
2. The applicant along with the sealed cover have to send the quotation fee of Rs. 1,000 + (18% GST) in the name of "Surat Smart City Development Limited" in the form of demand draft or Banker's Cheque. The same will not be refunded.
3. The amount quoted as professional fees shall be inclusive of GST.
4. The appointment of the Practicing Company Secretaries as the Secretarial Auditor will be made for the financial year 2020-21 and the same will be renewed for another two years if the work done is satisfactory to the Board and management.

We agree to the above terms and conditions

**For _____
Company Secretaries**

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

**Membership no.
COP No. _____**