


## Notice Inviting Expression of Interest

### EOI Notice

	<p><b>SURAT SMART CITY DEVELOPMENT LIMITED(SSCDL)</b> 115, Smart City Cell, Surat Municipal Corporation-Head Quarter, Muglisara, Main Road, Surat - 395003, Gujarat.</p> <p><b>Notice Inviting EOI for</b> <b>"Hiring Service of CA Firm as Internal Auditors for the Period</b> <b>of 01.04.2019 to 31.03.2020 for Surat Smart City Development</b> <b>Limited."</b> <b>[SSCDL-EOI- 01/2019-20]</b></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 01.04.2019 to 31.03.2020.</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>	
<b>EOI Fee (Non-refundable)</b>	INR 1,000 (One Thousand Rupees Only) + 12% GST by Demand Draft or Banker's Cheque in favour of <b>M/s Surat Smart City Development Ltd.</b>
<b>Online Queries</b>	Bidders shall have to post queries by email to <a href="mailto:suratsmartcitycell@gmail.com">suratsmartcitycell@gmail.com</a> on or before <b>25/02/2019, 16:00 hrs.</b>
<b>Last date(deadline) for EOI Submission</b>	Complete EOI in sealed envelope with relevant details may be submitted strictly through Speed Post or RPAD only so as to reach by <b>08/03/2019 up to 16:00 hr</b> at following address: Chief Accountant Shri, Surat Municipal Corporation, Muglisara Surat - 395003, Gujarat.
<b>Website to download EOI</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>
<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**  
**01.04.2019 to 31.03.2020 for**  
**Surat Smart City Development Limited."**  
**EOI Notification No.:SSCDL-EOI-01/2019-20**

**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 Proprietorship or partnership firms or LLPs ("the Firm") with more than 10 years 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 30 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 <sup>st</sup> 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)

Criteria	Compliance (strike off which is not necessary)
7. The Chartered Accountant firm office placed should be located in Surat from last 5 year minimum and need to submit 2 government licence/ proofs for the same.	<p style="text-align: center;"><b>Yes / No</b></p> <p><b>(If yes, please provide evidence to support in Envelope 1)</b></p>

**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 01.04.2019 to 31.03.2020 while the reporting will be based on 3-month periods June, September, December and March. 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 deposits.
- 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.
- Compliance on relation to TDS, Advance Tax, Income Tax, Professional Tax, filing of Taxes, & Payment of Taxes.



(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.
- Assisting in finalization of Accounts at the year end.
- Coordination with statutory auditors and other auditors.
- Verification of compliance in relation to company law.

(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.
- Internal Auditor has to Compulsorily present 3 days in week. and also as and when required by SSCDL remains present. ( 24 X 7 )
- Fund Tracking Statement has to be prepare on timely.
- Utilization Certificate has to verify monthly before 5th of every month.
- Submit detail Quarterly Audit Report at the enf of the Quarters

(5) Penalty & Termination

- Penalty will be levied @ Rs 500 per day on the Internal Auditor for leave of absence from the schedule set for visit at office of SSCDL. Also deduction from the final fee payment can be done by SSCDL (At the discretion of Mgt) if the work is not performed per work order.

(6) Any other Areas suggested by the Audit Committee

- SSCDL reserve the right to cancel the engagement of internal auditor for captioned post without assigning any reason.

**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><b><u>System&amp; Procedural Audit</u></b></p> <p>a) <u>Accounts and Finance</u></p> <p>b) <u>Statutory compliance</u></p> <p><b><u>Pre-audit of transactions</u></b></p> <p>a) <u>Transaction &amp; 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="878 919 1427 1560"> <tbody> <tr> <td data-bbox="878 919 1065 1157"><b>Professional Fees for agreed scope of work</b></td> <td data-bbox="1065 919 1427 1157">           Amt in INR             Rupees in Words         </td> </tr> <tr> <td data-bbox="878 1157 1065 1356"><b>Applicable GST</b></td> <td data-bbox="1065 1157 1427 1356">           Amt in INR             Rupees in Words         </td> </tr> <tr> <td data-bbox="878 1356 1065 1560"><b>Total</b></td> <td data-bbox="1065 1356 1427 1560">           Amt in INR             Rupees in Words         </td> </tr> </tbody> </table>	<b>Professional Fees for agreed scope of work</b>	Amt in INR  Rupees in Words	<b>Applicable GST</b>	Amt in INR  Rupees in Words	<b>Total</b>	Amt in INR  Rupees in Words
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