

## QUOTATION FORM

<b>QUOTATION NOTICE NO: SSCDL/OUT/120</b>		<b>DATE: 21-05-2018</b>
<b>APPOINTMENT OF SECRETARIAL AUDITOR FOR THE YEAR 2017-18 FOR SURAT SMART CITY DEVELOPMENT LIMITED</b>		
<b>ESTIMATED AMT: NIL</b>	<b>EMD AMT: NIL</b>	
<b>TENDER FEE: NIL</b>	<b>EXPERIENCE: 5 years of continuous practise</b>	
<b>REQUIRED DOCUMENTS</b>		
1	COP letter from Institute of Company Secretaries of India	
2	Fellow Membership letter from Institute of Company Secretaries of India	
3	GST Registration No	
4	PAN Card/Adhaar Card Copy	
<b>TENDER AVAILABILITY</b>		
<b>ISSUING AUTHORITY</b>	Surat Smart City Development Limited	
<b>ISSUING OFFICE</b>	Surat Smart City Development Limited, 1st floor, South Zone Office, Surat Municipal Corporation, Opp. Satyanagar, Udhna, Surat - 394210	
<b>INVITING AUTHORITY</b>	GM (Admin/Legal), Surat Smart City Development Limited	
<b>QUOTATION</b> START DATE: 22-05-2018 LAST DATE: 05-06-2018 TIME: 18:00 PM		<b>QUOTATION SUBMITTED</b> CHIEF EXECUTIVE OFFICER SURAT SMART CITY DEVELOPMENT LIMITED, 1ST FLOOR, SOUTH ZONE OFFICE, SURAT MUNICIPAL CORPORATION, OPP. SATYANAGAR, UDHNA, SURAT - 394210
<b>SCOPE OF WORK</b>		
<ol style="list-style-type: none"><li>1. To conduct audit for the year 2017-18 and verify all the documents such as Minutes book, registers, resolutions, etc.</li><li>2. To certify that the company is complying all the provisions applicable to the company of Companies Act, 2013 and report to the Board for his comments. Further, he needs to furnish FORM MR-3 (Secretarial Audit report) to the board and to the members of SSCDL.</li></ol>		
<b>SIGNATURE OF ISSUING AUTHORITY &amp; DATE</b>		
<b>Sd/-</b> <b>GM (ADMIN/LEGAL)</b> <b>SURAT SMART CITY DEVELOPMENT LIMITED</b>		

## **TERMS & CONDITIONS**

1. The company secretary in whole time practise shall be a fellow member of Institute of Company Secretaries of India.
2. He/She should possess continuous 5 or more years of experience in to whole time practise as a company secretary.
3. He/She should possess GST registration no. of his firm.
4. He/She should also disclose the name of the companies with which he/she has worked till date.
5. Quotations should be sent on official letter heads in sealed covers with the following required documents:
  1. COP letter from Institute of Company Secretaries of India
  2. Fellow Membership letter from Institute of Company Secretaries of India
  3. GST Registration No
  4. PAN Card/Adhaar Card Copy
6. Quotations are to be sent in sealed envelope through Speed Post/RPAD only to "CEO, Surat Smart City Development Limited, 1st Floor, South Zone Office, Surat Municipal Corporation, Opp. Satyanagar, Udhna, Surat-394210".
7. Last date of quotation submission is 05/06/2018. Quotations received after due date will not be considered.
8. The FORM MR-3 (Secretarial Auditor Report) for the year 2017-18 shall be furnished before the date of the Board meeting on which the Board's report will be approved.
9. In case of corrections or suggestions needed in the said report shall be cleared and solved before the date of Annual General meeting.
10. Payment shall be proceeded when the final signed FORM MR-3 (Secretarial Auditor Report) for the year 2017-18 is approved in the Annual General meeting as an attachment to the Board's report.
11. If the said report is not submitted within the time frame mentioned above, per day penalty shall be imposed of Rs.100 to the said auditor.
12. In co-ordination with Ms. Priyanka Rathod, 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.
13. The decision of the authorities of Surat Smart City Development Limited shall be final.

**Sd/-**  
**GM (Admin/Legal)**  
**SSCDL**

I do accept all the terms & conditions mentioned above.

---

Signature & Stamp

Date:

## Letter Head

To,

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

**Sub:** - Appointment of Company Secretary in Practice for Secretarial Audit for the year 2017-18 for Surat Smart City Development Limited.

**Ref:** Your Quotation notice no. SSCDL/OUT/120 dated 21-05-2018.

In reference with the above, kindly fill the below table for your services as a Company Secretary in Practice for Secretarial Audit.

Name of the firm/practicing Company Secretary	Fees per annum (with GST)

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.

From,

\_\_\_\_\_  
Signature & Stamp of Agency

Date:\_\_\_\_\_