


# Notice Inviting Expression of Interest

## E O I Notice

|   |  |
|---|--|
|  <p><b>SITILINK</b><br/>(An Undertaking of Surat Municipal Corporation)</p>  | <p><b>SURAT SITILINK LIMITED(SSL)</b><br/>Office No.95-96,Surat Sitolink Ltd. , Surat Municipal Corporation-Head<br/>Quarter, Muglisara, Main Road, Surat - 395003, Gujarat.</p> <p><b>Notice Inviting EOI for</b><br/><b>"Hiring Service of CA Firm as Statutory Auditors for the Period of</b><br/><b>01.04.2021 to 31.03.2022 for Surat Sitolink Limited."</b><br/><b>[SSL-EOI- 01/2021-22]</b></p> |
| <p>This EOI Document is being published by the Surat Sitolink Limited (SSL) for Hiring Service of CA Firm as Internal Auditors for the Period of 01.04.2021 to 31.03.2022.</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> |  |
| <p><b>EOI Fee</b><br/>(Non- refundable)</p>   | <p>INR 1,120 (One Thousand One Hundred Twenty Rupees Only) (Including GST) by Demand Draft or Banker's Cheque in favour of <b>M/s Surat Sitolink Ltd.</b></p>  |
| <p><b>Last date (deadline) for EOI Submission</b></p>   | <p>Complete EOI in sealed envelope with relevant details may be submitted strictly through Speed Post or RPAD only so as to reach by <b>25/08/2021 up to 17:00</b> hour at following address:<br/><b>Chief Accountant Shri,</b><br/><b>Surat Municipal Corporation, Muglisara</b><br/><b>Surat - 395003, Gujarat.</b></p>  |
| <p><b>Website to download EOI</b></p>   | <p><a href="https://www.suratmunicipal.gov.in">https://www.suratmunicipal.gov.in</a></p>   |
| <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;"><b>Sd/-</b><br/><b>Managing Director</b><br/><b>Surat Sitolink Ltd.</b></p>  |  |

**Expression of Interest  
For  
"Hiring Service of CA Firm as Statutory Auditors  
For the Period of  
01.04.2021 to 31.03.2022 for  
Surat Sitilink Limited."  
EOI Notification No.: SSL-EOI-01/2021-22**



**Issued by**  
**Surat Sitilink Limited (SSL)**

***Table of Contents***

|           |                                       |    |
|-----------|---------------------------------------|----|
| <b>1.</b> | Introduction and Background.....      | 04 |
|           | 1.1 About Surat Municipal Corporation |    |
|           | 1.2 About Surat Sitilink Ltd (SSL)    |    |
| <b>2.</b> | Technical Eligibility.....            | 05 |
| <b>3.</b> | Scope of work.....                    | 08 |
| <b>4.</b> | Financial Bid .....                   | 10 |

**\* Note :-**

- (An Undertaking of Surat Municipal Corporation)
- All Bid documents are signed affixing stamp by the authorized signatory.
  - All envelope should be properly sealed and super scribed with EOI No. and Name of Work and Cover Number

**Cover - 1**

1. EOI Fees (Cover - 1)

**Cover - 2**

2. Technical Eligibility (Cover - 2)
3. Scope of work (Cover - 2)

**Cover - 3**

4. Financial BID (Cover - 3)

# **1. Introduction and Background :-**

## **1.1 About Surat Municipal Corporation**

The Surat Municipal Corporation (SMC) has responded to the challengers 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 Sitilink Ltd. (SSL)**

Surat Municipal Corporation has formed a separate Special Purpose Vehicle (SPV) as Surat Sitilink Ltd.(SSL) for the implementation of projects for public transportation for the city of Surat and thier citizens. This SPV shall carry end to end responsibility for bus operations.

(An Undertaking of Surat Municipal Corporation)

## INVITATION OF EXPRESSION OF INTEREST

### COVER - 2

## 2. Technical Eligibility :-

| <b>Criteria</b>   | <b>Compliance<br/>(strike off which is not necessary)</b>                   |
|---|---|
| <p>1. The applications will be considered from Chartered Accountancy Partnership firms or LLPs (“the Firm”) with more than 10 years of experience .</p>   | <p>Yes / No</p>   |
| <p>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).</p> | <p>Yes / No<br/>(If yes, evidences supporting appointment in Cover 2)</p>   |
| <p>3. The Firm should not be a Branch or Collaborated firm, while atleast 3 partners should be continuously partners of the Firm since last 5 years.</p>  | <p>Yes / No<br/>(If yes, evidences supporting appointment in Cover 2)</p>   |
| <p>4. The Chartered Accountant Head Office placed should be located in Surat and need to submit 2 Government license/proofs for the same.</p>   | <p>Yes / No<br/>(If yes, please provide evidence to support in Cover 2)</p> |

|  |   |
|--|---|
| <p><b>5.</b> 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.</p>  | <p>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?</p> <p>Yes /No<br/>(undertaking in this regard to be provided in Cover 2)</p> |
| <p><b>6.</b> The Audit Firm shall not sub-contract the Audit assignment.</p>   | <p>Agreed / not agreed<br/>(undertaking in this regard to be provided in Cover 2)</p>   |
| <p><b>7.</b> The Firm or any of the partners of the firm should not have any disciplinary matters pending with ICAI/RBI/CBI Or any from and they should not have suffered any disqualification.</p>  | <p>Whether disciplinary action initiated?<br/>Yes / No</p> <p>Whether any of the partners / firm is Disqualified?<br/>Yes / No<br/>(undertaking in this regard to be provided in Cover 2)</p>   |
| <p><b>8.</b> The Average Turnover of the Firm for last 3 years starting from F.Y 2017-18 to 2019-20 should be exceeding 1.50 Crore and also average total taxable income for the above mention year is Rs.0.25 Crore or more as per the Income-tax-return.</p> | <p>Yes / No<br/>(If yes, please provide audit report and Tax- return filed of last 3 years in Cover 2)</p>  |
| <p><b>9.</b> The partners should include a minimum of 5 FCA exclusively associated with the firm as per firm's standing as on 1st January 2021.</p>  | <p>Yes / No<br/>(If yes, please provide evidence to support in Cover 2)</p>   |
| <p><b>10.</b> The Chartered Accountant firm has to ensure that qualified CA and Technical Staff are deputed for audit work.</p>  | <p>Agreed / not agreed (undertaking in this regard to be provided in Cover 2)</p>   |

|   |  |
|---|--|
| <b>11.</b> The Firm should have experience of attestation under either IND-AS (or US GAAP or IFRS). | Yes / No<br>(If yes, please provide reference letters of atleast 3 Firms/Companies so attested in Cover 2) |
|---|--|

We state that the above information is true based on our records, as well as “Cover2” that gives details of evidence to support.

**For** \_\_\_\_\_

**Chartered Accountants**

**Partner (Name)**

**Membership no.** \_\_\_\_\_



### 3. Scope of work :-

1. Statutory Audit under the Companies Act, 2013.
2. Tax Audit of the Company under section 44AB of the Income Tax Act, 1961
3. Filling of Income Tax return
4. Filling of TDS return/forms
5. Compliance under IND-AS as per companies (Indian Accounting standard (IND AS)) Rules 2015, as notified by MCA and any amendment in the rule by time to time, and also helped in ensuring compliance to the company.
6. Assisting indrawing following statements annually for the company:
  - a. Statement of financial position
  - b. Statement of income and expenditure account
  - c. Statement of changes in equity
  - d. Statement of other comprehensive income
  - e. Statement of Cash flow.
7. Consultation for the accounting system and internal controls.
8. The CA Firm have also Certify Utility Certificate of grant as and when required by Government authorities, SMC or any other agencies.
9. GST Compliance.
  - a. Filling GST Forms and returns
  - b. Consulting in GST matters from time to time
  - c. Assistance in GST system mapping
10. Any other returns/Forms as required by Income Tax Act, GST Act or any other Act by time to time.
11. Opinion related to Direct Tax and Indirect Tax



12. Dealing and finalization of the cases U/s 142(1) & 143(2), 272 A(2) (e) & U/s 154 of Income Tax Act viz. full and final settlement charges of the case along with the visits, as and when required.

13. Dealing with any Government/Departmental queries, demand notices etc. related to Finance/Accounts of SSL.

14. Security Deposit

The successful bidder will be required to place Security Deposit @ 5 % of the consideration of the Contract by Demand Draft or Banker's Cheque Payable at Surat in favor of Surat Sitilink Limited of any scheduled/nationalized bank within 10 days from the date of notice of award of contract, failing which a penalty @ 0.065% of the amount of security deposit will be imposed for delay of each day.

15. Contract Period

- a. Offer is invited for the period of 01.04.2021 to 31.03.2022.
- b. Surat Sitilink Limited issue work order for one year on first instant and then further extension & service charges escalation both will be decided by SSL's Authority after completion of one year.

We agree to the above scope of work and comprehensive financial bid in form of proposed Fees stated in Cover 2.

For \_\_\_\_\_

**Chartered Accountants**

**Partner (Name)**

**Membership no.** \_\_\_\_\_

**COVER - 3**

## 4. FINANCIAL BID :-

**Note:-The Estimated fees for this EOI is Rs.2.50 lacs**

| Scope of Work   | Total Amount (in INR)   |   |  |                       |  |              |  |
|---|---|---|--|-----------------------|--|--------------|--|
| <p>We agree to the above Scope of work from Point no. 01 to 15 and comprehensive financial bid in form of proposed Fees stated in Cover 3.</p> <p>For _____<br/>Chartered Accountants</p> <p>Partner Name :- _____</p> <p>Membership no. _____</p> <p style="text-align: center;">( _____ )<br/>Stamp &amp; Sign.</p> | <p>(Comprehensive quote for Scope of work agreed upon shall be stated, which shall be inclusive of all transportation exp./other charges/out of pocket / incidental expenses. GST should be mentioned separately. )</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Professional Fees for agreed scope of work</b></td> <td style="width: 50%;"> <b>Amt. in INR</b><br/><br/> <b>Rupees in Words</b> </td> </tr> <tr> <td><b>Applicable GST</b></td> <td> <b>Amt. in INR</b><br/><br/> <b>Rupees in Words</b> </td> </tr> <tr> <td><b>Total</b></td> <td> <b>Amt. in INR</b><br/><br/> <b>Rupees in Words</b> </td> </tr> </table> | <b>Professional Fees for agreed scope of work</b> | <b>Amt. in INR</b><br><br><b>Rupees in Words</b> | <b>Applicable GST</b> | <b>Amt. in INR</b><br><br><b>Rupees in Words</b> | <b>Total</b> | <b>Amt. in INR</b><br><br><b>Rupees in Words</b> |
| <b>Professional Fees for agreed scope of work</b>   | <b>Amt. in INR</b><br><br><b>Rupees in Words</b>  |   |  |                       |  |              |  |
| <b>Applicable GST</b>   | <b>Amt. in INR</b><br><br><b>Rupees in Words</b>  |   |  |                       |  |              |  |
| <b>Total</b>  | <b>Amt. in INR</b><br><br><b>Rupees in Words</b>  |   |  |                       |  |              |  |