



Surat Municipal Corporation(SMC)

Hiring service of CA Firm Statutory Auditor for Surat Municipal Corporation [DMC/ACCOUNT/01/2024-25]

Online Bid Start Date

October 03, 2024

Online Bid End Date (Last Date of Online Submission of Bids) October 15,2024

Last Date of Physical Submission of Bid Fee, EMD & Affidavit in Hard Copy October 22, 2024

Account Department
Surat Municipal Corporation
Muglisara, Surat-395003

SURAT MUNICIPAL CORPORATION

RGD Office: Room No. 111, 112 & 113, Account Department, Gordhandas Chokhawala Marg, Muglisara, Surat-395003, Gujarat, India
Email ID: chiefaccountant@suratmunicipal.org

SURAT MUNICIPAL CORPORATION (S.M.C.) Room No.111,112 & 113, Account Department, Gordhandas Chokhawala Marg, Surat - 395003, Gujarat, India. "Hiring Service of CA Firm as Statutory Auditor for Surat Municipal Corporation" [Tender Notice No. DMC/ACCOUNT/01/2024-25]	
<p>This Document is being published by the Surat Municipal Corporation (SMC) for Hiring Service of CA Firm as Statutory Auditor for Surat Municipal Corporation.</p> <p>Bidders are advised to study this Documents carefully before submitting their proposals in response to the 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 Document is not transferable.</p>	
Tender Fee (Non-refundable)	INR : Rs.1,770/- (Rs.1,500/- + 18% GST (One Thousand Seven Hundred Seventy Rupees Only) by Demand Draft or Banker's Cheque in favour of Surat Municipal Corporation.
EMD	INR : Rs.25,000/- (Twenty Five Thousand Only) by Demand Draft or Banker's Cheque in favour of Surat Municipal Corporation.
Last date (deadline) for Submission	<p>Complete in sealed envelope with relevant details may be submitted strictly through Speed Post or RPAD only so as to reach by <u>15/10/2024, up to 17:00</u> hrs at following address:</p> <div><p>To, Chief Accountant, Surat Municipal Corporation, Gordhandas Chokhawala Marg, Muglisara, Surat - 395003, Gujarat. Subject:- "Hiring Service of CA Firm as Statutory Auditor for Surat Municipal Corporation." Tender Notice No. DMC/ACCOUNT/01/2024-25</p></div>
Website to download Tender Document	https://www.suratmunicipal.gov.in/
<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;">Deputy Commissioner Surat Municipal Corporation</p>	

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Issued by **SURAT MUNICIPAL CORPORATION** **(SMC)**

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Note:-

- ❖ All Bid documents are signed affixing stamp by the authorized signatory.
- ❖ All envelopes should be properly sealed and super scribed with Tender Notice no. and name of work and covers number.
- ❖ Bidders are advised to study these Documents carefully before submitting their proposals in response to the 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.

COVER 1	Tender Fees / EMD
COVER 2	Technical Eligibility Documents and terms of reference for Statutory Auditor of Surat Municipal Corporation
COVER 3	Financial Bids

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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.

2. Pre-Qualification Criteria

The bidder interested in being considered for “Hiring Service of CA Firm as Statutory Auditor for Surat Municipal Corporation” must fulfil the following minimum criteria. The bids of bidders not meeting the eligibility criteria will be summarily rejected.

Sr. No.	Parameter	Criteria	Documents Required
1	Company Profile	<ul style="list-style-type: none">The Bidder should be a Company (as per the Indian Companies Act) orA Limited Liability Partnership Firm (under Limited Liability Partnership Firm Act 2008) registered in India. orA Partnership Firm	The format is to be enclosed along with details in Annexure A . Copy of certificate of Incorporation / Registration under Companies Act /Copy of Partnership Deed and Copy of Registration Certificates with the ICAI.
2	Other Condition	<ul style="list-style-type: none">Consortium is not allowedThe Bidder should be registered with CAGThe Bidder should be ranked not below category II by ICAI in MEF for the year 2023-24.	<ul style="list-style-type: none">Undertaking signed by the engagement partner of the Firm.Document supporting registration with CAG.Document supporting ranking of the firm by ICAI for the year 2023-24.
3	Annual Turnover	The Bidder should have average annual turnover for last five financial years (i.e., from FY 2018-19 to FY 2022-23) should be exceeding Rs.50 lacs in each year and also taxable income should be above Rs. 30 lacs in each year as per income tax return	For Total firm turnover, Taxable Turnover, Audited financial statements for the last five financial years (FY 2018-19 to 2022-23).

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3. Proposal Evaluation Criteria

A review and evaluation of Proposals submitted will be the sole basis for the selection of the Bidder judged to be the best qualified to act as the Service Provider. The Proposals will be evaluated as follows:

The technical proposals will be allotted weightage of **75% (Seventy five percent)**, while the financial proposals will be allotted weightage of **25% (Twenty five percent)**.

The proposal with the lowest cost may be given a financial score of **100 (Hundred)**, and other proposals will receive financial scores that are inversely proportional to their prices with respect to the lowest offer. Similarly, the proposal with the highest technical marks shall be given a score of **100 (Hundred)**, and other proposals will be given technical scores proportional to their marks with respect to the highest technical marks.

The total score, both technical and financial, shall be obtained by weighing the quality and cost scores and adding them up. Based on the combined weighted score for quality and cost, the consultant shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in the evaluation of quality and cost will be ranked as **H-1**, followed by the proposals securing lesser marks as **H-2**, **H-3**, etc.

The proposal securing the highest combined marks and ranked **H-1** will be invited for negotiations, if required, and shall be recommended for the award of the contract. In the event two or more bids have the same score in the final ranking, the bid with the highest technical score will be **H-1**.

In such a case, an Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula, which permits a comprehensive assessment of the Bid price and the technical merits of each Bid:

$$B = \frac{(C_{\text{low}}}{C}) X + \frac{T}{T_{\text{high}}} (1-X)$$

where:

C = Evaluated Bid Price

C_{low} = the lowest of all Evaluated Bid Prices among responsive Bids

T = the total Technical Score awarded to the Bid

T_{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids

X = weightage for the Price as specified in the BDS

The Bid with the best-evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid.

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COVER 2

4. Technical Eligibility

Criteria	Compliance (strike off which is not necessary)
1. The applications will be considered from Chartered Accountancy Partnership firms or LLPs ("the Firm") registered with ICAI for more than 15 years as on 31 st March 2024.	Yes / No (Please Provide Incorporation Certificate in Cover 2)
2. The experience should include experience in undertaking internal audit statutory audit of Public Sector Company / Govt. Company and local authority /	Yes / No (If yes, evidences supporting appointment in Cover 2)
3. The firm should not be banned or blacklisted or temporarily forbidden from applying for tender for any type of audit by PSU/ local authority / Govt. Company. It has also to disclose that any disciplinary actions have not been taken by ICAI.	Whether Firm or associate is banned or blacklisted or temporarily forbidden from applying for Tender for any type of audit by PSU/ local authority / Govt. Company? Yes / No (undertaking in this regard to be provided in Cover 2)
4. The Firm or any of the partners of the firm should not have any disciplinary matters pending with ICAI/RBI/CBI/Court of Law or any form and they should not have suffered any disqualification.	Whether disciplinary action initiated? Yes / No Whether any of the partners / firm is disqualified Yes / No (undertaking in this regard to be provided in Envelope 2)
5. The net turnover of the firm for last five financial years excluding taxes (i.e., from FY 2018-19 to FY 2022-23) from Audit and Assurance service should be exceeding Rs.50 lacs every year and also taxable income should be above Rs. 30 lacs in each year as per income tax return.	Yes / No (If yes, please provide audit report and Tax-return filed of last 5 years in Cover 2 along with a certificate from Statutory auditor certifying the amount of Turnover from Audit and Assurance service for last 5 years)
6. There must be at least 10 CAs in the firm, out of which minimum 5 CAs must be the partner of the firm as per firm's standing as on date of this offer and at least 2 partners should be continuously partner of the firm since 15 years.	Yes / No (If yes, please provide evidence to support in Cover 2)

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Criteria	Compliance (strike off which is not necessary)
7. The Chartered Accountant firm should be registered with CAG.	Yes / No (If yes, please provide evidence to support in Cover 2)
8. The Chartered Accountant firm has to ensure that qualified CA with relevant post qualification experience and Technical Staff are deputed for audit work. They should have the ability to read the documents in Gujarati language.	Agreed / not agreed (undertaking in this regard to be provided in Cover 2)
9. The Chartered Accountant firm office should have its head office/Branch located in Surat till the execution of the contract. The Firm should not be a collaborated/network firm. The Firm should have Head office/Branch in Surat for at least last 15 years.	Yes / No (If yes, please provide evidence to support in Cover 2)
10. The firm should be holding a valid Peer Review Certificate issued by the Peer Review Board of the ICAI (covering FY 2024-25)	Yes / No (If yes, please provide evidence to support in Cover 2)
11. The Audit firm shall not sub-contract the Audit assignment.	Agreed / not agreed (undertaking in this regard to be provided in Cover 2)
12. The Chartered Accountant firm office should be registered under Professional Tax and Provident Fund Act (Surat Region).	Yes / No (If yes, please provide evidence to support in Cover 2)

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Sr. No.	Particulars	Points Allocation	Max. Points
1	Place/Location of the Firm		10
	Head office at Surat	10 points	
	Head Office Out of Surat	5 Points	
2	Number of Full-Time Partners associated with the firm in Surat for not less than 10 years		10
	- up to 3 partners	5 points	
	- upto 5 partners	7.5 points	
	-Above 5 partners	10 points	
3	Audit Firm should have at least 5 Full-Time Partners, Experience of any 3 of the Full-Time Partners		10
	(a) 5-10 years:	5 points	
	(b) 10-15 years:	7.5 points	
	(b) More than 20 years:	10 points	
4	Number of Qualified Assistants (Chartered Accountant only) employed with the Firm		10
	2-5	5 points	
	5-7	7.5 points	
	More than 7	10 points	
5	Relevant Experience of the bidding firm		15
	15-20 years	5 points	
	More than 20 years:	10 points	
6	Experience of carrying out Statutory Audits/Internal Audits of Municipal Corporation		10
	More than 10 years	10 points	
	Otherwise	0 points	
7	Number of Statutory Audits/Internal or any type of audit conducted of Government Authorities/Government University/Government Company/Subsidiary Company of State/Central Government.		10
	2	5 points	
	3 to 5	7.5 points	
	Above 5	10 points	
8	Average Turnover of the firm during the preceding 5 financial years (i.e. 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23)		15
	Rs.10-50 lakh	5 points	
	Rs.50-100 lakh	8 points	
	Rs.100-200 lakh	10 points	
	Above 200 lakh	15 points	
9	Peer Review		10
	Without AQMM (Audit Quality Maturity Model)	0	
	AQMM level 3	5	
	AQMM level 4	10	
Total			100

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We state that the above information is true based on our records, as well as “Cover 2” that gives details of evidence to support.

For _____

Chartered Accountants

Partner

(Name)

Membership no._____

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5. Terms and Conditions and Scope of Work for Statutory Auditor of Surat Municipal Corporation

1. Contractors and Expense Bill verification -

- a. To check contractor bills and payment vouchers with E-Accounts system on daily basis and resolve queries observed regularly every fortnight.
- b. To check bills and vouchers whether the same are approved by concerned authorities within their sanctioning powers and are in accordance with the financial Terms and Conditions drawn in the Tender Documents and as agreed upon through valid Agreement Documents.
- c. To ensure that the contractor bills are verified by the technical officer of the concerned Department of SMC and that the work done reflecting in Invoice is in accordance with the Measurement Book duly updated and signed by the concerned technical staff of SMC verifying the work done.
- d. The transactions have been correctly for classified and appropriately accounted in the books of accounts.
- e. **Statutory compliances -**
 - i. To check and verify applicability of deducting tax at source (TDS) on various payments in accordance with nature of Transaction and ensure correctness of the section of Income Tax Act, 1961 under which liability to deduct tax at source is determined.
 - ii. To check and verify the correctness of TDS rates applied by SMC in conformity with the rates applicable under the Income Tax Act, 1961.
 - iii. To check accounting entries related to deduction of Tax and payment of the same in books of accounts.
 - iv. To check and verify the correctness and timely payment of TDS to the credit of the Government by SMC.
 - v. To check if there is any interest/penalty to be paid is correctly calculated and paid to the credit of the Government.
 - vi. In case if there is any professional opinion obtained in respect to the applicability of TDS, check whether the deduction of Tax is in accordance with such opinion or not.

2. Fixed Assets

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- a. Verification of Fixed Assets Vouchers of Assets capitalised during the financial year or regular basis in accordance with the Accounting policy of the Corporation.
- b. Analyse the process for acquiring, recording, maintaining, and disposing of fixed assets in accordance with the procurement and accounting procedure of the Corporation.
- c. To obtain and review the fixed asset register (FAR) for completeness and accuracy.
- d. To ensure consistency between fixed asset register and the general ledger.
- e. To verify asset acquisitions to ensure proper authorization, documentation, and compliance with capitalization policies on sample basis.
- f. To verify that the purchase price, installation costs, and other related expenditures are accurately capitalized.
- g. To confirm that assets are recorded in the correct assetclassification categories.
- h. To review the depreciation methods and rates applied to various asset categories to ensure compliance with policy and accounting standards.
- i. To recalculate depreciation for a sample of assets to verify accuracy.
- j. To ensure that depreciation is consistently applied and properly reflected in the financial statements.
- k. To verify compliance with statutory requirements related to the disposal of assets and confirm that disposed assets are removed from the fixed asset register and Books of Accounts.
- l. To review disposal of assets to verify proper authorization and documentation on test check basis.
- m. To review the process for identifying indicators of impairment.
- n. To verify that impairment tests are conducted when required and that any impairments are accurately recorded.
- o. To assess the adequacy of disclosures related to impaired assets.
- p. To verify and ensure that asset movements are properly documented and controlled.
- q. To review the adequacy of disclosures in financial statements concerning fixed assets.
- r. To summarize audit findings, highlighting any discrepancies, control weaknesses and discuss the same with the management.

3. Investments

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- a. To check of investments in accordance with the Accounting policy and approval process of the Municipal Corporation.
- b. To obtain and review the investment Module, including types of investments held, their valuation, and income generated.
- c. To verify that all investments are approved by the appropriate authority as per the policy.
- d. To ensure compliance with legal and regulatory requirements, including any statutory limits defined under BPMC Act, 1949 on investment types or amounts.
- e. To reconcile the investment ledger with the general ledger and bank statements to ensure consistency.
- f. To check for diminution of identified Investments and whether the same is accounted for, if the diminution is permanent in nature, following relevant Accounting Standards.
- g. To verify the Adequacy of disclosures related to investments in financial statements.
- h. To summarize audit findings, highlighting any discrepancies or areas of non-compliance and discuss the discrepancies and ambiguities with the management.

4. Cash and Banks

I. Cash Book

- a. To check Cash book for cash transactions on daily basis
- b. To ensure that all cash transactions are recorded promptly and in chronological order.
- c. To check and verify cash receipts with Cash Book ensure authenticity, accuracy and completeness of cash transactions recorded in Cash Book.
- d. To ensure that receipts are issued in sequential order and that all receipt copies are accounted for.
- e. To check if the amount of all cash collected is correctly and timely deposited in Banks.
- f. To check and verify cash payments and Disbursement vouchers with Cash Book
- g. To check cash payments to ensure adequate and appropriate authorization of cash payments, supported by vouchers or invoices, and accurately recorded in the cash book

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- h. To verify and ensure correct classification of cash payments in the Books of Accounts.
- i. To ensure that all entries are supported by proper documentation and that there are no unexplained discrepancies.
- j. To ensure transactions of Cash Book is reconciled with Bank Statements.
- k. To verify if discrepancies or variances in cash handling are reported and examined promptly.

II. Bank Book

- a. To check Bank book with Bank Statements on daily basis
- b. To verify the accuracy and completeness of all bank transactions recorded in Bank Book.
- c. To verify that deposits, withdrawals, transfers, and other transactions are correctly recorded and classified appropriately in ledger accounts.
- d. To check Bank Reconciliation statements every month and resolve the anomalies observed regularly every month.
- e. To review the cut-off procedures to ensure that transactions are recorded in the correct accounting period.
- f. Assess the accuracy of foreign currency transactions, if any.
- g. Ensure that cash withdrawals have been authorised and are properly recorded in the cash book.
- h. To check for the existence of any undeposited cash or cheques and ensure that they are promptly deposited.
- i. To summarize and discuss discrepancies and ambiguities with the management.

5. Grants – Capital and Revenue

- a. To verify receipt of Grants and accounting of the same in Books of Accounts in accordance with the nature of Grant received
- b. To ensure the accounting of Grants and its utilisation is in accordance with the applicable Accounting Standards
- c. To ensure that grant funds received are not commingled with general funds and are properly segregated for tracking and reporting.
- d. To confirm that all grant receipts are supported by grant award letters or other documentary evidences.

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- e. To check whether grant funds are utilized for their intended purposes and are properly authorized and are supported by invoices or receipts, and are accurately recorded.
- f. To verify that any unspent or residual grant funds are managed in accordance within the guidelines, including potential return or reallocation and Interest Income earned on the unspent amount parked in Fixed Deposits by the Corporation.
- g. To review of Reconciliations between fund balances and recorded transactions.
- h. To summarize and discuss discrepancies and ambiguities with the management.

6. Property Tax Income

- a. To verify the accuracy and completeness of property tax revenue reported in the financial statements.
- b. To reconcile property tax revenue in the financial statements with underlying records and Reports generated from Professional tax Module.
- c. To verify that property tax revenue is recognized in accordance with relevant accounting standards and regulations.
- d. To check tax bills and collections to ensure accuracy and completeness on test check basis.
- e. To verify that property tax receivables are accurately recorded and appropriately valued.
- f. To review the aging of receivables and assess the adequacy of provisions for doubtful debts.
- g. To verify that receivables are classified and disclosed in accordance with accounting standards.
- h. To ensure that adjustments, rebates, or write-offs of property tax are authorized and properly recorded.
- i. To verify that these transactions are accurately recorded in the financial statements.
- j. To ensure compliance with relevant laws and regulations governing property tax administration.
- k. To verify that the property tax module complies with the provisions of BPMC Act, 1949 and other relevant regulations.
- l. To review adherence to statutory deadlines for tax assessments, billing, and collection.
- m. To verify the calculation and collection of penalties and interest on overdue property taxes.

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7. Professional Tax

- a. To verify the accuracy and completeness of Professional Tax revenue reported in the financial statements.
- b. To reconcile Professional Tax revenue in the financial statements with underlying records and Reports generated from Professional tax Module.
- c. To verify that Professional Tax revenue is recognized in accordance with relevant accounting standards and regulations.

8. User Charges Income

- a. To verify the accuracy and completeness of income generated from user charges as reported in the financial statements.
- b. To reconcile the income from user charges with underlying records, such as billing systems, service usage data, and collection records.
- c. To verify that user charges income is recognized in accordance with relevant accounting standards and regulations.
- d. To check calculations and collections of User charges on sample basis to ensure accuracy and completeness.
- e. To verify that receivables from user charges are accurately recorded and appropriately valued.
- f. To review the aging of receivables and assess the adequacy of provisions for doubtful debts.
- g. Verify that receivables are classified and disclosed in accordance with accounting standards.
- h. To ensure that any adjustments, rebates, or write-offs related to user charges are authorized and properly recorded.
- i. To ensure compliance with relevant laws and regulations governing the imposition and collection of user charges.
- j. To verify the calculation and collection of penalties and interest on overdue user charges.

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9. Rent Income from Properties of the Surat Municipal

- a. To verify the accuracy and completeness of other income reported in the financial statements.
- b. To reconcile rent income from municipal properties and other income with underlying records.
- c. To verify that income is recognized in accordance with relevant accounting standards and regulations.

10. To verify Compliance with TCS on specified Income in accordance with the provisions of the Income Tax law.

11. To carry out Scrutiny of ledger accounts for the financial year.

12. To verify that the Transactions reflecting in the books of accounts are within the Budgetary provisions approved by the General Body of SMC

13. To verify control summary with Books of Accounts to ensure that the transactions have occurred duly within the limits that reflect in the approved Budget document.

14. To ensure Financial Statement for the financial year are prepared in accordance with the Generally Accepted Accounting Principles in India and Accounting Standards applicable to ULBs issued by the Institute of Chartered Accountants of India and correctly reflects the transactions recorded in the Books of Accounts.

15. To check and ensure that the Notes to Accounts and applicable Disclosures forming part of Financial Statements are commensurate as applicable to Local Bodies for the financial year

16. To verify and certify financial statements prepared in Accordance with National Municipal **Accounting** Manual (NMAM) for the financial year and issue Audit Report for the same.

17. Income Tax:

- a. To assist and provide information on recent amendments in the Income Law or provide Guidance on any Circulars/Notifications/clarifications on the Income Tax Law issued/implemented by CBDT or any verdict of any Court of Law or Authority that could have impact on operations of the Corporation.
- b. To assist in giving response to any notice regarding TDS/TCS received from Income Tax Department

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- c. To attend the Appeal(s) /Show Cause Notice(s) /Hearing(s) related to Income tax matters with Income tax department authorities by Drafting replies, assisting in submission of replies to the Notices and appear before the Tax Authorities.
- d. To assist in filling of returns applicable to Surat Municipal Corporation including Income Tax Return, TDS/TCS returns or filing of any Forms including 26QB or any other form as required under the Income tax law.
- e. To issue certificate in Form 15CB in case of payments in foreign currency and assist in filing of Form 15CA for the same.

18. Ancillary Services:

- a. To conduct Limited Review every quarter and issue Report on the same in accordance with the requirement of SEBI.
- b. To issue Certificates as required in compliance to the requirements of Post Issue of Municipal Bonds of any nature.
- c. To assist the Corporation in providing
- d. To assist the Corporation for Analysis of Financial and non-financial Data.
- e. To assist the Corporation in preparation of any Reports, case study or presentations related to Municipal Finance including Budget Presentation.
- f. To provide opinion in writing on any issue of interpretation of various provisions of the Income Tax Law whenever sought.

19. Terms and Conditions –

- a. The scope of work can be expanded and shall not be limited as above
- b. The firm shall not sub-contract the Consultancy assignment.
- c. No escalation / price rise/ fees increase will be allowed to successful bidder.
- d. The Bidder shall have to deploy at least 5 Qualified Representative which shall include minimum 2 Chartered Accountants, minimum 2 semi Qualified (CA-inter) / 3 B.com/M.Com at Surat Municipal Corporation Office on daily basis.
- e. The engagement Partner shall be required to visit and attend meeting as and when required for discussion with Surat Municipal Corporation's Officers.
- f. Without assigning any reason, SMC reserves the right to reject the lowest or any other or all offer or part of it. To waive any informality or irregularity in any offer, which in the opinion of SMC does not appear to be in its best interest and the tenderer shall

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have no cause of action or claim against SMC or its officers, employee, successors or assignees for rejection of this offer.

- g. The CA Firm shall have to execute an agreement with SMC and to give surety on a stamp paper issued by Gujarat State Government of necessary amount per each work assigned to the firm as an individual work contract.
- h. SMC reserves the right to withhold issuance of the notice to proceed, after execution of the contract agreement by the successful Audit Firm. SMC is not obliged to give reasons for any such action.
- i. The payments of professional fees shall be done Yearly on satisfactory submission of the Report of Work Done by the Consultant.

5.1 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 favour of SURAT MUNICIPAL CORPORATION of any Scheduled / Nationalized bank within 15 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.

5.2 Contract Period

The Tender is invited for one year and can be further extended for 1 more years, if the work is found satisfactory at the discretion of the Surat Municipal Corporation, maintaining the same rate and terms outlined in this Document.

5.3 Minimum Bid: The minimum fees for the Tender shall be Rs.25,00,000/- (*Twenty Five Lacs only*)

5.4 Termination of Contract

1. In case if the service of the consultant is not found satisfactory where a material information is not reported/misreported, has made misleading or false representation or deliberately suppressed the information, poor performance such as abandoning work, not properly completing work, the Surat Municipal Corporation, at its discretion may cancel the contract and blacklist the Consultant firm.
2. Considering the materiality of the failure to perform at the satisfaction of the Corporation, the Surat Municipal Corporation may make deductions from the amount from the professional fees payable to the Consultant.

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3. Considering the severity of the case and the consequences where it has impact on reputation/any financial loss incurred, the Surat Municipal Corporation shall recover financial losses and may also impose penalty.
4. The Surat Municipal Corporation may inform the Institute of Chartered Accountants of India regarding professional misconduct, negligence and failing to perform services in accordance with professional standards.

We agree to the above scope of work and comprehensive financial bid in form of proposed Fees stated in Cover 3.

For _____

Chartered Accountants

Partner

(Name)

Membership no. _____

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6. FINANCIAL BID

Scope of Work	Total Amount (in INR)						
We agree to the above Scope of work from Point no. 01 to 19 and Comprehensive Financial bid inform of proposed fees. For _____ Chartered Accountants Partner _____ Name _____ Membership No. _____ Firm Registration No. _____ (_____) Stamp & Sign	<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"><tbody><tr><td>Professional fees for agreed scope of work</td><td>Amt. In INR (To Fill Online Only)</td></tr><tr><td>Applicable GST</td><td>Amt. In INR (To Fill Online Only)</td></tr><tr><td>Total</td><td>Amt. In INR Rupees in Words (To Fill Online)</td></tr></tbody></table>	Professional fees for agreed scope of work	Amt. In INR (To Fill Online Only)	Applicable GST	Amt. In INR (To Fill Online Only)	Total	Amt. In INR Rupees in Words (To Fill Online)
Professional fees for agreed scope of work	Amt. In INR (To Fill Online Only)						
Applicable GST	Amt. In INR (To Fill Online Only)						
Total	Amt. In INR Rupees in Words (To Fill Online)						

Copy to: Chief Accountantshri,
Surat Municipal Corporation,
Muglisara, Surat...for necessary action.

SURAT MUNICIPAL CORPORATION

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ANNEXURES

All the documents listed below shall be annexed to the bid in the prescribed formats along with the necessary supporting documents to ascertain the claims made by the bidder.

A. Bidder's Details (Attested copy of all relevant documents to be submitted in COVER-2)

1	Details of responding firm/company				
a.	Name of the Bidder/Supplier				
b.	Address				
c.	Telephone		Fax:		
d.	Website				
e.	Income Tax Number [PAN]				
f.	Goods & Service Tax (GST) No.				
g.	Professional Tax No.				
h.	Provident Fund Reg. No.				
2	Information about responding firm / Company				
a.	Address of Head Quarter/Head Office				
b.	Address of Registered Office				
c.	Office in Gujarat				
d.	Office in Surat				
e.	No. of years of operation in India				
f.	Net Turnover excluding Taxes from Audit and Assurance Service (figures as per last Five audited financial Statement and Auditor's certificate are to be provided)		Gross Turnover	Taxes	Net Turnover
		Yr.-1 (2018-19)			
		Yr.-2 (2019-20)			
		Yr.-3 (2020-21)			
		Yr.-4 (2021-22)			
		Yr.-5 (2022-23)			
g.	Taxable income (figures as per last Five audited financial statements and ITR are to be provided)	Yr.-1 (2018-19)			
		Yr.-2 (2019-20)			
		Yr.-3 (2020-21)			
		Yr.-4 (2021-22)			
		Yr.-5 (2022-23)			
3	Details of Contact Person				
a.	Name				

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b.	Designation			
c.	Address			
d.	Telephone No.			
e.	Mobile No.			
f.	Fax No.			
g.	E-mail			
4	Details of Authorized Signatory			
a.	Name			
b.	Designation			
c.	Address			
d.	Telephone No.			
e.	Mobile No.			
f.	Fax No.			
g.	E-mail			
5	Forum of Business (Select appropriate option and provide the Registration Details along with attested copies of certificates)			
#	Forum of Business	Yes/No	Registration Details(submit attested copies of certificates)	Validity Date
a.	Limited Liability Partnership Firm?			
b.	Partnership Firm?			
c.	Company under The Companies Act?			