



बहुजनहिताय बहुजनसुखाय

Surat Municipal Corporation (SMC)

**Hiring Services of Professional as GST Consultant for Surat Municipal Corporation F.Y. 2025-26
[DMC/ACCOUNT/03/2025-26]**

**Online Bid Start Date
September 12, 2025**

**Online Bid End Date
(Last Date of Online Submission of Bids)
September 20, 2025**

**Last Date of Physical Submission of
Bid Fee, EMD & Affidavit in Hard Copy
September 29, 2025**

**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 Professional as GST Consultant for Surat Municipal Corporation F.Y.2025-26" [Tender Notice No. DMC/ACCOUNT/03/2025-26]

This Document is being published by the Surat Municipal Corporation (SMC) for Hiring Service of Professional as GST Consultant for Surat Municipal Corporation.

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.

Tender Fee (Non-refundable)	INR : Rs.1,062/- (Rs.900/- + 18% GST (One Thousand and Sixty two Rupees Only) by Demand Draft or Banker's Cheque in favour of Surat Municipal Corporation .
------------------------------------	--

EMD	INR : Rs.20,000/- (Twenty Thousand Only) by Demand Draft or Banker's Cheque in favour of Surat Municipal Corporation .
------------	---

Last date (deadline) for Submission	Complete in sealed envelope with relevant details may be submitted strictly through Speed Post or RPAD only so as to reach by 29/09/2025, up to 17:00 hrs at following address:
--	--

To, Chief Accountant, Surat Municipal Corporation, Gordhandas Chokhawala Marg, Muglisara, Surat - 395003, Gujarat. Subject:- "Hiring Service of Professional as GST Consultants for Surat Municipal Corporation F.Y.2025-26" Tender Notice No. DMC/ACCOUNT/03/2025-26
--

Website to download Tender Document	https://www.suratmunicipal.gov.in/
--	---

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

Deputy Commissioner
Surat Municipal Corporation

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

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

Table of Contents

1. Introduction and Background
 - 1.1 About Surat Municipal Corporation
2. Pre-Qualification Criteria
3. Evaluation Criteria
4. Technical Eligibility
5. Terms of Reference for GST Consultant of Surat Municipal Corporation.
 - 5.1 Security Deposit
 - 5.2 Contract Period
 - 5.3 Termination of Contract
6. Financial Bid

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 GST Consultant of Surat Municipal Corporation

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

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 Professional as GST Consultant 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	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">The Bidder should be registered with CAG for the year 2024-25.The Bidder should be registered under Goods and Service Tax Act	<ul style="list-style-type: none">Document supporting registration with CAG for the year 2024-25.Copy of Registration Certificates with the GST Authorities.
3	Annual Turnover	The Bidder should have minimum Annual Turnover for last five financial years (i.e., from FY 2019-20 to FY 2023-24) exceeding Rs. 50 lacs (Excluding Goods and Service Tax) in each year and also taxable income should be above Rs.10 lacs in each year as per income tax return.	<ul style="list-style-type: none">Copy of Audited financial statements and Income Tax return for the last five financial years (FY 2019-20 to 2023-24).Certificate from Statutory Auditors for Turnover excluding Goods and Service Tax.

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

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.

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

COVER 2

4. Technical Eligibility

Criteria	Compliance (strike off which is not necessary)
1. The applications will be considered from Qualified Company or LLP ("the Firm") or Partnership Firm should be registered for more than 15 years as on 31 st March 2025.	Yes / No (Please Provide Registration/Incorporation Certificate in Cover 2)
2. The experience should include experience in undertaking Service Tax/GST Consultant of Public Sector Company /Govt. Company and Local Authority.	Yes / No (If yes, evidences supporting appointment in Cover 2)
3. The Company/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 any Authorities.	Whether Company/Firm 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 Company/Firm or any of the Directors/ Partners of the Company/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 Directors/Partners Company/Firm is disqualified Yes / No (undertaking in this regard to be provided in Cover2)
5. The minimum Annual Turnover of the Company/ Firm for last five financial years (i.e., from FY 2019-20 to FY 2023-24) should be exceeding Rs. 50 lacs (Excluding Goods and Service Tax) in each year and also taxable income should be above Rs.10 lacs in each year as per income tax return..	Yes / No (If yes, please provide audit report and Tax-return along with a certificate from Statutory auditor certifying the amount of Turnover Excluding Goods and Service Tax for last 5 years in Cover 2)
6. There must be at least 5 CAs in the Company/ Firm, out of which minimum 3 CAs must be the Directors/Partners of the Company/Firm as per Company's/Firm's standing as on date of this offer and at least 2 Directors/Partners should be continuously Director/Partner of the Company/Firm	Yes / No (If yes, please provide evidence to support in Cover 2)

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

Criteria	Compliance (strike off which is not necessary)
since 15 years.	
7. The Company/Firm should be empanelled with CAG for the year 2024-25.	Yes / No (If yes, please provide evidence to support in Cover 2)
8. The Company/Firm has to ensure that qualified CAs with relevant post qualification experience of 2 years and Technical Staff are deputed for GST 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 Company/Firm should have its Head Office/Branch located in Surat till the execution of the contract. The Company/Firm should not be a collaborated/network Company/Firm. The Company /Firm should have Head office/Branch in Surat for at least last 10 years.	Yes / No (If yes, please provide evidence to support in Cover 2)
10. The Company/Firm should be holding a valid Peer Review Certificate issued by the Peer Review Board of the ICAI (covering the period of contract)	Yes / No (If yes, please provide evidence to support in Cover 2)
11. The Company/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)

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

Sr. No.	Particulars	Points Allocation	Max. Points	Self Points
1	Place/Location of the Company/Firm			
	Branch office at Surat	5	10	
	Head office at Surat	10		
2	Number of Full-Time Directors/Partners associated with the Company/Firm in Surat for not less than 10 years			
	- up to 3	5	10	
	- up to 5	7.5		
	-Above 5	10		
3	Company/Firm should have at least 3 Full-Time Directors/ Partners, Experience of all Full-Time Directors/Partners			
	(a) 5-10 years:	5	10	
	(b) 10-15 years:	7.5		
	(C) More than 15 years:	10		
4	Number of Qualified Assistants (CAs only) employed with the Company/Firm			
	2-5	5	10	
	5-7	7.5		
	More than 7	10		
5	Relevant Experience of the bidding Company/Firm			
	15-20 years	10	15	
	More than 20 years	15		
6	Experience of carrying out Service Tax/GST Consultant of Municipal Corporation.			
	Less than 5 years	0	15	
	5-10 years	10		
	More than 10 years	15		
7	Number of Service Tax/GST Consultant conducted of Government Authorities/Government University/Government Company/Subsidiary Company of State/Central Government/Public Limited Company (Listed)			
	2	5	10	
	3-5	7.5		
	Above 5	10		
8	The minimum Annual Turnover of the Company/Firm during the preceding 5 financial years (i.e. F.Y. 2019-20 To 2023-24)			
	Rs.50,00,000 - Rs. 1,00,00,000	5	15	
	Rs.1,00,00,001 - Rs. 2,00,00,000	10		
	Above Rs. 2,00,00,000	15		
9	If Peer Review	5	5	
Total			100	

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

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

Director/Partner

(Name)

Membership no._____

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

5.Terms and Conditions and Scope of Work for GST Consultant of Surat Municipal Corporation

1. The Surat Municipal Corporation charges fees/Compensation towards various goods/services provided to the citizens of the city of Surat as per the norms/rates decided by the competent authority of the Surat Municipal Corporation. The Consultant Company/Firm shall be required to provide an opinion on applicability of the Goods and Service Tax on Goods/Services provided by the Surat Municipal Corporation along with applicable HSN/SAC or the goods/services is covered under the exemptions category with reference to the provisions of the law.
2. To verify daily and ensure whether the income received by the Surat Municipal Corporation has been taxed as per the provision of Goods and Services Tax Act. The Company/Firm shall be required to verify this daily with each receipt voucher and the receipt voucher to be verified with computerized MIS Report of Surat Municipal Corporation. If tax has not been levied on any income as per the provisions of the Goods and Services Tax Act, the same should be reported in writing to the Chief Accountant, Account Department immediately within 02 days.
3. The consultant Company/Firm shall issue certificate of compliance with the provisions of the Goods and Service tax stating that the income received by the Surat Municipal Corporation on which tax is applicable is collected at applicable rates and the rest of the income is exempted from tax. The certificate in this regard shall be reported to the Chief Accountant, Account Department on the 5th day after the end of every month.
4. The income received by the Surat Municipal Corporation shall be monthly reconciled as per computerized MIS report of the Surat Municipal Corporation and the GLAC wise monthly trial balance of the Accounts Department. The monthly report will be submitted to the Chief Accountant, Accounts Department on the 15th day after the end of every 1 month. And if any discrepancy is found, it shall be reported to the Chief Accountant, Account Department.
5. To verify the GLAC wise applicability of Reverse Charge Mechanism (RCM) as per the provisions of the Service Tax Act on any goods/services provided by the Surat Municipal Corporation and verify whether the tax invoice is generated as per the provisions of the Goods and Services Tax Act.
6. According to the provisions of the Goods and Services Tax Act, the returns uploaded on the income portal should be match with the data of the returns and the data of the books of accounts of the Surat Municipal Corporation.
7. The Surat Municipal Corporation awards work orders of various jobs of Surat Municipal Corporation to various agencies through tender process. The Companys/Firms shall verify and

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

scrutinise the nature of work, terms and conditions of the scope of work in the tender document and verify the applicability of the Goods and Service Tax on Goods/Services provided by the Surat Municipal Corporation, provide applicable HSN/SAC to various Departments/Zone. If any works is eligible for exemption in accordance with the provisions of the said GST law then clarification of which work is eligible for exemption will have to be given by citing the provision of the Act. The Company/Firm shall also verify and ascertain whether tax credit would be available on the said work which shall also form part of the opinion to be provided by the consultant Company/Firm. Further, in case if the agency does not agree with the opinion given by the consultant Company/Firm, then in consultation with the agency and their GST consultant(s), the consultant Company/Firm shall settle the issue and provide a revised/second opinion. The consultant Company/Firm shall verify the payment vouchers prepared for various Department/Zone in accordance with the opinion given and if any discrepancy is observed, the same has to be reported immediately.

8. In accordance with the provisions of the GST law, where some of the services availed by Surat Municipal Corporation are included under the purview of RCM, the consultant shall provide opinion stating the applicability of RCM on such services with applicable rates and whether tax credit would be available or not. The consultant shall later verify the rate of tax shown at the time of payment of the bill whether the same is in conformity with the opinion given.
9. In accordance with Notification No.50/2018 (Central Tax), Dated-13/09/2018 published by Finance Department of the Central Government and amendments from time to time then after, the consultant Company/Firm shall verify the compliance of deducting tax at source under the provision of the GST law on payment of bills by Surat Municipal Corporation. If for any reason there is a discrepancy in the deduction of GST-TDS from the bill, the same should be reported to the Chief Accountant, Account Department on the 2nd day of completion of that month.
10. To ensure timely filing of Monthly, Quarterly and Annual Returns of GST/GST-TDS as applicable from time to time under Goods and Services Tax Act. The Corporation shall provide necessary Data, details and requisite information in the record time frame. The intimation of uploading of the return must be reported in writing to the Chief Accountant, Account Department on day 03.

In case of liability for payment of GST/GST-TDS, the challan for payment of GST/GST-TDS should be submitted before the last date of payment of GST/GST-TDS on 04th day (excluding public holidays).

11. To assess various judgements by judicial authorities/courts and various amendments to the existing legal provisions by the Central Government/State Government/ GST Council under the Goods and Services Tax Act promulgated from time to time vide notifications and communicate the required amendments applicable to the Surat Municipal Corporation within the prescribed

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

time frame if it affects the operations carried out by the organization in writing to the Chief Accountant, Account Department as well as assist/provide guidance in implementing required amendments in the existing computer software system.

12. The consultant shall be responsible for preparation of answers and responding to the audit para regarding GST/GST-TDS raised by GST Department and A.G. Office Audit/Local Fund Audit and disposal of the same.
13. The consultant shall be responsible for responding to the notice, summons and attending the concerned Department/court to dispose of the said matters/disputes raised by the GST department in reference to the information in returns/Forms/Notices uploaded by the Surat Municipal Corporation, regarding the GST/GST-TDS.
14. The consultant shall undertake implementation of amendments to the Goods and Service Tax Act in of GST Module of Accounts Department of the Surat Municipal Corporation and redesigning of the same in coordination with the accounting department every 15 days and report the same to the Chief Accountant, Account Department.
15. The consultant shall Reconcile GSTR -3B with Income and Expenditure shown in Surat Municipal Corporation Annual Accounts and report the same to the Chief Accountant, Account Department.
16. In case where any work order issued to any agency by the Surat Municipal Corporation tends to pose a potential dispute with the tax administration and if the agency/ Surat Municipal Corporation decides to file an appeal with the Advance Ruling Authority, the consultant shall be required to carry out the process of filing the appeal and attending the hearing from time to time and update the status of the appeal in writing to the Chief Accountant, Account Department.
17. The consultant shall respond to the any queries/inquiries raised by the Chief Auditor of the Surat Municipal Corporation/GST Department/Local Fund Auditor/Competent Authority of the Surat Municipal Corporation in respect to the opinion issued by the consultant in relation to the scope of work issued to any agency by the Surat Municipal Corporation.
18. If the agency has complied with GST in accordance with the opinion provided by the consultant and subsequently, the Agency receives notice from the Goods and Services Tax Department then the consultant shall be required to assist the agency in responding to the notice and do the needful towards disposal of the same.
19. If any information is requested by the Competent Authority in pursuance of the scope of work in the work order issued by the Surat Municipal Corporation, the consultant shall be required to provide such information in the format requested by the Competent Authority within the prescribed time limit.

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

20. In case of the consultant Company/Firm deciding to resign as GST consultants of the Surat Municipal Corporation subsequent to the issue of the work order then the consultant Company/Firm shall intimate the same to the Surat Municipal Corporation at least three months in advance.
21. The scope of work can be expanded and shall not be limited as above. The Consultant shall be required to carry out any work related to finance given by the Accounts Department beyond the GST Scope of Work mentioned above.
22. The payment of professional fees shall be done every quarterly on satisfactory submission of the Report of Work Done by the Consultant. 7% Retention money deposit (RMD) to be retained from each running account bill.
23. Other Terms and Conditions -
 - a. The scope of work can be expanded and shall not be limited as above
 - b. The Company/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 6 Qualified Representative which shall include minimum 2 Chartered Accountants, minimum 2 Semi Qualified (CA-inter), 2 B.Com/ M.Com at Surat Municipal Corporation Office on daily basis. The consultant shall arrange for substitute staff, in coordination with the Account Department, under circumstances where any staff is not able to attend under unavoidable circumstances. The report of the work done by the consultant has to be submitted at the Central Accounts Department every month.
 - e. The engagement Director/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 H-1 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 have no cause of action or claim against SMC or its officers, employee, successors or assignees for rejection of this offer.
 - g. The Company/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 Company/Firm as an individual work contract.

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

- h. SMC reserves the right to withhold issuance of the notice to proceed, after execution of the contract agreement by the successful Audit Company/Firm. SMC is not obliged to give reasons for any such action.
- i. The person on staff at SMC will take the permission of for leave of absence from the Head of the Department for leave.
- j. The staff of bidding firm appointed at SMC shall be required to seek leave of absence (for any valid reason) from Head of the Department for leave exceeding 3 days
- k. The staff of bidding firm will be granted 12 days of leave per year. Any additional leave taken without proxy which would create backlog of work would resulting in recovery of penalty as under :

Chartered Accountant - Rs.1,000/- per day
Others - Rs.600/- per day

Under unforeseen circumstance, the decision to levy penalty would be decided by the Head of the Department.
- l. Under circumstance of excess workload where the Corporation functions on Public Holiday/Sunday, the attendance of representatives of the bidding firm at SMC shall be mandatory when called upon.

5.1 Security Deposit

The successful bidder will be required to place Security Deposit minimum Rs.1 lacs or 5% of the consideration of the contract (whichever is higher) 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 year, 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 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 Company/Firm.

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

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.
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.

For _____

Chartered Accountants

Director/Partner

(Name)

Membership no._____

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

6. FINANCIAL BID

Scope of Work	Total Amount (in INR)				
<p>We agree to the above Scope of work from Point no. 01 to 23 and Comprehensive Financial bid inform of proposed fees.</p> <p>For _____ Chartered Accountants</p> <p>Director/Partner Name _____</p> <p>Membership No. _____ Company/Firm Registration No. _____</p> <p>(_____) Stamp & Sign</p>	<p>(Comprehensive quote for Scope of work agreed upon shall be stated, which shall be inclusive of all transportation exp./Stationary exp./ other charges/out of pocket / incidental expenses. GST should be mentioned separately.)</p> <table border="1"><tr><td>Professional Fees for agreed scope of work (Excluding GST) (Amt in INR)</td><td rowspan="3">(To Fill Online Only)</td></tr><tr><td>Applicable GST (Percentage-%)</td></tr><tr><td>Total (Amt in INR) Rupees in Words</td></tr></table>	Professional Fees for agreed scope of work (Excluding GST) (Amt in INR)	(To Fill Online Only)	Applicable GST (Percentage-%)	Total (Amt in INR) Rupees in Words
Professional Fees for agreed scope of work (Excluding GST) (Amt in INR)	(To Fill Online Only)				
Applicable GST (Percentage-%)					
Total (Amt in INR) Rupees in Words					

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

ANNEXURE

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 Company/Firm					
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 Company/Firm					
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.	Minimum Annual Turnover excluding Goods and Service Tax (figures as per last Five audited financial Statement and Auditor's certificate are to be provided)			Gross Turnover	Taxes	Net Turnover
Yr.-1 (2019-20)						
Yr.-2 (2020-21)						
Yr.-3 (2021-22)						
Yr.-4 (2022-23)						
	Yr.-5 (2023-24)					
3	Details of Contact Person					
a.	Name					
b.	Designation					
c.	Address					
d.	Telephone No.					
e.	Mobile No.					
f.	Fax No.					
g.	E-mail					

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

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?			