

Expression of Interest (EOI) for  
"Hiring the services of a  
Chartered Accountant firm for  
Analysis, Standardization and  
Streamlining of Accounting  
Codes of Surat Municipal  
Corporation"

EOI Notice No.:  
DMC/ACCOUNT/EOI/01/2025-26



# **SURAT MUNICIPAL CORPORATION (SMC)**

Surat Mahanagar Seva Sadan  
Gordhandas Chokhawala Marg, Muglisara,  
Surat, Gujarat - 395003.

## **Notice Inviting Expression of Interest (EOI) for "Hiring the services of a Chartered Accountant firm for Analysis, Standardization and Streamlining of Accounting Codes of Surat Municipal Corporation"**

**EOI Notice No.: DMC/ACCOUNT/EOI/01/2025-26**

This Expression of Interest (EOI) document is being published by the Surat Municipal Corporation (SMC) for Hiring the services of a Chartered Accountant firm for Analysis, Standardization and Streamlining of Accounting Codes of Surat Municipal Corporation.

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.

<b>EOI Fee</b> (Non-refundable)	Rs.708.00/- (Rs.600.00 + 18% GST) – By Demand Draft or Banker's Cheque in favour of Surat Municipal Corporation.
<b>Earnest Money (Bid Security)</b> Refundable	Rs.5,000.00/- (Five Thousand Only) (Refundable) – By Demand Draft or Banker's Cheque in favour of Surat Municipal Corporation.
<b>Online Queries</b>	Bidders shall have to post queries by email to <a href="mailto:chiefaccountant@suratmunicipal.gov.in">chiefaccountant@suratmunicipal.gov.in</a> on or before 17/09/2025, 18.00 hrs.
<b>Last date for EOI Submission</b>	Complete EOI in sealed Cover with relevant details may be submitted strictly through Speed Post or RPAD only so as to reach by 20/09/2025 up to 18.00 hrs at following address:  "I/c Chief Accountant Shri" Surat Municipal Corporation, Surat Mahanagar Seva Sadan Gordhandas Chokhawala Marg, Muglisara, Surat, Gujarat - 395003
<b>Website to download EOI</b>	<a href="https://www.suratmunicipal.gov.in/">https://www.suratmunicipal.gov.in/</a>

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

Sd/-  
Deputy Municipal Commissioner  
Surat Municipal Corporation

**Issued by**  
**SURAT MUNICIPAL CORPORATION**

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# **1. Introduction and Background**

## **About Surat Municipal Corporation**

Surat is one of the oldest municipalities of India established in 1852. Later, in 1966, it was converted into a Municipal Corporation under the Bombay Provincial Municipal Corporation (BPMC) Act, 1949. Surat Municipal Corporation functions as a local self-government, carrying out all the obligatory and discretionary duties assigned under the GPMC Act.

Surat Municipal Corporation (SMC) perceives its role as the principal facilitator and provider of services to provide a better quality of life for the city of Surat. 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 various measures to make the city a better place to live. SMC has taken up many path breaking initiatives and these efforts have been acknowledged at national and international level.

**Cover 1: Main Cover**

**2. Eligibility Criteria for submission of Technical Bid.**

#	Eligibility Criteria	Required Documents/ Evidence / Proof
1.	Applications will be considered only from qualified Chartered Accountancy Partnership Firms or Companies or LLPs ("the Firm") registered for more than 15 years as of 31 <sup>st</sup> March 2025.	Must provide the Registration/ Incorporation Certificate of the Partnership Firm or Company, or LLP as documentary proof.
2.	The Company/Firm must have at least 10 years of experience in conducting Internal/ Statutory/ System Audits for Urban Local Bodies, Government Companies (Central/State), Local Authorities, or Public Sector Companies.	Must provide work order and/or work completion certificate as documentary proof.
3.	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.	Must provide authorized documentary proof supporting this requirement.
4.	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 since 15 years.	Must provide authorized documentary proof supporting this requirement.
5.	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.	Provide a self-declaration/ undertaking in this regard, as per the attached Annexure-1.

#	Eligibility Criteria	Required Documents/ Evidence / Proof
6.	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.	Provide a self-declaration/ undertaking in this regard, as per the attached Annexure-1.
7.	The Company/Firm must have an annual turnover exceeding Rs.100.00 lakhs in each of the last three financial years and a total taxable income exceeding Rs.20.00 lakhs in each of these years, as per the Income Tax Returns.	Must provide copies of audited financial statements and filed income tax returns for the last three financial years, clearly indicating turnover exceeding Rs.100.00 lakhs and taxable income above Rs.20.00 lakhs for each year.
8.	Sub-contracting of the work assignment in any form shall not be permitted.	Provide a self-declaration/ undertaking in this regard, as per the attached Annexure-1.
9.	The Company/Firm office should be registered under Professional Tax and Provident Fund Act (Surat Region).	Must provide authorized documentary proof supporting this requirement.

**I/We undertake that I/we meet above stated criteria and I/we have submitted necessary supporting documents in this regard as part of our proposal in “Cover 1: Main Cover”.**

For: \_\_\_\_\_  
Chartered Accountants Partner

(Name)  
Membership No: \_\_\_\_\_

(Sign and Stamp)

**Cover 1: Main Cover**

**3. Scope of work**

The objective of engaging the Chartered Accountant (CA) firm is to strengthen Surat Municipal Corporation's financial planning, ensure budgetary discipline, identify gaps in accounting practices. This is a one-time exercise to analyse both income and expenditure dimensions across departments, zones and functional sectors of SMC.

1. Analyse the accounting codes (Budget Centre Code Number (BCNT), Project Code, Budget Heads, Sub Codes and Others) of expenditure and income of various zones and departments.
2. Ensure proper accounting treatment & grouping and eliminate duplication of accounting codes.
3. Prepare accounting code wise quarterly, half-yearly and yearly reports by analyzing the budget versus the actual expenditure.
4. Prepare required reports or provide information using the available data, as and when required.
5. Inform the competent authority of any abnormal findings and suggest improvements, wherever required.
6. Deploy two full-time Chartered Accountants, each having at least two years of system audit experience, to work with the Accounts Department of Surat Municipal Corporation. The deployed Chartered Accountants must be proficient in reading, writing and speaking the Gujarati language.
7. Submission of the weekly progress report to the competent authority for review.
8. Undertake any other tasks or work assigned by the competent authority in regard to the said work.
9. Estimated cost for the said work is Rs.3.00 lakh + GST.

We agree to the above scope of work.

For: \_\_\_\_\_  
Chartered Accountants Partner

(Name)  
Membership No: \_\_\_\_\_

(Sign and Stamp)

**Cover 1: Main Cover**

**4. Terms of Appointment**

1. The appointment of the Company/Firm will be up to 31<sup>st</sup> March 2026.
2. The Company/Firm will be required to adhere to the timelines and deliverables as agreed upon.
3. The Company/Firm must maintain confidentiality of all the information obtained during the work period.

**5. Payment Conditions**

1. 50% of the payment will be made after submission of the preliminary reports.
2. The remaining 50% of the payment will be made after approval of the Draft Budget for FY 2026-27 by the General Board of Surat Municipal Corporation or by 31st March 2026, whichever is earlier.
3. If the Company/Firm fails to complete the assigned tasks on time due to negligence, penalties will be imposed.
4. Delay in deliverables: A penalty at 0.2% of the milestone consideration will be levied per day in case of delay in submission of deliverables as detailed above.
5. If the support provided by the agency is found to be unsatisfactory, a penalty of up to 10% of the contract value will be applicable.
6. If the assigned onsite resource is unavailable at SMC without prior permission, a deduction of Rs.1,000 per day will be made applicable.
7. In case of failure to deliver the scope of services, SMC reserves the right to get the work done from third party at the risk and cost of the selected agency.
8. In case of continued failure, SMC can take stringent action including termination or blacklisting of the agency apart from levy of penalty for non-performance.
9. Surat Municipal Corporation reserves the right to deduct from the final payment at its discretion if the work is not carried out as per the work order.
10. No other extra/additional charges will be paid for any additional work undertaken on behalf of the ULB.

We agree to the above Terms of Appointment and Payment Conditions.

For: \_\_\_\_\_  
Chartered Accountants Partner

(Name)  
Membership No: \_\_\_\_\_

(Sign and Stamp)



**Cover 1: Main Cover**

**6. Terms and Conditions:**

1. **Main Cover (Cover 1):** The applicant has to provide the offer on the letterhead of the firm in the prescribed format along with all supporting documents and proofs to ascertain compliance to eligibility criteria and compliance with other requirements in main cover along with DD/Pay order of Quotation Fee. The main cover should bear subject as under and to be addressed to the I/c Chief Accountant Shri.

**Subject: "Offer for the Hiring the services of a Chartered Accountant firm for Analysis, Standardization and Streamlining of Accounting Codes of Surat Municipal Corporation"**

To,  
I/c Chief Accountant,  
Surat Municipal Corporation  
Surat Mahanagar Seva Sadan  
Gordhandas Chokhawala Marg, Muglisara  
Surat, Gujarat - 395003

**Financial Bid Cover/Inner Cover (Cover 2):** The Financial Bid should be sealed in a separate cover and this sealed cover should be **put inside the Main Cover (Cover 1)** and should bear subject as under.

**"Financial bid for the Hiring the services of a Chartered Accountant firm for Analysis, Standardization and Streamlining of Accounting Codes of Surat Municipal Corporation"**

2. The applicant must submit Quotation Fee (Non-refundable) of Rs.708.00/- (Rs.600.00 + 18% GST) in name of "Surat Municipal Corporation" in form of demand draft or pay order. It should be place in main cover.
3. Last date of quotation submission is 20/09/2025 up to 18.00 hrs. Quotations received after due date will not be considered.
4. Offer must be submitted in sealed Cover with relevant details and supporting documents through Speed Post or RPAD only so as to reach by 20/09/2025 up to 18.00 hrs.
5. All costs incurred in the preparation and submission of the offer is to be borne solely by the bidder, and the company will not be liable for any expenses.
6. The decision of authorities regarding selection of Company/Firm will be final & binding.
7. The authorities reserve the right to reject any or all offers without assigning any reason.

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8. The Company/Firm should possess adequate technical knowledge and understanding of the Municipal Corporation and other applicable laws and regulations.
  9. The appointment of the Company/Firm will be up to 31<sup>st</sup> March 2026.
  10. The Firm has to execute a service contract agreement on India Non-Judicial Stamp Paper of amount equal to Rs. 300/- with SMC.
  11. SMC reserve the right to cancel the Agreement at any point during the tenure of Appointment if the work is not found Satisfactory.
  12. The eligibility based on which the Company/Firm initially qualifies is required to be maintained by the firm throughout the contract period, failing which the contract can be terminated.
  13. The authorities reserve the right to terminate the contract if work is not satisfactory. If the performance does not meet the required standards, SMC may discontinue the engagement and may take stringent action up to blacklisting the agency.
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We agree to the above terms and conditions.

For: \_\_\_\_\_  
Chartered Accountants Partner

(Name)  
Membership No: \_\_\_\_\_

(Sign and Stamp)

**Cover 2: Financial Bid Cover**

**Note:** To be sealed in a separate cover marked as “Financial Bid Cover” and to be placed inside **“Cover 1: Main Cover”**

**ON THE LETTER HEAD OF THE FIRM**

**7. Financial Bid**

To,  
I/c Chief Accountant  
Surat Municipal Corporation,  
Surat Mahanagar Seva Sadan  
Gordhandas Chokhawala Marg, Muglisara, Surat - 395003, Gujarat.

**1. FINANCIAL BID**

Particular	Amount	
	Total Amount (without GST)	Amt in INR  Rupees in Words
	Applicable GST	Amt in INR  Rupees in Words
	Final Amount (with GST)	Amt in INR  Rupees in Words

**NOTE:** The quoted price shall be comprehensive and inclusive of all out-of-pocket and incidental expenses. Applicable GST must be quoted separately.

GST No:  
Mobile No:

PAN No:  
Contact Person:

For: \_\_\_\_\_  
Chartered Accountants Partner

(Name)  
Membership No: \_\_\_\_\_

(Sign and Stamp)

## **Annexure – 1**

**(Undertaking is to be given on letter head of the Partnership Firm or Company, or LLP)**

### **SELF DECLARATION / UNDERTAKING**

I/We hereby undertake that our firm M/s./Ms./Mr. \_\_\_\_\_

1. Does not have any disciplinary matters pending with ICSI/MCA/RBI/CBI/ROC or any form and we do not suffer any disqualification.
2. I/we/ or any of our not partner(s) in the firm(s) are not banned or blacklisted or temporary forbidden from applying offer for any type of audit/certification of forms/Annual Filing by PSU/Local Authority/Government Company.
3. I/we will not sub-contract this work assignment.

I/we the undersigned on behalf of our firm M/s./Ms./Mr. \_\_\_\_\_ hereby give and undertake that I/We am/ are jointly/Severally responsible to comply all the compliances.

For: \_\_\_\_\_  
Chartered Accountants Partner

(Name)  
Membership No: \_\_\_\_\_

(Sign and Stamp)