



Surat Municipal Corporation (SMC)

**Hiring the services of a Chartered Accountant firm for Analysis,
Standardization and Streamlining of Accounting Codes of Surat Municipal
Corporation
[DMC/ACCOUNT/02/2025-26]**

Online Bid Start Date
September 12, 2025

**Online Bid End Date
(Last Date of Online Submission of Bids)**
September 19, 2025

**Last Date of Physical Submission of Bid Fee, EMD & Undertaking
in Hard Copy**
September 26, 2025

Account Department
Surat Municipal Corporation
Muglisara, Surat-395003



Surat Municipal Corporation (SMC)

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

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

[Tender Notice No. DMC/ACCOUNT/02/2025-26]

Bid for Hiring the services of a Chartered Accountant firm for Analysis, Standardization and Streamlining of Accounting Codes of Surat Municipal Corporation is invited online on <https://smctender.nprocure.com> from the bidder meeting the basic eligibility criteria as stated in the bid document.

Bid Fee (Non-refundable)

- Rs.708/- (Rs.600/- + 18% GST (Seven Hundred and Eight Rupees only) by Demand Draft or Banker's Cheque in favour of **Surat Municipal Corporation**.

EMD

- Rs.3,000/- (Three Thousand only) by Demand Draft or Banker's Cheque in favour of **Surat Municipal Corporation**

Online Bid Start Date

- 12/09/2025

Online Bid End Date

- 19/09/2025 up to 18:00 hrs.

(Last Date of Online Submission of Bids with all necessary documents as per tender document requirement in soft copy)

Submission (in Hard Copy) of Bid Fee, EMD and Undertaking

- In sealed envelope strictly by RPAD/Postal Speed Post on or before 26/09/2025 up to 18:00 hrs.

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

Subject: "Hiring the services of a Chartered Accountant firm for Analysis, Standardization and Streamlining of Accounting Codes of Surat Municipal Corporation"
Tender Notice No. DMC/ACCOUNT/02/2025-26

- Bidders have to submit Price bid and Technical Bid online along with all necessary documents as per tender document requirement in electronic format only on <https://smctender.nprocure.com> website till the Last Date & time for Online Submission.

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

Deputy Commissioner
Surat Municipal Corporation

Issued by
SURAT MUNICIPAL CORPORATION

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7. 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	Undertaking on Non-Juridical Stamp paper of Rs. 300 as mentioned in format Annexure 1.

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.

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 st 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.
6.	The Company/Firm should not be banned or blacklisted or temporarily	Provide a self-declaration/ undertaking in this regard, as per the attached

#	Eligibility Criteria	Required Documents/ Evidence / Proof
	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.	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.

For: _____
Chartered Accountants Partner

(Name)
Membership No: _____

(Sign and Stamp)

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 Chartered Accountants, each having at least two years of system audit experience and one commerce/finance background individual having domain experience, to work with the Accounts Department of Surat Municipal Corporation. The deployed individuals will be on full-time basis and 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)

4. Terms of Appointment

1. The appointment of the Company/Firm will be up to 31st 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)

6. Terms and Conditions:

1. 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.
2. Last date of Bid document downloading is 19/09/2025 up to 18.00 hrs.
3. Offer must be submitted in sealed Cover with relevant details and supporting documents through Speed Post or RPAD only so as to reach by 26/09/2025 up to 18.00 hrs.
4. 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.
5. The decision of authorities regarding selection of Company/Firm will be final & binding.
6. The authorities reserve the right to reject any or all offers without assigning any reason.
7. The Company/Firm should possess adequate technical knowledge and understanding of the Municipal Corporation and other applicable laws and regulations.
8. The appointment of the Company/Firm will be up to 31st March 2026.
9. The Firm has to execute a service contract agreement on India Non-Judicial Stamp Paper of amount equal to Rs. 300/- with SMC.
10. SMC reserve the right to cancel the Agreement at any point during the tenure of Appointment if the work is not found Satisfactory.
11. 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.
12. 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.

We agree to the above terms and conditions.

For: _____
Chartered Accountants Partner

(Name)
Membership No: _____

(Sign and Stamp)

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	
As per the defined Scope of Work, Terms of Appointment & Terms and Conditions.	Total Amount (without GST)	(To Fill Online Only)
	Applicable GST	
	Final Amount (with GST)	

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 to be given on Non-Juridical Stamp paper of Rs. 300 by 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.
4. I/we, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
5. The undersigned also hereby certifies that neither our firm M/s nor any of its constituent partners have abandoned any work in India nor any contract awarded to us for such works has been rescinded during last five years, prior to the date of this bid.
6. The undersigned hereby authorize(s) and request(s) any bank, person, authorities, government or public limited institutions, firm or corporation to furnish pertinent information deemed necessary and requested by the SMC to verify our statements or our competence and general reputation.
7. The undersigned understands and agreed that further qualifying information may be requested, and agrees to furnish any such information at the request of the SMC.
8. The SMC and its authorized representative are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Affidavit will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and

information provided in the tender or with regard to the resources, experience and competence of the Applicant.

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)