

# Notice Inviting Expression of Interest EOI Notice

 <p>(An Undertaking of Surat Municipal Corporation)</p>	<p><b>SURAT SITILINK LIMITED (SSL)</b> Office No: 95-96, Surat Sitilink Ltd., Surat Municipal Corporation-Head Quarter, Muglisara, Main Road, Surat - 395003, Gujarat.</p> <p><b>Notice Inviting EOI for</b> <b>"Hiring Service of CA Firm as Statutory Auditors for the Period of</b> <b>01.04.2026 to 31.03.2027 for Surat Sitilink Limited."</b> <b>EOI Notification No. SSL/EOI/03/2025-26</b></p>
<p>This EOI Document is being published by the Surat Sitilink Limited (SSL) for Hiring Service of CA Firm as Statutory Auditors for the Period of 01.04.2026 to 31.03.2027.</p> <p>Bidders are advised to study this EOI Documents carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. This EOI Document is not transferable.</p>	
<p><b>EOI Fee</b> (Non- refundable)</p>	<p>INR 1,180/- (One Thousand One Hundred Eighty Rupees Only) (Including GST) by Demand Draft or Banker's Cheque in favour of <b>M/s Surat Sitilink Limited.</b></p>
<p><b>Last date (deadline) for EOI Submission</b></p>	<p>Complete EOI in sealed envelope with relevant details may be submitted strictly through Speed Post or RPAD only so as to reach by <b>Dt.11/03/2026 up to 17:00</b> hrs at following address:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"><p><b>Chief Accountant Shri,</b> <b>Surat Municipal Corporation,</b> <b>Muglisara, Surat-395003,</b> <b>Gujarat.</b></p></div>
<p><b>Website to download EOI</b></p>	<p><a href="https://www.suratmunicipal.gov.in/">https://www.suratmunicipal.gov.in/</a></p>
<p>The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.</p> <p style="text-align: right;"><b>Sd/-</b> <b>Managing Director</b> <b>Surat Sitilink Limited</b></p>	

**Expression of Interest**  
**For**  
**"Hiring Service of CA Firm as**  
**Statutory Auditors for the Period of**  
**01.04.2026 to 31.03.2027 for**  
**Surat Sitilink Limited"**

**EOI Notification No.: SSL/EOI/03/2025-26**



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

**Table of Contents**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Page No.</b>
<b>1</b>	<b>1. Introduction and Background</b> <b>1.1 About Surat Municipal Corporation</b> <b>1.2 About Surat Sitilink Limited (SSL)</b>	<b>04</b>
<b>2</b>	<b>2. Technical Eligibility</b>	<b>05</b>
<b>3</b>	<b>3. Scope of work</b>	<b>08</b>
<b>4</b>	<b>4. Financial Bid</b>	<b>11</b>

**Note:-**

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

<b>COVER 1</b>	<b>1. EOI Fees</b>
<b>COVER 2</b>	<b>2. Technical Eligibility</b> <b>3. Scope of work</b>
<b>COVER 3</b>	<b>4. Financial BID</b>

# **1. Introduction and Background**

## **1.1. About Surat Municipal Corporation**

The Surat Municipal Corporation (SMC) has responded to the challengers of fastest population growth and high speed economic development by adopting the best urban management practices. The administration of SMC with the help of the people and elected members of the city has transformed Surat to one of the cleanest cities of India. SMC has taken all necessary steps to make the city a better place to live all amenities. SMC has taken up many path breaking initiatives and these efforts have been acknowledged at national and international level.

## **1.2. About Surat Sitilink Ltd. (SSL)**

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



## INVITATION OF EXPRESSION OF INTEREST

### 2. 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”) with more than 10 years of experience.	Yes / No
2. The experience should include experience in undertaking pre-audit/ internal audit/ statutory audit of Public Sector Company/ Govt. Company/ local authority/ externally Aided projects/ Social Sector Projects (Excluding the audit of Charitable Institutions and NGOs).	Yes / No (If yes, evidences supporting appointment in Cover 2 )
3. The firm should not be a Branch or Collaborated firm, while at least 3 partners should be continuously partners of the Firm since last 5 years.	Yes / No (If yes, evidences supporting appointment in Cover 2 )
4. The Chartered Accountant Head Office placed should be located in Surat and need to submit 2 Government license/ proofs for the same.	Yes / No (If yes, please provide evidence to support in Cover 2)
5. The firm should not be banned or	Whether Firm or associate is banned or

<p><b>blacklisted or temporarily forbidden from applying for tenders for any type of audit by PSU/local authority / Govt. Company</b></p>	<p><b>blacklisted or temporarily forbidden from applying for tenders for any type of audit by PSU/ local authority/ Govt. Company ?</b></p> <p><b>Yes/No</b> <b>(undertaking in this regard to be provided in Cover 2)</b></p>
<p><b>6. The Audit Firm shall not sub-contract the Audit assignment.</b></p>	<p><b>Agreed / not agreed</b> <b>(undertaking in this regard to be provided in Cover 2)</b></p>
<p><b>7. The Firm or any of the partners of the firm should not have any disciplinary matters pending with ICAI/RBI/CBI Or any from and they should not have suffered any disqualification.</b></p>	<p><b>Whether disciplinary action initiated ?</b></p> <p><b>Yes/No</b></p> <p><b>Whether any of the partners / firm is disqualified</b></p> <p><b>Yes/No</b> <b>(undertaking in this regard to be provided in Cover 2)</b></p>
<p><b>8. The Average Turnover of the Firm for last 3 years starting from F.Y. 2023-24 to 2025-26 should be exceeding Rs.1.50 Crore and also average total taxable income for the above mention year in Rs.0.25 Crore as per the Income-tax return.</b></p>	<p><b>Yes/No</b> <b>(If yes, please provide audit report and Tax- return filed of last 3 years in Cover 2)</b></p>
<p><b>9. The partners should include a minimum of 5 FCA exclusively associated with the firm as per firm's standing as on 1<sup>st</sup> January 2025.</b></p>	<p><b>Yes/No</b> <b>(If yes, please provide evidence to support in Cover 2)</b></p>



### **3. Scope of work**

- 1. Statutory Audit under the Companies Act, 2013.**
- 2. Tax Audit of the Company under section 44AB of the Income Tax Act, 1961**
- 3. Filling of Income Tax return**
- 4. Filling of TDS return/ forms**
- 5. Compliance under IND-AS as per companies (Indian Accounting standard (IND AS)) Rules 2015, as notified by MCA and any amendment in the rule by time to time, and also helped in ensuring compliance to the company.**
- 6. Assisting in drawing following statements annually for the company:**
  - a. Statement of financial position.**
  - b. Statement of income and expenditure account.**
  - c. Statement of changes in equity.**
  - d. Statement of other comprehensive income.**
  - e. Statement of Cash flow.**
- 7. Consultation for the accounting system and internal controls.**
- 8. The CA Firm has also Certify Utilization Certificate and when required by Government authorities, SMC or any other agencies.**
- 9. GST Compliance.**
  - a. Filling GST Forms and returns**
  - b. Consulting in GST matters from time to time.**
  - c. Assistance in GST system mapping**
- 10. Any other returns/ Forms as required by Income Tax Act, GST Act or any other Act by time to time.**
- 11. Opinion related to Direct Tax and Indirect Tax.**
- 12. Dealing and finalization of the cases U/s 142(1) & 142(2), 272 A (2) (e) & U/s 154 of Income Tax Act viz. full and final settlement charges of the case along with the visits, as and when required.**

13. **Dealing with any Government/ Departmental letters, queries, show cause notice, demand notices, appeal etc. related to Finance/ Accounts of SSL.**
14. **The Consultant shall be responsible for response to the audit para, any notice, hearing, summons and attending the concerned Department/ court to dispose of the said matters/ disputes raised by the Government department regarding Direct-Indirect tax.**
15. **To assess various judgments by judicial authorities/ courts and various amendments to the existing legal provisions by the Central Government/ State Government/ GST Council under the Direct-Indirect Tax Act promulgated from time to time vide notifications and communicate the required amendments applicable SSL within the prescribed time frame if it affects the operations carried out by the organization in writing to the Concern Officer of Department as well as assist/ provide guidance in implementing required amendments in the existing computer software system.**
16. **In case tends to pose a potential dispute of the any tax administration and if the agency/ SSL 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 Concern Officer of SSL. If any information is requested by the Competent Authority in pursuance of the scope of work by Surat Sitilink Limited, the Consultant shall be required to provide such information in the format requested by the Competent Authority within the prescribed time limit.**
17. **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 Surat Sitilink Limited from time to time.**
18. **Security Deposit :**

**The Successful bidder will be required to place Security Deponit 5% of the consideration of the contract by Demand Draft or Banker's Cheque Payable at Surat in favor of Surat Sitilink Limited of any scheduled/ nationalized bank within 10 days from the date of notice of award of contract, failing which a penalty @ 0.065% of the amount of security deposit will be imposed for delay of each day.**
19. **In future when new EOI will be invited from Professionals than existing Statutory Auditor has to file all the returns, above mention all Scope of work and comply with all the provisions of Act applicable to SSL upto the date of Annual General Meeting (AGM) (Work Order period + upto AGM) without any additional Fees.**
20. **Penalty may be levied on the Statutory Auditor for delay, non-compliance, or any work-related dissatisfaction at the office of SSL. The amount of penalty will be determined by the management. Additionally, SSL reserves the right to deduct from**

the final fee payment, at the discretion of the management, if the work is not performed as per the work order.

21. As Taxes have to deposit on due date of the month, then only taxes return can be filed. In SSL office, the rights of Net banking are not taken. So, to avoid any interest or penalty, the CA may have to himself deposit taxes through net banking not exceeding Rs.50,000/- per month in whenever instructed by Accounts officer of SSL. The Taxes deposited by consultant shall be reimbursed within 7 working days of payment by SSL.

22. Contract Period :

a. Offer is invited for the period of 01.04.2026 to 31.03.2027.

b. Surat Sitilink Limited will issue the work order for a period of one year in the first instance, which may be extended by the management for an additional two years upon satisfactory completion of the initial term. In case of extension of the agreement for the next two financial years, the yearly professional fees may be escalated by up to 10%.

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

For

Chartered Accountants

Partner

(Name)

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



#### 4. FINANCIAL BID

**Note :- The Estimated fees for this EOI is Rs. 2.75 + GST lacs per yearly.**

Scope of Work	Total Amount (in INR)							
<p>We agree to the above Scope of work from Point no. 01 to 22 and comprehensive financial bid in form of proposed Fees stated in Cover 3.</p> <p>For _____</p> <p>Chartered Accountants</p> <p>Partner Name :- _____ _____</p> <p>Membership no. _____</p> <p>( _____ ) Stamp &amp; Sign.</p>	<p>(Comprehensive quote for Scope of work agreed upon shall be stated, which shall be inclusive of all transportation exp./ other charges/ out of pocket / incidental expenses. GST should be mentioned separately. )</p> <table border="1" data-bbox="850 817 1441 1798"> <tr> <td data-bbox="850 817 1157 1153">Professional Fees for agreed scope of work</td> <td data-bbox="1157 817 1441 1153"> <p>Amt in INR</p> <p>Rupees in Words</p> </td> </tr> <tr> <td data-bbox="850 1153 1157 1473">Applicable GST</td> <td data-bbox="1157 1153 1441 1473"> <p>Amt in INR</p> <p>Rupees in Words</p> </td> </tr> <tr> <td data-bbox="850 1473 1157 1798">Total</td> <td data-bbox="1157 1473 1441 1798"> <p>Amt in INR</p> <p>Rupees in Words</p> </td> </tr> </table>		Professional Fees for agreed scope of work	<p>Amt in INR</p> <p>Rupees in Words</p>	Applicable GST	<p>Amt in INR</p> <p>Rupees in Words</p>	Total	<p>Amt in INR</p> <p>Rupees in Words</p>
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