To,

_________________________

Sub :- INVITATION TO SUBMIT OFFER FOR PRACTICING COMPANY SECRETARY/FIRM OF PRACTICING COMPANY SECRETARIES FOR THE INCORPORATION OF THE SPV (Section 8 Public/Government Company) AND FOR SECRETARIAL WORK FOR THE FINANCIAL YEAR 2021-22 & 2022-23

Quotation letter duly super scribed and returnable in Hard Copy on or before Dt. 10/01/2022 up to 5.00 pm to Chief Accountant, SMC, Muglisara, Surat is invited to carry out the following.

**Offer Letter**

<table>
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<th>Forms</th>
<th>Particulars</th>
<th>Professional Fees(In Rupees)</th>
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<td>Incorporation related forms</td>
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<td>RUN, SPICE+ E FORM and another related forms</td>
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<td>Annual Filling / XBRL</td>
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<td>MGT-7</td>
<td>Preparation and Filing of Form- Annual Return</td>
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<td>AOC-4</td>
<td>Preparation and Filing of Balance Sheet</td>
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<td>AOC-4 XBRL</td>
<td>Preparation and Filing of Balance Sheet in XBRL Format for Company having Paid-up Capital &gt;= 10.00 Crores or Turnover &gt;= 100.00 Crores</td>
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<td>MGT-8</td>
<td>Certification of Annual Return for Company having Paid-up Capital &gt;= 10.00 Crores or Turnover &gt;= 50.00 Crores</td>
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**Additional Forms for Certification**

Certification of E-Forms to filed with MCA Per Form (as & when required)

(Sign and Sealed by the applicant)

For________________________

Company Secretaries
Partner (Name)
Membership no./COP No._____

Sd/-

Executive Engineer
Housing Department
Surat Municipal Corporation

**Attachment:-**
1. Eligibility Criteria for Submission of Technical Bid
2. Scope of work
3. Undertaking
ELIGIBILITY CRITERIA FOR SUBMISSION OF TECHNICAL BID

1. The Practicing Company Secretary (PCS) / Firm of Company Secretaries (Proprietorship /Partnership/Limited Liability Partnership) should have minimum 5 years of continuous practicing experience (without any break) as Practicing Company Secretary. The PCS/Firm must provide documentary proof in support of practicing certificate issued in its favor by the Institute of Company Secretaries of India. **The firm should have Minimum one FCS as Proprietor/Partner or employee.**

2. The Practicing Company Secretary (PCS) / Firm of Company Secretaries (Proprietorship /Partnership/Limited Liability Partnership) should have been Peer reviewed by ICSI. The PCS/Firm must provide Peer Review Certificate issued in its favor by the Institute of Company Secretaries of India.

3. The Head office/ Branch office of the Practicing Company Secretary (PCS) / Firm of Company Secretaries must be located in Surat. The PCS/Firm/LLP must provide documentary proof in support of the same from ICSI (Firm Name approval letter from ICSI).

4. PCS and/or Firm/LLP must not sub contract the work.

5. PCS must have experience of incorporating a Public/ Section 8/ Government company under the Companies Act, 2013

6. PCS/Firm/LLP must have experience of certification of various forms and Annual Filing of any Public Company/ Section 8/ Government Company/SPV formed by local bodies of **at least 05 (Five Years).**

7. The Practicing Company Secretary (PCS) / Firm of Company Secretaries must have previous experience in dealing with Secretarial work including MCA filing work of Public Limited/Section 8/Government Company for at least **05 years.** In support of the experience, the PCS/Firm must provide the list of Public Limited/ Section 8/Government Companies along with the proof.

8. The Firm or any of the partners/Propitiator of the firm should not have any disciplinary matters pending with ICSI/RBI/CBI or from any other authority and they should not have suffered any disqualification.

9. The firm should not be banned or blacklisted or temporarily forbidden from applying for tenders for any type of audit by PSU/ local authority/Govt. Company.

**We state that the above information is true based on our records, as well as that gives details of evidence to support. (Sign and Sealed by the applicant)**

(Sign and Sealed by the applicant)

__________________________________________
For
Company Secretaries
Partner
(Name)

Membership no./COP No._____
**SCOPE OF WORK**

1. Filling and documenting the papers and e-forms required for Incorporating the SPV under the Companies Act, 2013 with Ministry of Corporate Affairs.

2. Verification and Certification of Various e-Forms to be filed to Ministry of Corporate Affair During the year.

3. Submission and documentation of Annual Filing related e-forms for the FY 2021-22 & 2022-23

4. Opinion of any Company Law related matter as and when required.

5. The firm or PCS shall not sub-contract the assignment.

6. The Firm will be required to provide the above mentioned services as Practicing Company Secretary for the F.Y. 2021-22 & 2022-23 for the company.

We agree to the above Scope of work and comprehensive financial bid in form of propose

(Sign and Sealed by the applicant)

___________________________
For _______________________
Company Secretaries
Partner
(Name)

Membership no./COP No._____
UNDERTAKING

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

1. Does not have any disciplinary matters pending with ICSI/RBI/CBI or any form and we does not suffer any disqualification

2. Is/am/are not partners in the firms 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

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 under the Companies Act, 2013.

(Sign and Sealed by the applicant)

___________________________
For________________________
Company Secretaries
Partner
(Name)

Membership no./COP No.______