


## Tender Notice

	<b>URBAN RING DEVELOPMENT CORPORATION LIMITED (URDCL)</b> (A SPV of SMC AND SUDA) CIN: U4505GJ2015PLC083744 <b>Tender Notice No. URDCL-04/2022-23</b>
This Document is being published by the <b>Urban Ring Development Corporation Limited</b> for Hiring Service of CA/CMA Firm as <b>GST Consultant</b> for the Financial Year 2023-24 The Hardcopy of Tender can be collected from the aforementioned address of the company between 10/01/2023 to 17/01/2023. This Document is not transferable.	
<b>Tender Fee (Non-refundable)</b>	INR 1,180 by Demand Draft or Banker's Cheque in favour of "Managing Director Urban Ring Development Corporation Limited".
<b>Online Queries</b>	Bidders shall have to post queries by email to cfo@urdc.in on or before 13/01/2023, 16:00 hrs.
<b>Last date(deadline) for Tender Submission</b>	Complete Document in sealed Cover with relevant details may be submitted strictly through Speed Post or RPAD only so as to reach by 17/01/2023 up to 16:00 hr at following address: To Chief Financial Officer, Urban Ring Development Corporation Limited, 4 <sup>th</sup> Floor, New "SUDA Bhavan", Vesu-Abhva Road, Vesu, Surat-395007, Gujarat.
<b>Website to download Soft Copy</b>	<a href="http://www.sudaonline.org/">http://www.sudaonline.org/</a>
The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.  <p style="text-align: right;">Director, Urban Ring Development Corporation Limited</p>	

**Tender For**  
**" Hiring Service of CA/CMA Firm"**  
**as GST Consultant for the**  
**Financial Year 2023-24 for**  
**Urban Ring Development Corporation Limited."**  
**Tender No.: URDCL-04/2022-23**

Issued by

**URBAN RING DEVELOPMENT CORPORATION LIMITED**

*Table of Contents*

<b>1.</b>	<b>Introduction and Background</b> <b>About Urban Ring Development Corporation Limited</b>	<b>4</b>
<b>2.</b>	<b>Technical Eligibility</b>	<b>5-7</b>
<b>3.</b>	<b>Scope of Work</b>	<b>8-9</b>
<b>4.</b>	<b>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 Tender no. and Name of work and Cover Number.
- Bidders are advised to study this Tender Documents carefully before submitting their proposals in response to the Tender 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.

**Main Cover**

**Cover- 1**

- **Tender Fees (Cover-1)**

**Cover 2**

- **Technical Eligibility. (Cover-2)**
- **Scope of Work. (Cover-2)**

**Cover 3**

- **Financial BID. (Cover 3)**

## 1. Introduction and Background

### About Urban Ring Development Corporation Limited

The increasing population in Surat has generated lot of industrial, commercial, recreational, educational and other activities. The demand for residential areas has also increased to cater to the fast-growing population. Considering the traffic and transportation need of the rapidly growing Surat City and its hinterland the need for the comprehensive and integrated approach towards traffic and transportation planning was strongly felt. Keeping the future expansion of the fast-growing city of Gujarat in mind 90 mts wide 66-KM long Outer Ring Road has been planned on the periphery of the city. This road will provide easy access to all parts of the mega city and also in future to the twin city of Surat and Navsari. The land use along this Outer Ring Road is conceptualized so that the city gives the look of the mega city with sky line giving competition to the developed cities of India as well as of the world. In future it will act as a main artery of the city of Surat.

To implement this prestigious project of implementation of 90m wide Outer Ring Road and its surrounding area by mechanism of Town Planning Scheme, SUDA in association with SMC has formed a company (SPV) name **URBAN RING DEVELOPMENT CORPORATION LIMITED**, under the Companies Act, 2013. The company shall be involved with planning, design, construction of 90m wide ring road of international standard with physical infrastructure.

**INVITATION OF EXPRESSION OF INTEREST****COVER -2****1. Technical Eligibility**

<b>Criteria</b>	<b>Compliance (Strike of which is not necessary)</b>
1. The applications will be considered from Chartered Accountants / Cost Accountants Partnership Firms or LLP's ("The Firm") of class IV as mentioned in GOG Resolution no. JNV-10-2018-1143-A, dated 16/09/2019 & dated 08/06/2020 subject to condition no. of technical eligibility.	<b>Yes/No</b>
2. The Consultant should have their Head Office/Registered office place preferably be located in Surat City, need to submit 2 Government licence/proofs for the same.	<b>Yes/No (If yes, provide evidences supporting appointment in Cover 2)</b>
3. The experience should include experience in undertaking pre-audit/ internal audit/ GST Consultancy/statutory audit of Public Sector Company / Govt. Company / local authority / externally Aided projects/ Social Sector Projects (Excluding the audit of Charitable Institutions and NGO's).	<b>Yes/No (If yes, provide evidences supporting appointment in Cover 2)</b>
4. The CA/CMA Firm must be registered for more than 3 years in Chartered accountancy / CMA Practice. Chartered Accountant / Cost Accountant applying for Tender must have 3 years of Experience. In case firm is applying, at least 2 Members of the firm must be a partner for 3 years and minimum 05 full time staffs having adequate knowledge to conduct such audits. Any changes in these criteria during appointment tenure should be intimated in writing to company.	<b>(Evidence in this regard should be provided in Cover 1)</b>
5. The Firm or any of the partners of the firm should not have any disciplinary matters pending with ICAI/RBI/ CBI or any form and they should not have suffered any disqualification.	<b>Whether disciplinary action initiated? Yes / No Whether any of the partners / firm</b>

<b>Criteria</b>	<b>Compliance (Strike of which is not necessary)</b>
The firm should be registered since minimum 5 Years.	<b>is disqualified Yes / No (Undertaking in this regard to be provided in Cover 1)</b>
6. 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.	<b>Whether Firm or associate is banned or blacklisted or temporarily forbidden from applying for tenders for any type of audit by PSU/ local authority / Govt. Company?  Yes / No (Undertaking in this regard to be provided in Cover 1)</b>
7. The Firm Shall not sub-contract the Assignment.	<b>Agreed / not Agreed (Undertaking In this regard to be provided in cover 2)</b>
8. The Average Turnover of the Firm for Audit & Attestation should be exceeding 7 Lacs in each year as per the Income-tax return.	<b>please provide audit report and Tax-return filed of last 5 years in Cover 1)</b>
9. The partners should include a minimum of 2 CA/CMA exclusively associated with the firm, if Chartered Accountant/ Cost Accountants associated with firm as employee he/she must be working with firm for at least One year.	<b>(If yes, please provide evidence to support in Cover 1)</b>
10. The Chartered Accountant / Cost Accountant firm Has to ensure that qualified CA/CMA and Technical staff are deputed for Audit Work.	<b>Agreed/ not Agreed (Undertaking in this regard to be provided in cover 1)</b>
10. The Consultant/Firm must be currently providing consultation/ Services must have minimum 3 years' experience of Government-ULBs, Public Sector Company / Govt. Company / local authority / externally Aided projects/ Social Sector Projects and Infrastructure/Real Estate Companies.	<b>Yes /No (If yes, please provide reference letters or copy so attested in cover 2)</b>

**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/ Cost Accountants**

**Partner**

**(Name)**

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

**Firm Registration no. \_\_\_\_\_**

## **2. Scope of work**

**Scope of work include the following, but not limited to:**

1. To Advise URDCL on applicability of GST pertaining to its present and future operation.
2. To undertake Liaisoning with GST Department on behalf of URDCL and advice URDCL from time to time for GST compliance.
3. To assist in depositing GST amount periodically as per requirement of GST law.
4. To prepare, compile, submit and file GST returns monthly/quarterly/half yearly/ annually as per the requirements.
5. To prepare periodical GST returns, computation, etc. for tax payment purpose.
6. To advise on taxable / non-taxable nature Income and Expenditure heads and any other advice related to GST for the benefit of URDCL.
7. To assist in obtaining various types of GST forms required and in case of any dispute arising with assessing authority. Consultant has to coordinate to sort out the dispute; similarly in case matter referred to higher authority, the consultant shall also take up the matter with them.
8. Submission of Trading account pertaining to paper, books, & kits etc. as per the requirement of the Tax Authority.
9. The Consultant shall depute human resource(s) as and when request is made/ every month visit for data preparation for return filing registered office of URDCL.
10. To advice/give written opinion relating to any GST issues within reasonable time.
11. To assist on issues in GST TDS Registration, preparation & filing of GST TDS returns and Generation of TDS certificates.
12. To assist in preparing replies / submissions for Department's Notices regarding GST issues including show Cause Notices.
13. To guide and assist the appointed Advocate / Representative in appeal matters.
14. To Examine any order / communication received from GST authorities and advise further course of action.
15. To update about relevant changes/ amendments / judgements in the GST Acts & Rules (more specifically having implications on URDCL) regularly through mail.
16. To advise on Tax-planning like benefits /rebates /deductions exemptions available under GST Act.
17. To attend the Appeal(s) /Show Cause Notice(s) /Hearing(s) related to GST matters with GST authorities.
18. Assistance in all GST Compliances including audit proceedings / show cause notices/ demands and other proceedings as applicable initiated by appropriate authorities including drafting / filing of replies, stay of demand and submissions and representation, pursuing, assisting and coordinating with GST authorities for getting refunds / settle demands.
19. For every month details of outward and inward liabilities along with supporting documents of URDCL consultant will be required to



- Consultant check the details, with reference to documents, for filing of return.
- Suggest to avail or not to avail the ITC eligibility / ineligibility.
- To assist in reconciliation of mismatch between GSTR 2A and data as per books i.e., GSTR 2.

20. The firm shall not sub-contract the Consultancy assignment.
21. To provide general consultancy services in any other work related to Income Tax, GST, etc.
22. The Consultant or a Qualified Representative (CA/CMA) will be required to visit at least Three day (3-4 Hours a Day) in a week & as and when required at the Registered office of URDCL.
23. Partner to visit and attend meeting as and when required for discussion with Senior Management of URDCL.
24. No escalation / price rise/ fees increase will be allowed to successful bidder.
25. Advising the records to be maintained, eligibility or otherwise of Input tax Credits and ensuring due compliance with Input tax credit, Income tax Refund, etc.
26. Advising on efficient utilization of resource to URDCL.
27. In addition to above any other services if deemed necessary and future requirement raised by GST Act including amendment, notice, circular etc., from time to time.

**We agree to the above scope of work and comprehensive financial bid in form of proposed Fees stated in Cover 3.**

For \_\_\_\_\_

**Chartered Accountants**

**Partner**

**(Name)**

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

**Firm Registration no.** \_\_\_\_\_

### 3. Security Deposit

The successful bidder will be required to place Security Deposit @ 5% of the consideration of the contract by Demand Draft or Banker's Cheque payable at Surat in favour of MANAGING DIRECTOR URBAN RING DEVELOPMENT CORPORATION 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.

### 4.Contract Period

Offer is invited for the period of 01/04/2023 to 31/03/2024. Further extension & Service Charges escalation both will be decided by URDCL.

We agree to the above scope of work and comprehensive financial bid in form of proposed Fees stated in cover 3.

### 5. Contract Allotment

The Bidder whosoever is applying for Tender / EOI for appointment as GST Consultant shall not apply for Tender of appointment as Internal Auditor and Statutory Auditor in URDCL.

**COVER 3**

**Financial Bid for GST Consultancy**

**Note:-** The Estimated Fees for One Year Tender is Rs. \_\_\_\_\_/-

Scope of Work	Total Amount (in INR)						
<p>We agree to the above Scope of work from Point no. 01 to 27 and Comprehensive Financial bid inform of proposed fees stated in <b>Cover 3</b>.</p>	<p><b>(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.)</b></p>						
<p>For _____  <b>Chartered Accountants/ Cost Accountants</b></p> <p><b>Partner Name: - _____</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"><b>Professional Fees for agreed scope of work</b></td> <td style="width: 70%;">                     Amt in INR                       Rupees in Words                 </td> </tr> <tr> <td><b>Applicable GST</b></td> <td>                     Amt in INR                       Rupees in Words                 </td> </tr> <tr> <td><b>Total</b></td> <td>                     Amt in INR                       Rupees in Words                 </td> </tr> </table>	<b>Professional Fees for agreed scope of work</b>	Amt in INR  Rupees in Words	<b>Applicable GST</b>	Amt in INR  Rupees in Words	<b>Total</b>	Amt in INR  Rupees in Words
<b>Professional Fees for agreed scope of work</b>	Amt in INR  Rupees in Words						
<b>Applicable GST</b>	Amt in INR  Rupees in Words						
<b>Total</b>	Amt in INR  Rupees in Words						
<p>Membership No. _____                      Firm Registration No. _____</p> <p style="text-align: center;">( _____ )                      Stamp &amp; Sign</p>							