



INVITATION TO  
SUBMIT QUOTATION  
FOR FILING & CERTIFICATION OF  
FORMS DURING THE YEAR 2023-24  
AND  
ANNUAL FILING IN EXTENSIBLE  
BUSINESS REPORTING LANGUAGE  
FOR THE FINANCIAL YEAR 2022-23  
Of  
URBAN RING DEVELOPMENT  
CORPORATION LIMITED



**Notice Inviting Quotation**

|   |  |
|---|--|
|  <p>TOWARDS PROSPERITY<br/><b>URDC</b><br/>LIMITED</p>   | <p align="center"><b>URBAN RING DEVELOPMENT CORPORATION LIMITED<br/>(URDCL)</b></p> <p align="center">FOURTH FLOOR, SUDA BHAVAN, Opp. Aagam Arcade,<br/>Vesu-Abhwa Road, Vesu, Surat-395007</p> <p align="center"><b>Notice Inviting Quotation for<br/>"Hiring Service of CS Firm for filing &amp; certification of<br/>Various Forms during the year 2023-24 and Annual<br/>Filing in Extensible Business Reporting Language for<br/>the Financial Year 2022-23 of Urban Ring<br/>Development Corporation Limited."</b></p> |
| <p>This Document is uploaded on SUDA website by the <b>Urban Ring Development Corporation Limited</b> for Hiring Service of CS Firm for filing &amp; certification of Various Forms during the year 2023-24 and Annual Filing in Extensible Business Reporting Language for the Financial Year 2022-23.</p> <p>You are advised to study this notice carefully before submitting the proposals in response to the Notice Inviting Quotation. 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.</p> |  |
| <p><b>Last Date of Submission of Application</b></p>  | <p>Application must be submitted in sealed Cover with relevant details through <b>Speed Post/RPAD (Through Registered Post only)</b> between 15/03/2023 to 22/03/2022 up to 14:00 hr at following address:<br/>To<br/>The Company Secretary,<br/>Urban Ring Development Corporation Limited,<br/>"Fourth Floor, SUDA Bhavan", Opp. Aagam Arcade,<br/>Vesu-Abhwa Road, Vesu, Surat-395007</p>   |
| <p>The right to accept/reject any or all quotation/bid(s) received is reserved with Director-URDCL, CEA, SUDA without assigning any reason thereof.</p> <p align="center">Sd/-<br/>General Manager<br/>Urban Ring Development Corporation Limited</p>   |  |



**Issued by**

**URBAN RING DEVELOPMENT CORPORATION LIMITED**

**Quotation for Hiring Service of CS Firm for filing & certification of Various Forms during the year 2023-24 and Annual Filing in Extensible Business Reporting Language for the Financial Year 2022-23 of Urban Ring Development Corporation Limited**

***Table of Contents***

***A) Cover - 1***

1. Introduction and Background about Urban Ring Development Corporation Limited
2. Documents to be submitted while submitting quotation.
3. Scope of Work.

***B) Cover - 2***

4. Quotation/Financial BID.

Note: Both the Cover are to be kept in single envelope. Cover – 1 must be Superscripted by “COVER – 1 (TECHNICAL BID)” and Cover 2 Must be Superscripted by “COVER – 2 (QUOTATION/FINANCIAL BID)”.

## 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.

**COVER: 1 (Technical Bid)**

**URBAN RING DEVELOPMENT CORPORATION LIMITED**  
**Quotation for Hiring Service of CS Firm for filing & certification of Various Forms**  
**during the year 2023-24 and Annual Filing in Extensible Business Reporting**  
**Language for the Financial Year 2022-23 of Urban Ring Development Corporation**  
**Limited**

**2. Following documents are to be submitted along with the submission of quotation for Certification of Forms and Annual Filing in XBRL Form**

| Criteria  | Provide Evidence in Support                            |
|---|--|
| 1. The Practicing Company Secretary (PCS) / Firm of Company Secretaries (Proprietorship /Partnership/Limited Liability Partnership) should have minimum 05 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 favour by the Institute of Company Secretaries of India. |  |
| 2. 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.   |  |
| 3. PCS and/or Firm/LLP should have infrastructure to carry out Certification work and Annual Filing in XBRL form.   | Undertaking Should be given on Letter Head of the firm |
| 4. PCS and/or Firm/LLP must not sub contract the work.  |  |
| 5. PCS/Firm/LLP must have experience of completion of certification of various forms and Annual Filing in XBRL of any Government Company/SPV formed by local bodies of at least 01 (one year).  |  |
| 6. The Practicing Company Secretary (PCS) / Firm of Company Secretaries must have previous experience in dealing with company Secretarial work including MCA filing work of Public Limited Company for atleast 03 year. In support of the experience, the PCS/Firm must provide the list of Public Limited Company along with the proof.  |  |
| 7. The Firm or any of the partners of the firm should not have any disciplinary matters pending with ICSI/RBI/CBI or any form and they should not have suffered any disqualification. <b>Pls. Refer Annexure – 1</b>  | On Letter Head of the Company                          |
| 8. The firm should not be banned or blacklisted or temporarily forbidden from applying for offer for any type of audit/certification of forms/Annual Filing by PSU/ local authority / Govt. Company. <b>Pls. Refer Annexure – 1</b>   |  |

**We state that the above information is true based on our records, as well as documents submitted with above reference viz 1 to 8 gives details of evidence to support.**

(Sign and Sealed by the applicant)

For \_\_\_\_\_

**Company Secretaries**

**Partner**

**(Name)**

**Membership no./COP No. \_\_\_\_\_**



### 3. Scope of work

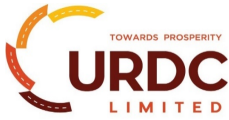
1. Filing of Forms during the year 2022-23 which shall include filling, Certification & Filing.
2. Annual Filing in Extensible Business Reporting Language for the FY 2022-23
3. The firm shall not sub-contract the assignment.

**We agree to the above scope of work and comprehensive financial bid/Quotation in form of proposed Fees stated at Point 4 below i.e. Quotation/Financial Bid.**

(Sign and Sealed by the applicant)

\_\_\_\_\_  
**For** \_\_\_\_\_  
**Company Secretaries**  
**Partner**  
**(Name)**  
**Membership no./COP No.**\_\_\_\_\_

**Note:** Successful bidder upon issuance of work order by the company shall have to execute an agreement on Indian Non Judicial Stamp Paper of Rs.300/- with URDCL at their own cost.



**Cover : 2(Quotation/Financial Bid)**  
**URBAN RING DEVELOPMENT CORPORATION LIMITED**  
**Quotation for Hiring Service of CS Firm for filing & certification of Various Forms during the year 2023-24 and Annual Filing in Extensible Business Reporting Language for the Financial Year 2022-23 of Urban Ring Development Corporation Limited**

**4. QUOTATION/FINANCIAL BID**

| <b>Forms</b>  | <b>Particulars</b>  | <b>Professional Fees (In Rupees including government taxes)</b> |
|---|---|---|
| <b>Annual Filing XBRL</b>   |   |   |
| MGT-14  | Certification of Form - Adoption of Financial Statements and Directors Report |   |
| MGT-7   | Certification of Form – Annual Return   |   |
| MGT-8   | Certification of Annual Return  |   |
| AOC-4 XBRL  | Preparation of XBRL Form  |   |
| <b>Additional Forms for Certification</b>                           |   |   |
| Certification of various forms during the year (As & When Required) |   |   |

(Sign and Sealed by the applicant)

\_\_\_\_\_  
**For** \_\_\_\_\_  
**Company Secretaries**  
**Partner**  
**(Name)**  
**Membership no./COP No.** \_\_\_\_\_

Note: Please Submit Price Bid in Different Cover viz-Cover – 2

**Annexure – 1**

**(Undertaking is to be given on letter head of the firm/CS/LLP/Proprietorship)**

**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 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

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. \_\_\_\_\_**