

## DAHODSMART CITYDEVELOPMENT LIMITED

CIN: U74999GJ2017PLC100205

Registered Address: Collector office, Usaravan, Taluka,Dahod-389151Gujarat

### Notice Inviting Expression of Interest EOI Notice

DAHOD SMART CITY DEVELOPMENT LIMITED (DSCDL)  
ICCC building, Jilla seva sadan campus, Usarvan, Taluka Dahod-389151, Gujarat.

#### Notice Inviting EOI for

**"Hiring Service of Company secretary and legal service consultant cum Secretarial auditor with retainer ship (Filing with All E Forms) for the Financial Year 2023-24 for Dahod Smart City Development Limited."**

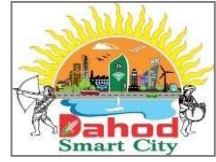
This EOI Document is being published by the Dahod Smart City Development Limited (DSCDL) for Hiring Service of Practicing Company secretary and legal service consultant cum Secretarial auditor with retainer ship (Filing All E Forms) for the Financial Year: 2023-24 for Dahod Smart City Development Limited.

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. You are hereby instructed to carefully examine and request for this bid, as we will not agree on any arguments once you are assigned for this work.

<b>EOI Fee</b> (Non-refundable)	INR ₹ 2,500/- (Two Thousand Five Hundred Only) (Non-Refundable) By Demand Draft in favour of <b>Dahod Smart City Development Limited.</b>
<b>On line Queries</b>	Bidders shall have to post queries by email to <a href="mailto:cs_cdo@dahodsmartcity.in">cs_cdo@dahodsmartcity.in</a>
<b>Date Format</b>	DD/MM/YYYY
<b>Last date(deadline) For EOI Submission</b>	Complete EOI in sealed Cover with relevant details must be submitted strictly through Speed Post or RPAD only so as to reach by <b>05/08/2023, 17:30 hr. Saturday.</b> <i>Following address:</i> <b>"Chief Executive Officer"</b> <b>Dahod Smart City Development Limited,</b> <b>Smart City office, ICCC building, 1<sup>st</sup> floor,</b> <b>Jilla Seva Sadan campus, Chhapri,</b> <b>Dahod- 389151, Gujarat.</b>
<b>Website to download EOI</b>	<a href="https://portal.dahodsmartcity.in">https://portal.dahodsmartcity.in</a> (go to website > click on public information > click on announcement)

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

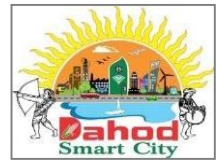
Chief Executive Officer,  
Dahod Smart City Development Ltd.



## **Expression of Interest For**

**“Hiring Service of Company secretary and legal service consultant cum Secretarial auditor with Retainer ships (Filing with All E Forms) for the Financial Year 2023-24 for Dahod Smart City Development Limited”**





**Issued by**

**DAHOD SMART CITY DEVELOPMENT LTD. (DSCDL)**

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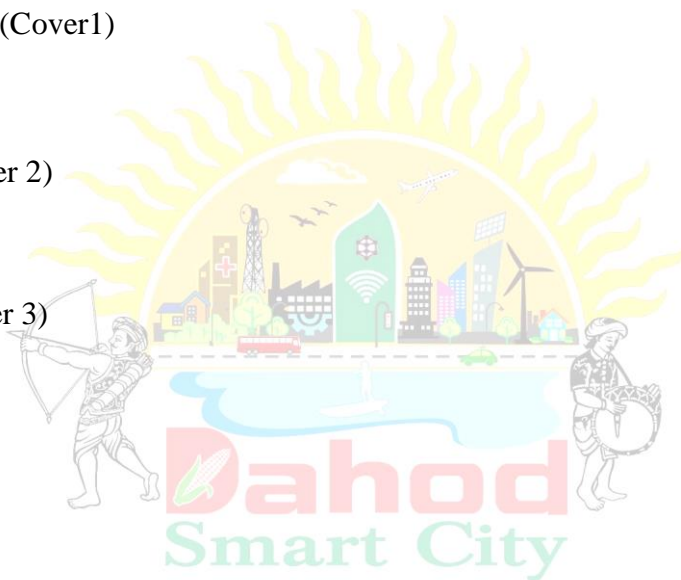
Technical Eligibility. (Cover1)

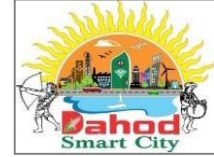
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## 1. Introduction and Background

### About Dahod Smart City Development Ltd (DSCDL)

As per the GOI guidelines, as separate Special Purpose Vehicle (SPV), Dahod Smart City Development Ltd. (DSCDL) is the implementation company of numerous projects under the Smart City Mission governed by Government of India and Government of Gujarat. This SPV shall carry end to end responsibility for vendor selection, implementation and operationalization of various smart city projects. DSCDL are competent authority and have a rights to apply any decision under the discretion by the board committee.



**COVER 1**

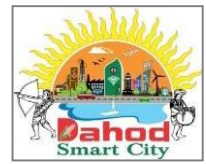
## 2. Technical Eligibility

<b>Criteria</b>	<b>Compliance</b>
(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. The firm must submit all work experience along with necessary documents/certificates of work completion, etc.	Yes/No (If yes, provide evidences supporting appointment in Envelope 1)
(2) PCS and/or Firm/LLP must not sub contract the work.	Agreed/ Not agreed (Undertaking in this regard to be provided in Envelope1)
(3) The Practicing Company Secretary (PCS) / Firm of Company Secretaries must have previous experience in conducting Secretarial Audit of Public Limited Company for at least 02 years. In support of the experience, the PCS/Firm must provide the list of Public Limited Companies along with the proof.	Yes/No (If yes, provide evidences supporting appointment in Envelope 1)
(4) The Firm or any of the partners of the firm should not have any disciplinary matters pending with ICSI/RBI/CBI or any other authority and they should not have suffered any disqualification. Bidders are not allow in this participation if any pending work or filings found remained or incomplete in the previous private company/PSU/Govt.company/local authority/or relevant org.	Whether disciplinary action initiated? Yes/ No Whether any of the partners/firm is disqualified Yes/No (Undertaking in this regard to be provided in Envelope 1)
(5) 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.	Yes/No (Undertaking in this regard to be provided in Envelope 1)
(6) The Company Secretary firm has to ensure that qualified CS along with Technical Staff are deputed	Agreed/ Not agreed (Undertaking in this regard to be provided in Envelope1)

We state that the above information is true based on our records, as well as “Cover 1” that gives details of Evidence to support.

For \_\_\_\_\_  
Company Secretaries

(Sign and stamp)  
Partner  
(Name)  
Membership no.  
COP No. \_\_\_\_\_



## COVER 2

### 3. Scope of Work

1. To conduct audit for the year 2023-24 and preparation & verify all the documents such as Annual Report, Minutes book, registers, resolutions, etc. also preparation of annual filing and Various all MCA's E forms during the year include AOC 4 & MGT 7 (XBRL).
2. To certify that the company is complying with all the provisions applicable to the company as Per the Companies Act, 2013.
3. To furnish FORM MR-3 (Secretarial Audit report) to the board and to the members of Company.
4. In case of corrections or suggestions needed in the aforesaid report the same shall be cleared and solved before the date of Annual General meeting.
5. Payment will be made after the final signed FORM MR-3 (Secretarial Auditor Report) for the year 2023-24 is approved in the Annual General meeting as an attachment to the Board's report and keeping all meeting and committee minuet book.
6. In case of any previous year's filing or compliance found pending, you have to file and proceed.
7. Preparation, filling, certification of documents and other mandatory registers.
8. Advice on various company law's matters as required by the company from time to time.
9. Advice on various legal matters of the company during the engagement period.
10. Assistance in reviewing regulatory registration of the company and advise on requirement, if any.
11. Assistance of share issue and share transfer
12. All related mandatory works opted under companies' act, 2013 applicable to Dahod smart city development limited.

We agree to the above scope of work that gives a details of Evidence to support in Cover 2.

For \_\_\_\_\_  
Company Secretaries



(Sign and stamp)

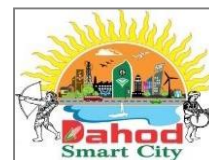
Partner

(Name)

Membership no.

COP No. \_\_\_\_\_





#### 4. Financial BID

**Note:** The Estimated fees for this tender has to quote as per year basis only in the prescribed below format

<b>Total Amount (in INR)</b>		
Comprehensive quote for Scope of work agreed upon shall be stated, which shall be inclusive of out of pocket / incidental expenses. GST should be mentioned separately.		
(Amount in INR ₹)		
Particulars	For FY 2023-34	Total
(1)	(2)	(3)
<b>Professional Fees:</b> Company secretary and legal service consultant cum Secretarial auditor with Filing of Various E forms along with Annual filing (XBRL) – (As per Scope of Work)		
+ Applicable GST		
<b>Total</b>		
(Total Amount in words: _____ )		
GST No:	PAN No:	
Mobile No:	Contact Person:	
Note: - 1. The decision of the authorities of the company shall be final. 2. Quotations to be sent on your official letter head in sealed covers.		
We agree to the above comprehensive financial bid inform of proposed Fees stated in Cover 3.		
For _____ <b>Company Secretaries</b>		
(Sign and stamp) <b>Partner</b> (Name) <b>Membership no.</b> <b>COP No.</b> _____		