

INVITATION TO
SUBMIT QUOTATION
FOR FILING & CERTIFICATION OF
FORMS DURING THE YEAR 2024-25
AND
ANNUAL FILING IN EXTENSIBLE
BUSINESS REPORTING LANGUAGE
FOR THE FINANCIAL YEAR 2023-24
Of
DIAMOND RESEARCH AND
MERCANTILE CITY LIMITED

Notice Inviting Quotation

	<p>DIAMOND RESEARCH AND MERCANTILE CITY LIMITED (DCL) 3rd Flr, DREAM City Administrative Building, Opp. Surat Diamond Bourse, Khajod, Surat-395007</p> <p>Notice Inviting Quotation for "Hiring Service of CS Firm for filing & certification of Various Forms during the year 2024-25 and Annual Filing in Extensible Business Reporting Language for the Financial Year 2023-24 of DIAMOND RESEARCH AND MERCANTILE CITY LIMITED."</p>
<p>Applicants are advised to study this notice and documents 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>Last Date of Submission of Application</p>	<p>Application must be submitted in sealed Cover with relevant details through Speed Post/RPAD (Through Postal Authority) between 08/10/2024 to 18/10/2024 up to 18:00 hr at following address: To General Manager(P&A), Diamond Research and Mercantile City Limited, 3rd Floor, DREAM City Administrative Building, Opp. Surat Diamond Bourse, Khajod, Surat-395007</p>
<p>The right to accept/reject any or all bid(s) received is reserved with DCL without assigning any reason thereof.</p> <p style="text-align: center;">Sd/- General Manager DIAMOND RESEARCH AND MERCANTILE CITY LIMITED</p>	

Issued by

DIAMOND RESEARCH AND MERCANTILE CITY LIMITED
Quotation for Hiring Service of CS Firm for filing & certification of Various Forms during
the year 2024-25 and Annual Filing in Extensible Business Reporting Language for the
Financial Year 2023-24 of DIAMOND RESEARCH AND MERCANTILE CITY LIMITED

Table of Contents

A) Cover - 1

1. Introduction about DIAMOND RESEARCH AND MERCANTILE CITY 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)”.

Cover - 1

1. Introduction About DIAMOND RESEARCH AND MERCANTILE CITY LIMITED

The Government of Gujarat has initiated a planning process for the realisation of Diamond Research and Mercantile (DREAM) City at Surat. This Smart City is projected on a 681 hectare site in the southern part of Surat, adjacent to the village of Khajod, the Outer Ring Road and close to the Dumas airport.

The objectives of DREAM City are:

- To encourage and promote diamond and other mercantile activities related to trading
- To prepare business plan cum bankable project report
- To provide world class infrastructure
- To make citizen-friendly services and safety
- To prepare detailed sustainable Masterplan and regulations guidelines
- To prepare land disposal policy
- To prepare sector wise policy framework for project management

A Special Purpose Vehicle, Diamond Research and Mercantile (DREAM) City Limited has been formed for the implementation.

Cover - 1

DIAMOND RESEARCH AND MERCANTILE CITY LIMITED
Quotation for Hiring Service of CS Firm for filing & certification of Various Forms
during the year 2024-25 and Annual Filing in Extensible Business Reporting
Language for the Financial Year 2023-24 of Diamond Research And Mercantile City
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 07 (Seven) 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 05 (Five 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. Pls. Refer Annexure – 1	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. Pls. Refer Annexure – 1	

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._____

Cover - 1

3. Scope of work

1. Filing of Forms during the year 2024-25 which shall include filling, Certification & Filing.
2. Annual Filing in Extensible Business Reporting Language for the FY 2023-24
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 DCL at their own cost.

Cover : 2(Quotation/Financial Bid)

DIAMOND RESEARCH AND MERCANTILE CITY LIMITED
Quotation for Hiring Service of CS Firm for filing & certification of Various Forms during the year 2024-25 and Annual Filing in Extensible Business Reporting Language for the Financial Year 2023-24 of DIAMOND RESEARCH AND MERCANTILE CITY LIMITED

4. QUOTATION/FINANCIAL BID

Forms	Particulars/Services	Professional Fees without GST	GST%	Professional Fees with GST
A		B	C	B+(B*C/100)
Annual Filing XBRL				
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			
Additional Forms for Certification				
	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/MCA/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._____