


INVITATION  
QUOTES FOR  
HIRING SERVICE OF  
PRACTICING COMPANY SECRETARIES  
FOR  
SECRETARIAL AUDIT FOR  
THE FINANCIAL YEAR  
2023-24  
&  
2024-25  
FOR  
DIAMOND RESEARCH AND  
MERCANTILE CITY LIMITED.

**Notice Inviting Quotation**

	<b>DIAMOND RESEARCH AND MERCANTILE CITY LIMITED (DCL)</b> DCL Office Building, B.No.-177, R.S.No.-111/A1, Village-Khajod, Taluka-Choryasi, District-Surat-395007. <b>Notice Inviting quotes for</b> <b>"Hiring Service of Practicing Company Secretaries for Secretarial Audit</b> <b>for the Financial Year 2023-24 &amp; 2024-25 of Diamond Research and</b> <b>Mercantile City Limited. (2nd Attempt)"</b>
<p>Applicants are advised to study this notice and documents carefully before submitting their proposals in response to the invitation for quotes. 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>	
<b>Last Date of Submission of Application</b>	Application must be submitted in sealed Cover with relevant details through <b>Speed Post/RPAD (Through Postal Authority)</b> between 06/11/2024 to 12/11/2024 up to 18:00 hr at following address: To General Manager(P&A), Diamond Research and Mercantile City Limited, DCL Office Building, B.No.-177, R.S.No.-111/A1, Village-Khajod, Taluka-Choryasi, District-Surat-395007.
<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: right;"><b>Sd/-</b> <b>General Manager</b> <b>(Planning &amp; Administration)</b> <b>DREAM City Limited</b></p>	

**Issued by**

**DIAMOND RESEARCH AND MERCANTILE CITY LIMITED**

**Quotation for Hiring Service of Practicing Company Secretaries for Secretarial Audit for the Financial Year 2023-24 & 2024-25 of Diamond Research and Mercantile City Limited.**

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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 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**

**2. Eligibility Criteria for submission of Technical Bid**

SR. NO.	Criteria	YES/ NO
1	The auditor must be a practicing company secretary with a valid certificate of practice issued by the Institute of Company Secretaries of India (ICSI).	
2	The Practising Company Secretary (PCS) / Firm of company Secretaries (Proprietorship/Partnership/Limited Liability Partnership) should have minimum 7 (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 (ICSI).	
3	The auditor should possess adequate technical knowledge and understanding of the Companies Act, 2013, and other applicable laws and regulations.	
4	The Head Office /Branch office of the PCS/Firm of company secretaries must be located in Surat. The PCS/Firm/LLP must provide documentary proof in support of the same.	
5	The Practising Company Secretary (PCS) / Firm of Company Secretaries must have minimum 5 (Five) years of previous in conducting Secretarial audit of Public Limited Company. In support of experience, the PCS/Firm must provide the list of public limited companies along with the proof.	
6	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. They should not have any conflict of interest that could impair their ability to perform the audit objectively.	
7	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. authority.	

**We state that the above information is true based on our records, as well as “Cover 1” that 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 & Terms of Appointment.**

1. To conduct audit for the year 2023-24 & 2024-25 and verification of records maintained as per statutory requirements.
2. Assessment of compliance with corporate governance provisions as per the Companies Act, and other applicable guidelines.
3. Verification of timely filing of necessary forms, returns, and documents with the Registrar of Companies (ROC) and other regulatory authorities.
4. Ensuring compliance with filing requirements related to annual returns, financial statements etc.
5. Preparation of a comprehensive Secretarial Audit Report in Form MR-3 to present it before members of the company.
6. Recommendations for corrective actions and improvements, if any, to enhance compliance and governance practices.

**Terms of Appointment**

1. The term of the appointment will be for financial year 2023-24 & 2024-25 subject to annual review and renewal based on performance.
2. The secretarial auditor will be required to adhere to the timelines and deliverables as agreed upon.
3. The auditor must maintain confidentiality of all the information obtained during the audit.

**We agree to the above scope of work.**

(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: 1**

**4. Terms and Conditions:**

1. The applicant has to provide the offer on the letter head of the firm in the prescribed format along with necessary documents in a sealed cover with the cover bearing name  
To  
General Manager(P&A),  
Diamond Research and Mercantile City Limited,  
DCL Office Building, B.No.-177, R.S.No.-111/A1,  
Village-Khajod, Taluka-Choryasi, District-Surat-395007.
2. Quotations should be sent on official letter heads in sealed covers with the following required documents:
  1. COP letter from Institute of Company Secretaries of India
  2. Fellow Membership letter from Institute of Company Secretaries of India
  3. GST Registration No
  4. PAN Card/Adhaar Card Copy
3. The amount quoted as professional fees shall be inclusive of GST.
4. Last date of quotation submission is 12/11/2024 Quotations received after due date will not be approved.
5. The appointment of a Secretarial Auditor will be made for financial year 2023-24 & 2024-25.
6. All costs incurred in the preparation and submission of the Technical Bid are borne solely by the bidder, and the company will not be liable for any expenses.
7. The FORM MR-3 (Secretarial Auditor Report) for the year 2023-24 & 2024-25 shall be furnished before the date of the Board meeting in which the Board's report will be approved.
8. In case of corrections or suggestions needed in the said report shall be cleared and solved before the date of Annual General meeting.
9. In co-ordination with Company Secretary of DCL, the auditor needs to verify all the documents, registers, minutes book, etc and shall certify in accordance with the applicable provisions of Companies Act, 2013.
10. If the said report is not submitted within the time frame mentioned above, Penalty at the rate of Rs. 100/- per day for delay upto 5 days and at the rate of Rs. 500/- per day for delay beyond 5 days will be levied.
11. Payment shall be proceeded after the final signed Secretarial Audit Report approved in the Annual General Meeting.
12. The decision of authorities regarding selection of Secretarial Auditor will be final & binding.
13. The authorities reserves the right to reject any or all EOIs without assigning any reason.
14. The authorities reserves the right to terminate the work order if work is not satisfactory. If the performance does not meet the required standards, DCL may discontinue the engagement.

**We agree to the above terms and conditions**

Sign and Sealed by the applicant)

\_\_\_\_\_  
For \_\_\_\_\_

**Company Secretaries**

**Partner**

**(Name)**

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

Cover : 2

**5. QUOTATION/FINANCIAL BID**

Subject:	Application for appointment of Practicing Company Secretaries for Secretarial Audit for the Financial year 2023-24 & 2024-25 for Diamond Research and Mercantile City Limited.
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In reference with the above, following are the professional fees as a Company Secretary in Practice for Secretarial Audit.

Name of Company providing Services	Professional fees Per annum without GST (INR)	GST (%)	Professional Fees for 2 years with GST (INR)
A	B	C	$[B+(B*2/100)]*2$

- 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.

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