


INVITATION TO  
SUBMIT QUOTATION  
FOR FILING & CERTIFICATION OF  
FORMS DURING THE YEAR 2025-26  
AND  
ANNUAL FILING IN EXTENSIBLE  
BUSINESS REPORTING LANGUAGE  
FOR THE FINANCIAL YEAR 2024-25  
OF  
DIAMOND RESEARCH AND  
MERCANTILE CITY LIMITED.

**Notice Inviting Quotation**

	<p align="center"><b>DIAMOND RESEARCH AND MERCANTILE CITY LIMITED</b>  DCL Office Building, B.No.-177, R.S.No.-111/A1,  Village-Khajod, Taluka-Choryasi, District-Surat-395007.</p> <p align="center"><b>Notice Inviting Quotation for  Hiring Service of CS Firm for filing &amp; certification of Various Forms  during the year 2025-26 and Annual Filing in Extensible Business  Reporting Language for the Financial Year 2024-25 of Diamond  Research and Mercantile City Limited.</b></p> <p align="center"><b>EOI Notice No.MD/DCL/01/2025-26</b></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><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 Postal Authority)</b> between 02/04/2025 to 16/04/2025 up to 18:00 hr at following address:  To  General Manager (P &amp; D),  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>
<p><b>Website</b></p>	<p><a href="https://www.dreamcitysurat.in/">https://www.dreamcitysurat.in/</a></p>
<p><b>Quotation Fee (Non-refundable)</b></p>	<p>INR 1,180 (One Thousand One Hundred Eighty Rupees Only) (Including GST) by Demand Draft or Banker's Cheque in favor of M/s Diamond Research and Mercantile City Limited</p>
<p><b>Online Queries</b></p>	<p>Applicants shall have to post queries by email to <a href="mailto:info@dreamcitysurat.in">info@dreamcitysurat.in</a> on or before 08/04/2025 up to 18:00 hr</p>
<p>The right to accept/reject any or all bid(s) received is reserved with DCL without assigning any reason thereof.</p> <p align="right"><b>General Manager  (Planning &amp; Development)  DREAM City Limited</b></p>	

**Issued by**

**DIAMOND RESEARCH AND MERCANTILE CITY LIMITED**

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1. Introduction about DIAMOND RESEARCH AND MERCANTILE CITY LIMITED
2. Documents to be submitted while submitting quotation.
3. Scope of Work.
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**

Surat has a strong economic base with Diamond and Textile industry along with a booming industrial port area, and is growing very fast, resulting in a large demand for commercial and residential space. With the vision to cater the booming demand of commercial and residential space as a supplement for swift development of Diamond Trading business in Surat, the Government of Gujarat formed a Special Purpose Vehicle (SPV) named Diamond Research and Mercantile City Limited (DREAM City Limited), a government Company with initial paid-up share capital of Rs. 100 Cr (75% stake of Government of Gujarat, 20% of Surat Municipal Commissioner and 5% of Surat Urban Development Authority).

The company will generate revenue through disposal of land parcels proposed in the master plan for various land uses (by sale of development rights) to interested developers/ investors. The disposal will be in the form of lease for 99 years. SDB Diamond Bourse was first investor/ developer/ anchor tenant of the project and has been allotted development rights by the Company for construction of Surat Diamond Bourse Building.

DREAM City Limited will act as a service provider to its stakeholders. Basic infrastructure will be developed and maintained by DREAM City Limited. Implementation of the infrastructure project will take place in phase wise manner. At present Infrastructure projects of approximately Rs. 437 Cr are being executed. Major components in basic infrastructure includes Roads, Utility ducts, street light, water supply, sewage network, storm water drains etc.

**Cover - 1****2. Following documents are to be submitted along with the submission of quotation for Certification of Forms and Annual Filing in XBRL Form**

<b>Sr. No.</b>	<b>Criteria</b>	<b>Provide Evidence in Support</b>
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.	Must provide documentary proof for all 07 years 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).	Please provide related forms (eg.AOC-4 XBRL) for all 5 years.
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 at least 03 years.	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.**\_\_\_\_\_

*Cover-1*

**3. Scope of work**

1. Filing of Forms during the year 2025-26 which shall include filling, Certification & Filing.
2. Annual Filing in Extensible Business Reporting Language for the FY 2024-25.
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:**

- 1) 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.
- 2) 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 favor of Diamond Research and Mercantile City Limited of any scheduled/ nationalized bank within 15 days from the date of notice of award of contract, failing which a penalty @ 0.065% per day of the amount of security deposit will be imposed for delay of each.
- 3) This contract is valid initially for 01 (One) year but can be extended up further one or more year after review of work annually & unilaterally by Authorised person of DREAM City Limited. For such, Firm will be given a payment as per the sanctioned rate.

**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 2025-26 and Annual Filing in Extensible Business Reporting Language for the Financial Year 2024-25 of Diamond Research and Mercantile City Limited.**

**4. QUOTATION/FINANCIAL BID**

<b>Forms</b>	<b>Particulars/Services</b>	<b>Professional Fees without GST</b>	<b>GST%</b>	<b>Professional Fees with GST</b>
<b>A</b>		<b>B</b>	<b>C</b>	<b>B+(B*C/100)</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/MCA/RBI/CBI/ROC 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.** \_\_\_\_\_