


Notice Inviting Expression of Interest

 <p>SITILINK (An Undertaking of Surat Municipal Corporation)</p>	<p style="text-align: center;">SURAT SITILINK LIMITED(SSL) Office No.95-96,Surat Sitalink Ltd. , Surat Municipal Corporation- Head Quarter, Muglisara, Main Road, Surat - 395003, Gujarat. Notice Inviting EOI for "Hiring Service of Practicing Company Secretary for the Period of 01.07.2025 to 31.07.2028 for Surat Sitalink Limited." EOI Notice No.SSL/EOI/ 01/2025-26</p>
<p>This EOI Document is being published by the Surat Sitalink Limited (SSL) for Hiring Service of Practicing Company Secretary for the Period of 01.07.2025 to 31.07.2028. 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.</p>	
<p>EOI Fee (Non-refundable)</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 "Surat Sitalink Limited"</p>
<p>Last date(deadline) for EOI Submission</p>	<p>Complete EOI in sealed envelope with relevant details may be submitted strictly through Speed Post or RPAD only so as to reach by 30/05/2025 up to 17:00 hr at following address: Chief Accountant Shri, Surat Municipal Corporation, Muglisara, Surat - 395003, Gujarat.</p>
<p>Website to download EOI</p>	<p>https://www.suratmunicipal.gov.in/</p>
<p>The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.</p> <p style="text-align: right;">Managing Director Surat Sitalink Ltd.</p>	

Issued by
Surat Sitilink Limited(SSL)

Table of Contents

1.Introduction and Background.....	03
1.1 About Surat Municipal Corporation	
1.2 About Surat Sitilink Ltd(SSL)	
2.Technical Eligibility.....	04
3.Scope of work.....	06
4.Financial Bid.....	08

Cover 1

EOI Fees (Cover 1)

Cover 2

1. Technical Eligibility. (Cover 2)

2. Scope of work (Cover 2)

Cover 3

3. Financial BID. (Cover 3)

***Note:-**

- All Bid documents are signed affixing stamp by the authorized signatory.
- All envelope should be properly sealed and super scribed with EOI No.
and Name of Work and Cover Number

1. Introduction and Background

1.1 About Surat Municipal Corporation

The Surat Municipal Corporation (SMC) has responded to the challenges of fastest population growth and high speed economic development by adopting the best urban management practices. The administration of SMC with the help of the people and elected members of the city has transformed Surat to one of the cleanest cities of India. SMC has taken all necessary steps to make the city a better place to live all amenities. SMC has taken up many path breaking initiatives and these efforts have been acknowledged at national and international level.

1.2 About Surat Sitilink Ltd.(SSL)

Surat Municipal Corporation has formed a separate Special Purpose Vehicle (SPV) as Surat Sitilink Ltd.(SSL) for the implementation of projects for public transportation for the city of Surat and their citizens. This SPV shall carry end to end responsibility for bus operations.

2. Technical Eligibility

COVER 2

Criteria	Compliance (strike off which is not necessary)
1. The Applicant should have minimum 05 years of experience as full time practicing Company Secretary.	Yes / No (If yes, please provide evidence to support in Cover 2)
2. The Applicant should be registered with the Institute of Company Secretaries of India(ICSI) having a valid certificate of Practice.	Yes / No (If yes, evidences supporting appointment in Cover 2)
3. The Applicant should have a minimum Average Annual Gross Receipts of Rs.04 Lakh from practice, during the last three financial years i.e. 2018-19, 2019-20 and 2020-21.	Yes / No (If yes, evidences supporting appointment in Cover 2)
4. The Applicant Head Office placed should be located in Surat only and need to submit 2 Government license/proofs for the same.	Yes / No (If yes, please provide evidence to support in Cover 2)

<p>5. The Applicant should have served/ is servicing at least 3 any Scheduled Commercial Bank/Public Sector Undertaking/ State or Central Government or their subsidiaries Company /agency / department / Statutory Authority</p>	<p>Yes / No (If yes, provide copy of certificate issued by competent authority wherever applicable.)</p>
<p>6. The Applicant should never have been barred/blacklisted for breach of Contract/Professional misconduct by any Scheduled Commercial Bank/Public Sector Undertaking/ State or Central Government or their subsidiaries Company/agency/department/ Statutory Authority / Regulator /ICSI</p>	<p>Whether Applicant is banned or blacklisted or temporarily forbidden from applying for tenders for any type of audit by PSU/ local authority / Govt. Company?</p> <p>Yes /No (undertaking in this regard to be provided in Cover 2)</p>

We state that the above information is true based on our records, as well as “Cover2” that gives details of evidence to support.

For

Company Secretary

(Name)

Membership No. _____

COP: _____

3. Scope of work

COVER 2

The Company Secretary is primarily responsible for all statutory compliances of Surat Sitilink Limited. (SSL). The broad roles and responsibilities of the Company Secretary shall cover but are not limited to the following activities:

1. Ensure compliance of the provisions of Companies Law and rules made there-under and other statutes and bye-laws of the company
 2. Ensure that business of the company is conducted in accordance with its objects as contained in its memorandum of association
 3. Ensure that affairs of the company are managed in accordance with its objects contained in the articles of association and the provisions of the Companies Law
 4. Prepare and file various documents/returns as required such as copy of various resolutions on prescribed form (MCA/RoC) within the specified time period
 5. Any other task that may be assigned from time to time by the authority
 6. To update Statutory records of the company like:
 - a) Minutes Book
 - b) Register of Members
 - c) Register of Directors
 - d) Register of Director share holding
 - e) Register of Contract
 - f) Register of charges
 - g) Register of Attendance of all statutory meetings etc (excluding fixed assets register)
 - h) Registration for director identification number, share transfer process, issuing digital signature to directors etc.
 7. To prepare Notices for Meeting of Directors and Shareholder's of the Company
 8. Drafting Resolutions of all the meetings of the company.
- To provide advisory services regarding the Companies Act, 2013.

Maintaining Statutory records like Minutes Book, Statutory Registers, Agenda papers, documentation related to resolution, Filling of e-forms with Register of Companies, Annual Filing for the year 2025-26 of SSL.

Co-ordination with SSL staff regarding draft approval of agenda, minutes and other documents if any.

Ensure that SSL Complies with the Company Act, 2013.

9. In case, the revenue exceeds Rs.100 Crore for the financial year 2025-26 than for XBRL Annual filling, a professional fee of Rs.25,000/- plus GST extra be paid by Surat Sitilink Ltd. for the year 2025-26

10. Contract Period

- a. Offer Will be for a period of three (3) years from the date to award of Work letter
- b. Surat Sitilink Limited issue work order for one year on first instant and then further extension & service charges escalation both will be decided by SSL'S Authority after satisfactory completion of one year.

We agree to the above scope of work and comprehensive financial bid in form of proposed Fees stated in Cover2.

For

Company Secretary

Membership No. _____

COP: _____

4.FINANCIAL BID

COVER 3

Scope of Work	Total Amount (in INR)						
<p>1. Conducting minimum four Board meetings and One Annual General Meeting for the financial year 2025-28 for SSL.</p> <p>2. Maintaining Statutory records like Minutes Book, Statutory Registers, Agenda papers, documentation related to resolution, filing of e-forms with Register of Companies, Annual Filing for the year 2025-28 of SSL.</p> <p>3. Co-ordination with SSL staff regarding draft approval of agenda, minutes and other documents if any.</p> <p>4. Ensure that SSL complies with Companies Act, 2013</p> <p>We agree to the above Scope of work from Point no.01 to 10 and comprehensive Financial bid in form of proposed Fees stated in Cover 3.</p> <p>For _____ Company Secretary</p> <p>Name :-_____</p> <hr/> <p>Membership No. _____ COP: _____</p> <div style="text-align: center; margin-top: 20px;"> <p>(_____)</p> <p>Stamp & Sign.</p> </div>	<p>(Comprehensive quote for Scope of work agreed upon shall be stated, which shall be inclusive of all transportation exp./other charges/out of pocket / incidental expenses. GST should be mentioned separately.)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 30%;">Professional Fees for agreed scope of work</td> <td style="width: 70%;"> Amt in INR Rupees in Words </td> </tr> <tr> <td>Applicable GST</td> <td> Amt in INR Rupees in Words </td> </tr> <tr> <td>Total</td> <td> Amt in INR Rupees in Words </td> </tr> </table>	Professional Fees for agreed scope of work	Amt in INR Rupees in Words	Applicable GST	Amt in INR Rupees in Words	Total	Amt in INR Rupees in Words
Professional Fees for agreed scope of work	Amt in INR Rupees in Words						
Applicable GST	Amt in INR Rupees in Words						
Total	Amt in INR Rupees in Words						