

**Chief Accountant  
Account Department**



**SURAT MUNICIPAL CORPORATION**  
Shri TapiBhavan, Tapipura, Surat – 395003

## **NOTICE INVITING QUOTATION (NIQ)**

To, .....  
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Quotation Notice No.: SMC/ACT/GB/2026-27/002

Sub- Sealed quotations are hereby invited by Surat Municipal Corporation from reputed and experienced consultancy firms/agencies for providing consultancy services for Green Bond post issue compliance and related advisory services for Surat Municipal Corporation.

Dear Sir,

Surat Municipal Corporation (SMC) has raised funds through Green Bond Issuance. For assisting SMC, we solicit quotation from eligible firms, for hand holding us through the process of the post bond issuance compliances, by acting as the “SMC’s Municipal Green Bond Post Issue Advisor”. The firm should be fulfilling the following criteria.

### **1) Scope of Consultancy Services**

Assist the Issuer in regular compliance with their requirements as per the relevant regulations / circulars as amended from time to time including the following:

#### **POSTBOND-ISSUE ASSISTANCE AND COMPLIANCE**

- a) Assistance and Compliance with SEBI ILDM Regulations, 2015
- b) Assistance and Compliances with SEBI Circular on Monitoring & Disclosures by Debenture Trustee(s) and continuous disclosers and compliances by Municipal Corporation.
- c) Assistance in compliance with SEBI Circular on Operations Circular for issuance and listing of Non-Convertible Securities, Securitized Debt Instruments, Security Receipts, Municipal Debt Securities and Commercial Paper dated August 10, 2021
- d) Assist the Issuer in regular compliance with the requirements as are mentioned in the Transaction Documents executed by the Issuer with other Intermediaries.
- e) Assistance in the Interest Payment Process and Credit Rating Surveillance from back end.
- f) Co-ordination with various intermediaries like CRA, Trustees, Stock Exchange, etc.

## 2) Eligibility Criteria

The bidder shall fulfill the following minimum eligibility criteria:

Sr. No.	Criteria	Self attested Documents Required for Submission
1	<p>The Bidder must be a legal entity like proprietorship firm, partnership firm company etc registered in India under applicable act.</p> <p>The applications will be considered from “the Firm” with more than 3 years of experience.</p>	<p>Yes/No (Provide Supporting Documents)</p>
2	<p>The experience should include experience in <b>Post Bond Issue Advisor/Service Provider</b> with at least 3 issuer who have issued bonds under the provisions of SEBI (Issue and Listing of Municipal Debt Securities) Regulations, 2015.</p>	<p>Yes/No (Provide Supporting Documents)</p>
3	<p>If there is any <b>Consortium quotation, If yes then</b> with maximum of two parties. The lead partner must be specified in the Quotation.</p>	<p>Yes/No (If Yes then Provide Supporting Documents)</p>
4	<p>The firm should not be banned or blacklisted or temporarily forbidden from applying for tenders for any type of professional services.</p>	<p>Whether Firm or associate is banned or blacklisted or temporarily for bidden from applying for tenders for any type of professional services by PSU/ local authority/ Govt. Company?</p> <p>Yes/No (undertaking in this regard to be provided)</p>
5	<p>The Firm or any of the partners of the firm should not have any disciplinary matters pending with ICAI/RBI/CBI/SEBI Or any from and they should not have suffered any disqualification.</p>	<p>Whether disciplinary action initiated? Yes/No Whether any of the partners / firm is disqualified Yes/No (undertaking in this regard to be provided)</p>
6	<p>The Annual Average Turnover of the Firm should be exceeding Rs.10 lacs during any one year over the last five financial years.</p>	<p>Yes/No (If yes, please provide last 3 years CA certificate as per attached format)</p>

### 3) Period of the Assignment-

This assignment shall remain valid for a period of one year (12 months) in the first instance, which may be extended by the management for an additional two year upon satisfactory completion of the initial term. In case of extension of the agreement for the next two financial years, the yearly professional fees may be escalated by up to 10%.

### 4) Documents to be Submitted

Interested bidders shall submit the following documents along with quotation:

- a) Covering Letter
- b) Company/Firm Profile
- c) Details of Similar Assignments completed
- d) PAN Card Copy
- e) GST Registration Certificate
- f) Work Orders / Completion Certificates
- g) Financial Proposal
- h) Declaration regarding non-blacklisting

### 5) Submission of Quotation

The sealed quotation super scribed as: **“Quotation for Green Bond Consultant For Post Bond Issue Assistance and Compliance”** shall be submitted on or before 06/07/2026 up to 05:00 PM at the following address in sealed envelope with relevant details may be submitted strictly through Speed Post or RPAD only.

#### **The Chief Accountant**

"Shri Tapi Bhawan - Surat Mahanagar Seva Sadan"

Gordhandas Chokhawala Marg,

Shri Tapipura, Surat - 395003

### 6) Important Dates

Last Date for Submission of Quotation: 06/07/2026 up to 05:00 PM

### 7) Terms & Conditions

1. Selection of the firms will be done only after detailed scrutiny of the credentials of the firm and their competency.
  2. Physical submission of all required documents as per the qualification criteria.
  3. Selected firms shall have to give declarations to follow all ethics of faiths and information provided by SMC shall be kept 'strictly confidential'.
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4. The assigned work has to be completed in a time bound manner.
5. The selected firm will have to comply with the instructions if any issued by the SMC.
6. The selected firm must visit Account Department (Head Office), Surat Municipal Corporation on quarterly basis and for that No TA/DA expenses will be borne by the SMC for under taking this work sand this will have to borne by the firms.
7. The scope of work is only approximate, the firm must make its own assessment of work involved & staff required before quoting for assignment.
8. The successful firm shall not to be entitled to claim any additional amount for any reason whatsoever for the assigned work.
9. 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 favour of Surat Municipal Corporation of any Scheduled / Nationalized bank within 15 days from the date of work order awarded of contract, failing which a penalty @0.065 % of the amount of Security Deposit will be imposed for delay of each day.
10. All reporting shall be done on regular basis as required by SMC from time to time.
11. SMC will not pay any advance to the selected firm under any circumstances.
12. SMC will deduct GST TDS, IT TDS and any other deduction (If any) required by the government.
13. In case of any dispute, the decision of the Commissioner, Surat Municipal Corporation shall be final and binding.
14. The Commissioner Surat Municipal Corporation reserve the right to reject any or all offers received without assigning any reasons.
15. Fees will be paid on Quarterly on progressive basis of completion of work.

#### **8) Termination of Contract:**

If there is any breach of Contract or repeated delays in work, SMC shall have the right and authority for cancellation of the contract and no payment shall be come due for work that has been only partly completed.

**Deputy Commissioner(D)  
Surat Municipal Corporation  
Surat**

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## TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s \_\_\_\_\_ (**Name of the firm**), having its registered office at \_\_\_\_\_, on the basis of verification of books of accounts and other documents produced before us and maintained by the firm, the Turnover details of last seven financial years are as follows:

Financial Year	Turnover (INR)
2021-22	
2022-23	
2023-24	
2024-25	
2025-26	

This certificate is issued based on the records and documents produced before us and the audited financial statements of the firm.

**For .**

**[Name of CA Firm]**

(Chartered Accountants)

Firm Registration No.: \_\_\_\_\_

(Signature)

Name of the Partner: \_\_\_\_\_

Membership No.: \_\_\_\_\_

UDIN:

Date: \_\_\_\_\_

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