

# TAPI RIVERFRONT DEVELOPMENT CORPORATION LIMITED

RGD Office: Room No. 117, City Engineer Sp.Cell, Gordhandas Chokhawala Marg, Muglisara, Surat-395003, Gujarat, India  
CIN: U93000GJ2022SGC129041 Email ID: [tapiriverfront@suratmunicipal.org](mailto:tapiriverfront@suratmunicipal.org)

## Notice Inviting Expression of Interest

### EOI Notice

<p style="text-align: center;"><b>TAPI RIVERFRONT DEVELOPMENT CORPORATION LIMITED</b> Room No.117, City Engineer Sp.Cell, Gordhandas Chokhawala Marg, Surat - 395003, Gujarat, India. <b>Notice Inviting EOI for</b> <b>"Hiring Service of CA/CMA Firm" as GST Consultant for the Financial Year 2023-24 for Tapi Riverfront Development Corporation Limited."</b> <b>EOI Notification No.TRFDCL/EOI/02/2023-24]</b></p>		
<p>This EOI Document is being published by the Tapi Riverfront Development Corporation Limited (TRFDCL) for Hiring Service of CA/CMA Firm as GST Consultant for the Period of 01.04.2023 to 31.03.2024.</p> <p>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>		
<b>EOI Fee (Non-refundable)</b>	INR 1,000 (One Thousand Rupees Only) by Demand Draft or Banker's Cheque in favour of <b>Tapi Riverfront Development Corporation Limited.</b>	
<b>Last date (deadline) for EOI Submission</b>	Complete EOI in sealed envelope with relevant details may be submitted strictly through Speed Post or RPAD only so as to reach by <b>16th October 2023, up to 17:00</b> hrs at following address: <table border="1" style="margin-left: 20px;"><tr><td><b>To,</b> <b>Chief Accountant Shri,</b> <b>Surat Municipal Corporation,</b> <b>Gordhandas Chokhawala Marg,</b> <b>Muglisara, Surat - 395003, Gujarat.</b> <b>Subject:- "Hiring Service of CA/CMA Firm as GST Consultants for the Period of 01.04.2023 to 31.03.2024 for Tapi Riverfront Development Corporation Limited."</b> <b>EOI Notification No.TRFDCL/EOI/02/2023-24</b></td></tr></table>	<b>To,</b> <b>Chief Accountant Shri,</b> <b>Surat Municipal Corporation,</b> <b>Gordhandas Chokhawala Marg,</b> <b>Muglisara, Surat - 395003, Gujarat.</b> <b>Subject:- "Hiring Service of CA/CMA Firm as GST Consultants for the Period of 01.04.2023 to 31.03.2024 for Tapi Riverfront Development Corporation Limited."</b> <b>EOI Notification No.TRFDCL/EOI/02/2023-24</b>
<b>To,</b> <b>Chief Accountant Shri,</b> <b>Surat Municipal Corporation,</b> <b>Gordhandas Chokhawala Marg,</b> <b>Muglisara, Surat - 395003, Gujarat.</b> <b>Subject:- "Hiring Service of CA/CMA Firm as GST Consultants for the Period of 01.04.2023 to 31.03.2024 for Tapi Riverfront Development Corporation Limited."</b> <b>EOI Notification No.TRFDCL/EOI/02/2023-24</b>		
<b>Website to download EOI</b>	<a href="http://tapiriverfront.com/">http://tapiriverfront.com/</a>	
<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;">General Manager(Technical) Tapi Riverfront Development Corporation Ltd.</p>		

# **TAPI RIVERFRONT DEVELOPMENT CORPORATION LIMITED**

RGD Office: Room No. 117, City Engineer Sp.Cell, Gordhandas Chokhawala Marg, Muglisara, Surat-395003, Gujarat, India  
CIN: U93000GJ2022SGC129041 Email ID: [tapiriverfront@suratmunicipal.org](mailto:tapiriverfront@suratmunicipal.org)

---

## **Expression of Interest**

**For**

**"Hiring Service of CA/CMA Firm**

**as GST Consultant for the**

**Financial Year 2023-24 for**

**Tapi Riverfront Development**

**Corporation Limited."**

**EOI Notification No.:TRFDCL/EOI/02/2023-24**

# TAPI RIVERFRONT DEVELOPMENT CORPORATION LIMITED

RGD Office: Room No. 117, City Engineer Sp.Cell, Gordhandas Chokhawala Marg, Muglisara, Surat-395003, Gujarat, India  
CIN: U93000GJ2022SGC129041 Email ID: [tapiriverfront@suratmunicipal.org](mailto:tapiriverfront@suratmunicipal.org)

---

## **Issued by**

### **Tapi Riverfront Development Corporation Limited (TRFDCL)**

#### ***Table of Contents***

#### 1. Introduction and Background

##### 1.1 About Surat Municipal Corporation

##### 1.2 About Tapi Riverfront Development Corporation Limited

#### 2. Technical Eligibility

#### 3. Terms of Reference for GST Consultant of Tapi Riverfront Development Corporation Limited

#### 4. Financial Bid

Note :

- ❖ All Bid documents are signed affixing stamp by the authorized signatory.
- ❖ All envelopes should be properly sealed and super scribed with EOI Notice no. and name of work and covers number.
- ❖ 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.

COVER 1	EOI Fees
COVER 2	Technical Eligibility Documents and terms of reference for GST Consultant of Tapi Riverfront Development Corporation Limited
COVER 3	Financial Bid

# **TAPI RIVERFRONT DEVELOPMENT CORPORATION LIMITED**

RGD Office: Room No. 117, City Engineer Sp.Cell, Gordhandas Chokhawala Marg, Muglisara, Surat-395003, Gujarat, India  
CIN: U93000GJ2022SGC129041 Email ID: [tapiriverfront@suratmunicipal.org](mailto:tapiriverfront@suratmunicipal.org)

---

## **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 Tapi Riverfront Development Corporation Limited**

Surat Municipal Corporation (SMC) has formed the Special Purpose Vehicle (SPV) namely Tapi Riverfront Development Corporation Limited (TRFDCL) for the implementation of Tapi Riverfront Development Project. It is conceived and being implemented as a pioneering multi-benefit project with significant urban transformation potential. The riverfront development is to transform the Tapi into a major asset, which will improve the efficiency of its infrastructure and quality life in Surat.

# TAPI RIVERFRONT DEVELOPMENT CORPORATION LIMITED

RGD Office: Room No. 117, City Engineer Sp.Cell, Gordhandas Chokhawala Marg, Muglisara, Surat-395003, Gujarat, India  
CIN: U93000GJ2022SGC129041 Email ID: [tapiriverfront@suratmunicipal.org](mailto:tapiriverfront@suratmunicipal.org)

## INVITATION OF EXPRESSION OF INTEREST

### COVER 2

## 2. Technical Eligibility

Criteria	Compliance (strike off which is not necessary)
1. The applications will be considered from Chartered Accountancy/ Cost Accountancy Partnership firms or LLPs (“the Firm”) with more than 05 years of experience Counted as on 31st March 2023.	<b>Yes / No</b> <b>(Please Provide Incorporation Certificate in Cover 2)</b>
2. The experience should include experience in undertaking pre-audit/ internal audit/ GST Consultancy/statutory audit of Public Sector Company / Govt. Company / local authority / externally Aided projects/ Social Sector Projects (Excluding the audit of Charitable Institutions and NGO’s).	<b>Yes / No</b> <b>(If yes, evidences supporting appointment in Cover 2)</b>
3. The firm should not be banned or blacklisted or temporarily forbidden from applying for EOI for any type of audit by PSU/ local authority / Govt. Company. It has also to disclose that any disciplinary actions have not been taken by ICAI/ICWA.	<b>Whether Firm or associate is banned or blacklisted or temporarily forbidden from applying for EOI for any type of audit by PSU/ local authority / Govt. Company?</b> <b>Yes / No</b> <b>(undertaking in this regard to be provided in Cover 2)</b>
4. The average turnover of the Firm for last 5 years should be exceeding 1 Crore in each year.	<b>Yes / No</b> <b>(If yes, please provide audit report and Tax-return filed of last 5 years in Cover 2)</b>
5. The partners should include a minimum of 2 FCA/FCMA exclusively associated with the firm as per firm’s standing as on 31 <sup>st</sup> March 2023.	<b>Yes / No</b> <b>(If yes, please provide evidence to support in Cover 2)</b>

# TAPI RIVERFRONT DEVELOPMENT CORPORATION LIMITED

RGD Office: Room No. 117, City Engineer Sp.Cell, Gordhandas Chokhawala Marg, Muglisara, Surat-395003, Gujarat, India  
CIN: U93000GJ2022SGC129041 Email ID: [tapiriverfront@suratmunicipal.org](mailto:tapiriverfront@suratmunicipal.org)

---

<b>Criteria</b>	<b>Compliance (strike off which is not necessary)</b>
6. The Chartered Accountant/Cost Accountant firm has to ensure that qualified CA/CMA with relevant experience post qualification of minimum 05 years and Technical Staff are deputed for audit work.	<b>Agreed / not agreed (undertaking in this regard to be provided in Cover 2)</b>
7. The Chartered Accountant/Cost Accountant firm office should have its head office located in Surat from last 05 year and need to submit 2 government licence/ proofs for the same.	<b>Yes / No (If yes, please provide evidence to support in Cover 2)</b>

**We state that the above information is true based on our records, as well as “Cover 2” that gives details of evidence to support.**

**For \_\_\_\_\_**

**Chartered Accountants/Cost Accountants**

**Partner**

**(Name)**

**Membership no. \_\_\_\_\_**

# TAPI RIVERFRONT DEVELOPMENT CORPORATION LIMITED

RGD Office: Room No. 117, City Engineer Sp.Cell, Gordhandas Chokhawala Marg, Muglisara, Surat-395003, Gujarat, India  
CIN: U93000GJ2022SGC129041 Email ID: [tapiriverfront@suratmunicipal.org](mailto:tapiriverfront@suratmunicipal.org)

---

## 3. Terms of References for GST Consultant of Tapi Riverfront Development Corporation Limited

1. To Advise TRFDCL on applicability of GST pertaining to its present and future operation.
2. To undertake Liaisoning with GST Department on behalf of TRFDCL and advise TRFDCL from time to time for GST compliance.
3. To assist in depositing GST amount periodically as per requirement of GST law.
4. To prepare, compile, submit and file GST returns monthly/quarterly/half yearly/ annually as per the requirements.
5. To prepare periodical GST returns, computation, etc. for tax payment purpose.
6. To advise on taxable / non-taxable nature Income and Expenditure heads and any other advice related to GST for the benefit of TRFDCL.
7. To assist in obtaining various types of GST forms required and in case of any dispute arising with assessing authority. Consultant has to coordinate to sort out the dispute; similarly in case matter referred to higher authority, the consultant shall also take up the matter with them.
8. Submission of trading account pertaining to paper, books, & kits etc. as per the requirement of the Tax Authority.
9. The Consultant shall depute human resource(s) as and when request is made/ every month visit for data preparation for return filing registered office of TRFDCL.
10. To advise/give written opinion relating to any GST issues within reasonable time.
11. To assist on issues in GST TDS Registration, preparation & filing of GST TDS returns and Generation of TDS certificates.
12. To assist in preparing replies / submissions for Department's Notices regarding GST issues including show Cause Notices.
13. To guide and assist the appointed Advocate / Representative in appeal matters.
14. To examine any order / communication received from GST authorities and advise further course of action.
15. To update about relevant changes/ amendments / judgements in the GST Acts & Rules (more specifically having implications on TRFDCL) regularly through mail.
16. To advise on Tax-planning like benefits /rebates /deductions exemptions available under GST Act.
17. To attend the Appeal(s) /Show Cause Notice(s) /Hearing(s) related to GST matters with GST authorities.
18. Assistance in all GST Compliances including audit proceedings / show cause notices/ demands and other proceedings as applicable initiated by appropriate authorities including drafting / filing of replies, stay of demand and submissions and representation, pursuing, assisting and coordinating with GST authorities for getting refunds / settle demands.
19. For every month details of outward and inward liabilities along with supporting documents of TRFDCL consultant will be required to
  - Check the details, with reference to documents, for filing of return.
  - Suggest to avail or not to avail the ITC eligibility / ineligibility.
  - Assist in reconciliation of mismatch between GSTR 2A and data as per books i.e., GSTR 2.
20. The firm shall not sub-contract the Consultancy assignment.

# TAPI RIVERFRONT DEVELOPMENT CORPORATION LIMITED

RGD Office: Room No. 117, City Engineer Sp.Cell, Gordhandas Chokhawala Marg, Muglisara, Surat-395003, Gujarat, India  
CIN: U93000GJ2022SGC129041 Email ID: [tapiriverfront@suratmunicipal.org](mailto:tapiriverfront@suratmunicipal.org)

---

21. To provide general consultancy services in any other work related GST, etc.
22. The Consultant or a Qualified Representative (CA/CMA) will be required to visit at least Three day (3-4 Hours a Day) in a week & as and when required at the registered office of TRFDCL.
23. Partner to visit and attend meeting as and when required for discussion with Senior Management of TRFDCL.
24. No escalation / price rise/ fees increase will be allowed to successful bidder.
25. Advising the records to be maintained, eligibility or otherwise of Input tax Credits and ensuring due compliance with Input tax credit, Income tax Refund, etc.
26. Advising on efficient utilization of resource to TRFDCL.
27. In addition to above any other services if deemed necessary and future requirement raised by GST Act including amendment, notice, circular etc., from time to time.
28. The scope of work can be expanded and shall not be limited as above.

## 3 . Security Deposit

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 Tapi Riverfront Development Corporation Ltd. of any Scheduled / Nationalized bank within 10 days from the date of notice of award of contract, failing which a penalty @0.065 % of the amount of Security Deposit will be imposed for delay of each day.

## 4. Contract Period

Offer is invited for the period of 01/04/2023 to 31/03/2024. Further extension & Service Charges escalation both will be decided by TRFDCL.

We agree to the above scope of work and comprehensive financial bid in form of proposed Fees stated in cover 3.

## 5. Contract Allotment

The Bidder whosoever is applying for EOI for appointment as GST Consultant shall not apply for EOI of appointment as Internal Auditor and Statutory Auditor in TRFDCL.

# **TAPI RIVERFRONT DEVELOPMENT CORPORATION LIMITED**

RGD Office: Room No. 117, City Engineer Sp.Cell, Gordhandas Chokhawala Marg, Muglisara, Surat-395003, Gujarat, India  
CIN: U93000GJ2022SGC129041 Email ID: [tapiriverfront@suratmunicipal.org](mailto:tapiriverfront@suratmunicipal.org)

---

**We agree to the above scope of work and comprehensive financial bid in form of proposed Fees stated in Cover 3.**

**For** \_\_\_\_\_

**Chartered Accountants/Cost Accountants**

**Partner**

**(Name)**

**Membership no.** \_\_\_\_\_

# TAPI RIVERFRONT DEVELOPMENT CORPORATION LIMITED

RGD Office: Room No. 117, City Engineer Sp.Cell, Gordhandas Chokhawala Marg, Muglisara, Surat-395003, Gujarat, India  
CIN: U93000GJ2022SGC129041 Email ID: [tapiriverfront@suratmunicipal.org](mailto:tapiriverfront@suratmunicipal.org)

**COVER 3**

## 4. FINANCIAL BID

Scope of Work	Total Amount (in INR)						
<p>We agree to the above Scope of work from Point no. 01 to 28 and Comprehensive Financial bid inform of proposed fees stated <b>in Cover 3.</b></p> <p>For _____ Chartered Accountants/Cost Accountants</p> <p>Partner Name _____</p> <p>Membership No. _____ Firm Registration No. _____</p> <p>( _____ ) Stamp &amp; Sign</p>	<p><b>(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. )</b></p> <table border="1"><tbody><tr><td><b>Professional Fees for agreed scope of work</b></td><td>Amt in INR  Rupees in Words</td></tr><tr><td><b>Applicable GST</b></td><td>Amt in INR  Rupees in Words</td></tr><tr><td><b>Total</b></td><td>Amt in INR  Rupees in Words</td></tr></tbody></table>	<b>Professional Fees for agreed scope of work</b>	Amt in INR  Rupees in Words	<b>Applicable GST</b>	Amt in INR  Rupees in Words	<b>Total</b>	Amt in INR  Rupees in Words
<b>Professional Fees for agreed scope of work</b>	Amt in INR  Rupees in Words						
<b>Applicable GST</b>	Amt in INR  Rupees in Words						
<b>Total</b>	Amt in INR  Rupees in Words						

Copy to: Chief Accountantshri,  
Surat Municipal Corporation,  
Muglisara, Surat...for necessary action.