

Expression of Interest (EOI)

**To Design Standard Operating
Practices of SCDCL**

**SOLAPUR CITY DEVELOPMENT
CORPORATION LTD**

APRIL 2017

Solapur-City Development Corporation Ltd.
CIN : U74990PN2016SGCI58985
Registered Office : Solapur Municipal Corporation,
Indrabhuvan, Railway Lines, Solapur-431001,
Ph.: 0217-2740300, Fax : 0217-2746003
Email : smccommissioner@yahoo.com

1. TEXT OF ADVERTISEMENT

SOLAPUR CITY DEVELOPMENT CORPORATION LTD

No. SOP/EOI/2017-82

Dated: 3RD April 2017

INVITATION FOR EXPRESSION OF INTEREST

The Solapur-City Development Corporation Ltd is a Special Purpose Vehicle set up under Companies Act 2013 under Smart City Mission. The Company was incorporated in 2016 and now intend to commence its operations and would like to set up their internal policies for execution.

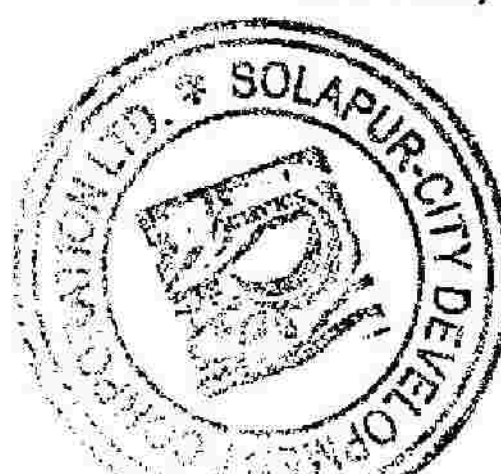
It is with this back ground, the Solapur-City Development Corporation Limited has invited expression of interest to design Standard Operating Practices on behalf of the Management.

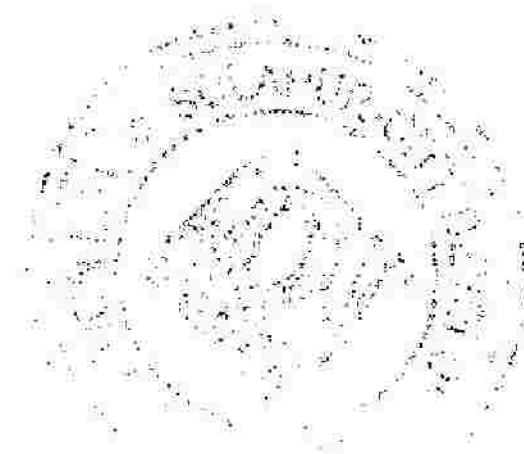
The EOI Document containing the details of qualification criteria, submission requirement, brief objective & scope of work etc. can be had from the Company's office situated at New Collector Office Premises, District Planning, Bhavan, Near Govt. Milk Dairy, Saat Rasta, Solapur – 413003 or can be downloaded from the website - solapurcorporation.gov.in. Nominal Fee of Rs. 500/- is required to be paid in the Company's office towards the same.

The eligible organizations may submit their responses in sealed envelope in the prescribed format at the above mentioned address so as to reach latest by 10.04.2017 (1400 hrs.). Nominal Fees of Rs. 500/- is required to be paid in the Company's office towards


(Sanjay Teli)
Chief Executive Officer,
SCDCL, Solapur

Solapur-City Development Corporation Ltd.
PIN : U74950PN2016SGCI58985
Registered Office : Solapur Municipal Corporation,
Indrabhuvan, Railway Lines, Solapur-413001.
Ph.: 0217-2740300. Fax : 0217-2740200





1) Background:

The Solapur-City Development Corporation Ltd is a Special Purpose Vehicle set up under Companies Act 2013 under Smart City Mission. The Company was incorporated in 2016 and now intend to commence its operations and would like to set up their internal policies for execution.

It is with this back ground, the Solapur-City Development Corporation Limited has invited expression of interest to design Standard Operating Practices on behalf of the Management.

2) Technical qualifications -

- i. Registered with ICAI as CA firm
- ii. Firm should have experience of audit/ consultancy experience of at least 5 years of government companies/ departments/ municipal corporations having turnover or budget of INR 2000 Cr or more
- iii. Min. Firm Establishment - 10 Years or more as on date.
- iv. Min. Partnership Firm with min. 4 Partners and min. 2 FCA as Partner
- v. Service Tax Registration required as on date and the turnover shall be min of INR 100 lacs as on 31st March 2016.
- vi. Knowledge of Marathi and English Compulsory.
- vii. Consortium of firms will not be allowed.

3) Scope:

- i. Designing Sandard operating processes across major departments of the Company for following major processes
 - a. Procurement
 - b. HR & Payroll
 - c. Accounts Finance & Treasury
 - d. Admin & Compliance
 - e. Public Relations
 - f. Scrutiny of Contractor's / Consultants/ Bidders Bills.

4) Deliverables

- i. Report of SOPs of major business processes listed above
- ii. Consultant should prepare all formats / registers required for the above scope.
- iii. One training to the Management team on how to use SOPs.

5) Fees:

Firm should quote total fees exclusive of taxes. Service tax / GST shall be paid extra as applicable from time to time. No advance shall be paid.

above professional fees at actual. Any other out of pocket fees to be paid extra.



6) Stages of Payment of Fees:

1. 80% on successful completion and hand over of SOPs
2. 20% on training on How to use SOPs

7) Venue & Deadline for submission of proposal

Proposals, in its complete form in all respects as specified in the EOI, must be submitted to address specified above.

INSTRUCTION TO CONSULTANTS

8.0 Submission requirement:

- 8.1 The Expression of Interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in hard copies in sealed envelopes Applicant's Expression of Interest, Organizational Contact Details, Experience of the organization, List of three (03) experts/ consultants on payroll, Additional information, Declaration as per Formats

9 Response:

Bidders must ensure that their Bid response is submitted as per the formats attached with this document.

Application in sealed cover super scribed, as "EOI to design SOP of SCDCL"

14.0 Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. SCDCL reserves the right to withdraw EOI and or vary any part thereof at any stage. SCDCL further reserves the right to disqualify any bidder, should it be so necessary at any stage.

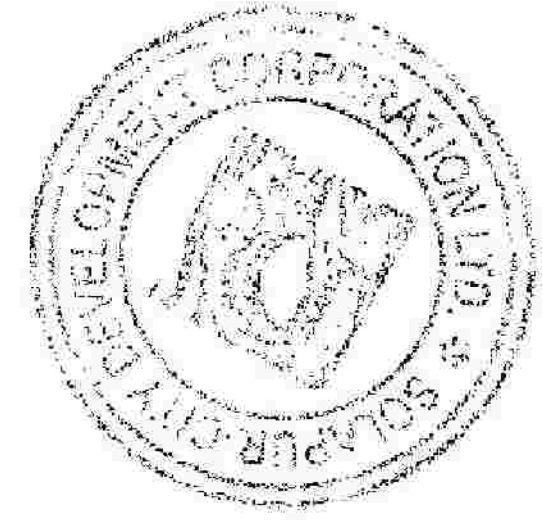
15.0 Last date of submission of EOI:

The last date of submission of EOI is 10.04.2017

(1400 hrs.). Bid Opening Date & Time is

10.04.2017 (1500 hrs.)

FORMATS FOR SUBMISSION
EXPRESSION OF INTEREST



To,
Chief Executive Officer,
Solapur-City Development Corporation Ltd.
Solapur

Sub: Submission of Expression of interest to design Standard Operating Practices (SOP) for SCDCL

Dear Sir,

In response to the invitation for Expressions of Interest published in Company's office and also on Solapur Municipal Corporation's website on 03.04.2017 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents in sealed envelopes.

1. Organizational details
2. Experience in related field
3. List of three experts / consultants on payroll
4. Additional information
5. Declaration
6. Fees to be charged on separate paper with signature and stamp

Yours sincerely,

Signature of applicant

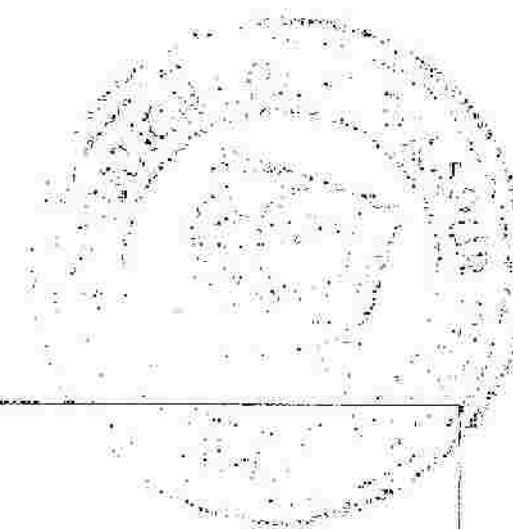
Full Name

Date & Stamp.

Encl: As above

Note : This is to be furnished on the letter head of the organization.

FORMAT – 2



Organizational Contact Details	
1.Name of Organization	
2. Main areas of business	
3. Type of Organization Firm / Company / Partnership firm / registered under Indian Companies Act, 2013, The Partnership Act, 1932.	
4. Whether the firm has been blacklisted by any Central Govt. / State Govt./ PSU/ Govt. Bodies / Autonomous, if yes, details thereof	
5.Address of registered office with telephone no & fax	
6.Contact Person with telephone No. & email id	

- Encl:1. Copy of certificate of incorporation
 2. Copy of Articles of Association in respect of 3 above
 3. Undertaking in respect of 4 above

Signature of applicant

Full Name

Date & Stamp.

FORMAT -3

EXPERIENCE IN RELATED FIELDS

OVERVIEW OF THE PAST EXPERIENCE OF THE ORGANIZATION IN ALL ASPECTS
RELATED TO SOP

Sr. No.	Item	Number of assignments during last 5 years	Order value of each assignment in lakhs (Enclose copy)	Mention the name of client

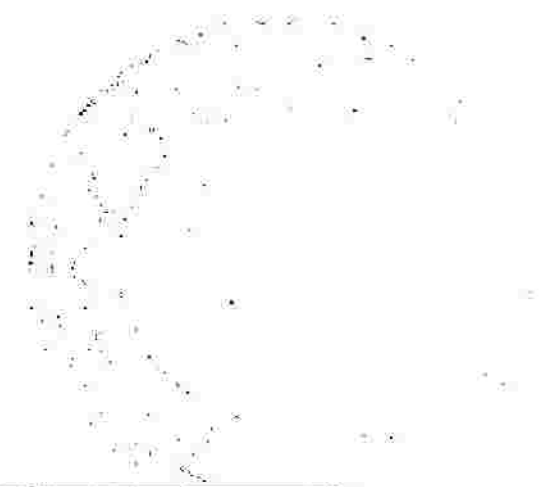
Signature of applicant

Full Name

Date & Stamp.

FORMAT – 4

LIST OF EXPERTS / CONSULTANTS ON PAYROLL



Sr. No.	Name	Designation	Qualification	Relevant Experience

Signature of applicant

Full Name

Date & Stamp.

FORMAT – 5

ADDITIONAL INFORMATION

LIST OF ALL ENCLOSURES RELATED TO THE PREVIOUS SECTIONS

Sr. No.	Description	No. of pages

Additional information to support the eligibility.

Signature of applicant

Full Name

Date & Stamp.

FORMAT – 6

DECLARATION

We hereby confirm that we are interested in competing for the consultancy services to undertake the task related to design the Standard operating Practices of SCDCL.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature

Name and Designation

Date of Signature

Note : The declaration is to be furnished on the letter head of the organization.