



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5501304
Dated/दिनांक : 14-10-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	24-10-2024 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	24-10-2024 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Housing And Urban Poverty Alleviation
Department Name/विभाग का नाम	Hudco
Organisation Name/संगठन का नाम	Housing And Urban Development Corp
Office Name/कार्यालय का नाम	Dehradun Regional Office
Item Category/मद केटेगरी	Financial Audit Services - Audit report; CA Firm
Contract Period/अनुबंध अवधि	1 Year(s) 2 Month(s) 1 Day(s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/	Yes
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,OEM Annual Turnover *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Do you want to show documents uploaded by bidders to all bidders participated in bid?/	Yes
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Single Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days

Bid Details/बिड विवरण	
Estimated Bid Value/अनुमानित बिड मूल्य	100000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Required/आवश्यकता	No
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MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services

over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.
5. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1728897310.pdf](https://www.1728897310.pdf)

Financial Audit Services - Audit Report; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Risk Management , Compliance with law & regulations , Internal control of financial , Review system & processes
Type of Industries/Functions	Receivables , Cash and Bank Balance , Fixed assets, depreciation and amortisation , Operational & Administrative , Human Resource & Payroll
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	NA

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Balram Singh Chauhan	248001,74/1, Rajpur Road, GMVN Building (2nd Floor) Dehradun	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of

this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

No. HUDCO/DHRO/219/2024/

Dated: 09/10/2024

Sub:- Notice inviting tender for Appointment of Chartered Accountant Firm as an Expert for carrying out Risk Based Internal Audit , review of Internal Financial Controls & Certification of Monthly Accounts for the Financial Year 2024-2025

Dear Sir/ Madam,

Housing & Urban Development Corporation Limited (HUDCO) is a Government of India Enterprise under the administrative control of Ministry of Housing & Urban Affairs (MoHUA).

Dehradun Regional Office, HUDCO would like to appoint Chartered Accountant firm as an expert for carrying out Risk Based Internal Audit assignment including review of Internal Financial Controls for the Financial Year 2024-25 as per specifications and criteria described/detailed below. In case, you are interested, please submit your quotation/offer for the services listed below **by 24-10-24** You may please also note the following general terms and conditions applicable in regard to submission of quotation/offer for award of contract/empanelment by HUDCO :-

Scope of Work:-

The scope of work should broadly cover the points as given in Annexure – II

Selection Procedure:-

The appointment of CA firm shall be done by following procedure:-

1. Firms shall be first short listed on the basis of Technical Bid.
2. After short listing of firms on the basis of Technical Bid, Financial Bid shall be considered for the short listed firms.

Terms and conditions:-

1. The services would be provided to **Dehradun Regional Office, Housing & Urban Development Corporation Limited, (HUDCO), II-Floor, GMVN Building, 74/1, Rajpur Road, Dehradun-248001** as well as any other location/office falling within the jurisdiction of HUDCO, Dehradun.
2. Quotation should be submitted in two bid system , as per the details given below:-
 - i) First bid i.e. **Technical Bid** as **detailed at point no-3 below** should be submitted along-with requisite details and supporting documents in the prescribed Performa **at Annexure-III** below.
 - ii) Second Bid i.e. **Financial Bid** should contain your minimum rates for the job to be covered as per the scope of work indicated above service. GST/Any other Tax should be clearly the rates quoted should be exclusive of GST/TDS etc. which should be clearly indicated separately **(as detailed in Annexure-IV)**.

iii) Financial Bid shall be opened and considered only from those parties who fulfill the Hudco's criteria as specified in the Technical Bid and have adequate experience /staff strength and reputation in handling audit work as specified in the eligibility criteria below. The upper ceiling prescribed by Hudco for audit and certification of different activities as per the prescribed scope of work shall be as per Point No-9 below. The same should be kept in mind while quoting minimum rates for different activities.

3. The Eligibility Criteria required for consideration for appointment are as under:-

- a) The CA Firm should be a Partnership/Limited Liability Partnership (LLP) registered with the Institute of Chartered Accountants of India (ICAI) and should have minimum Five Years Standing. (To be verified from the Certificate of Registration issued by ICAI)
- b) The bidder to produce copy of ICAI registration certificate, PAN and GST Registration Certificate, MSME certificate (If applicable along with the TREDIS registration Certificate – if not available, CA firm should comply with it before the contract is awarded).
- c) The CA Firm should have carried out Internal Audit assignment/Statutory Audit in Branch Office/Head Office of at least two Public Sector Undertakings/ Public Sector Banks /Public Financial Institutions/Public Sector NBFCs in the last five Financial Years. (Assignment as stock Audit not to be considered).
- d) CA Firm should have minimum three number of partners, minimum five numbers of paid assistants (qualified CA/CMA/ semi qualified CA/CMA-Inter).
- e) CA Firm should have local office having minimum five working staff (including one partner and one qualified CA);
- f) **CA Firms presently appointed as consultant in the concerned Regional Office are not eligible for appointment at respective Regional Office.**
- g) CA Firm to give an undertaking: -
 - i) That none of the partners has any relation with any employee of HUDCO and also none of them has any relationship within the meaning of Section 2(76) of the Companies Act, 2013 and also that none of them has any relationship with the Statutory Auditors or such related work of HUDCO which will have conflict of interest with the current assignment and also declare the compliance under section 184 and 188 of the Companies Act, 2013.
 - ii) Certified that we have not been appointed for carrying out certification/ consultancy or such related work of the same Regional Office which will have conflict of interest with the current assignment.
 - iii) There has not been any disciplinary action initiated by ICAI or any regulatory authority against the firm during last five years. As on date, the disciplinary action should have been disposed off.
 - iv) The Firm has not been banned, delisted or debarred from business by any Regulatory Body/ Statutory Body/PSU/Govt. Department or any other institution.

While evaluating the technical bid, CA Firm's capability to perform the assignment shall be assessed and inspection of their office will be carried out so as to establish the fact that the CA Firm has proper local office with adequate staff.

4. The Audit team will consist minimum of one Chartered Accountant and one paid assistant {qualified (CA/CMA)/semi qualified (CA/CMA- inter)} headed by partner of the CA Firm.
5. CA firm is required to undertake 100% verification of all the activities prescribed in the scope of work. The scope of work should broadly cover the points as given in Annexure-(II).
6. In terms of GFR rule 170(iii), Bidders are not required to pay Bid Security i.e. Earnest Money Deposit (EMD), instead **Bid Security Declaration** in the prescribed format (**Annexure-A**) is required to be submitted.
7. The Firm may be engaged initially for a period of **one year for internal audit for F.Y. 2024-2025 (01-04-2024 to 31-03-2025)**. However, the appointment may be renewed on yearly basis based on the satisfactory performance for a further period of two years on same terms and conditions including fees with slight modification in the scope of work as per requirement with the approval of H.O.
8. Copy of ICAI Registration Certificate, PAN Card, Local Address Proof, GST Registration Certificate and MSME Certification (if applicable along with the TREDIS registration Certificate -if not available ,CA firm should comply with it before the contract is awarded) may be submitted along with the Technical Bid.
9. The fees of CA Firm (excluding GST) should not exceed Rs 100000/- (Rupees One Lakh Only) for the Financial Year. However, the estimated fees may be assessed by each regional Office which can be lower than Rs.100000 (excluding GST), as per the volume of work/ considering the checklist required to be verified in the respective Regional Office.
10. The payment of fees shall be made to the firm on completion of assignment as per the Scope of Work as under -

- On submission of report of First quarter	15%
- On submission of report of Second quarter	- 20%
- On submission of report of Third quarter	- 20%
- On submission of report of Fourth quarter	- 25%

Balance 20% shall be released after audit of annual accounts by Statutory Auditors and issuance of Tax Audit Report.
11. The CA Firm is expected to submit the Audit Report in the prescribed format, to be issued by seventh of succeeding month of the end of the quarter.
12. Regional Office to take timely action for necessary rectification with a view to keep updated record. However, CA firm may include those observations in their report to Head Office where there is difference of opinion and which remain unattended / pending rectification. Further such observations should be reviewed and their compliance is to be reported in the subsequent Audit Reports until such time these are rectified.

13. Certificate is required to be submitted by the CA Firm (duly authenticated by Regional Chief) confirming that the audit has been carried out as per scope of work/checklist and audit reports have been prepared after discussion with the Regional Chief.
14. CA firm shall not disclose to any person the confidential information relating to the assignment or HUDCO's business or operations without prior permission of Head, Internal Audit Department, Head Office, New Delhi.
15. In case of any dispute between HUDCO and the CA Firm regarding the present assignment given to the CA Firm at Regional Office, the decision of the CMD, HUDCO shall be final and binding on all the parties.
16. The quotation is invited for the whole assignment as per the scope of work in brief enclosed and no part assignment shall be considered.
17. Internal Audit Department, Head Office has the right to replace CA firms if it is found that the reporting / certification are not of required standard.
18. The Risk Based Internal Audit is to be conducted with the highest standard of professional, ethical competence and integrity.
19. HUDCO shall have the right to terminate the contract forthwith by giving notice of 30 days at the address mentioned herein on failure to provide satisfactory service. The decision of HUDCO regarding dissatisfaction of services/delay/damages caused by CA Firm shall be final. Further in such an event, HUDCO shall have the right to forfeit the compensation for the contract and also recover damages without any further notice to CA Firm.
20. The detailed break up of scope of work should be provided to the shortlisted bidder at the time of award of contract after approval by the competent authority.
21. Technical Bid part of the Quotation will be opened on **24-10-2024**. The Financial Bid of short listed firms on the basis of Technical Bid shall be opened on **25-10-2024**.
22. All the disputes will be subject to Dehradun Jurisdiction only. Decision of Regional Head, HUDCO, Dehradun shall be final and binding on both the parties in respect of all matter of dispute arising out of this bid.
23. Bid should be accepted through GeM only.

Thanking you.

Yours faithfully
For & on behalf of HUDCO

Akash Tyagi
Regional Chief

On Letter head of the Firm

FORMAT FOR BID SECURITY DECLARATION

Whereas, I/we _____ (name of Bidder) have submitted bid for
_____ (name of work).

I/we hereby submit following declaration in lieu of submitted Bid Security.

(1) If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) as specified in the tender document,

Or

(2) If, after the award of work, I/we fail to sign the contract within 7 (seven) days of issuance of award letter,

I/we shall be suspended for one year and shall not be eligible to bid for tenders issued by HUDCO from date of issue of suspension order.

Signed by the Authorized Signatory

ANNEXURE-III

Offer for engagement of Chartered Accountant in HUDCO Regional Office, Dehradun
Technical Bid

1.	a) Name and address of the Firm & its Main proprietors/ partners b) Address of office at Dehradun. (copy of address proof to be enclosed)	:	
2.	Year of establishment	:	
3.	Registration No. (enclose copy of ICAI Registration Certificate)	:	
4.	Names & Details Profile of Partners	:	
5.	GST registration no. (Enclose copy of GSTIN Regn.)	:	
6.	PAN No.(enclosed copy of PAN card)	:	
7.	Audit Assignment carried out (as per Point 3 c of eligibility criteria above) (enclose copies of supporting documents)	:	
8.	List of clients (Attach Separate Sheet)	:	Nature Period
9.	a) No. of Partners (Minimum three)	:	
	b) No. of Paid Assistants {qualified (CA/CMA)/ semi qualified(CA/CMA-inter)}-(minimum five)	:	
	c) No. of other supporting /employed Staff.	:	
10.	Name/ list of Partner and working staff available at Local Office (at Dehradun)-(minimum 5 working staff including one partner)	:	
11.	Undertaking as per point No-3(g) of NIT	:	

No. of enclosures:.....

Date:

Signature:

Name of Authorized Person:.....

Name of CA Firm:.....

Seal

Annexure-IV

Financial Bid for Appointment of Chartered Accountant firm as an expert for carrying out Risk Based Internal Audit , Review of Internal Financial Controls & Certification of Monthly Accounts of HUDCO Regional Office, Dehradun for the Financial Year 2024-2025

Activities	Professional Charges (Rs.)	GST as applicable	Total Annual Fee (inclusive of GST)
As per Scope of Work at Annexure-I indicated in the NIT			

- Note: 1. The Total Audit/Certification Fee should not exceed the upper limit as prescribed at point no-9 of the tender document and should be in accordance to the estimated tender value of NIT.
2. The fees quoted should be both in figures & words

Signature:

Seal