

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	05-05-2026 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	05-05-2026 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Housing & Urban Affairs (mohua)
विभाग का नाम/Department Name	Housing And Urban Development Corporation Ltd
संगठन का नाम/Organisation Name	Housing And Urban Development Corporation Ltd
कार्यालय का नाम/Office Name	Housing And Urban Development Corporation Limited
वस्तु श्रेणी /Item Category	Financial Advisory Services - Offsite; Tax Consultant
अनुबंध अवधि /Contract Period	3 Year(s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या / Minimum number of bids required to disable automatic bid extension	3

बिड विवरण/Bid Details	
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	619500
Payment Timelines	Payments shall be made to the Seller within 45 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	HDFC Bank
ईएमडी राशि/EMD Amount	10500

ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

JGM(F)

Housing and Urban Development Corporation Limited, HOUSING AND URBAN DEVELOPMENT CORPORATION LTD, HOUSING AND URBAN DEVELOPMENT CORPORATION LTD, Ministry of Housing & Urban Affairs (MoHUA)

(Rachna Chandak)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.

1. 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.
2. 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.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial Bid - [1776945553.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Scope of work to be uploaded by buyer:[1776945609.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Technical Qualifications	100	60	View File

Total Minimum Qualifying Marks for Technical Score: 60

QCBS Weightage(Technical:Financial):70:30

Financial Advisory Services - Offsite; Tax Consultant (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Offsite
Category of financial advisory service	Tax Consultant
Sub-category of Financial Advisory Services	As per NIT
Financial Advisory Reports	Yes
Frequency of Progress Report	As per NIT
Type of Professional/Resources required	Tax expert , As per NIT
Qualification of Professional/Resources required	CA , ICWA
Certification of Professional/Resources required	As per NIT
Total Experience of Professionals / Resources (In years)	As per NIT
एडऑन /Addon(s)	
Post Financial Advisory Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Rachna Chandak	110003,HUDCO Ltd, Core 7A, India Habitat Centre, Lodhi Road, New Delhi - 110003	Project / Lumpsum Based	N/A

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

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

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

1. All terms and conditions as per NIT.
2. The CA/CMA Firm should have a turnover of atleast Rs. 2.5 crore as on 31.03.2025 as per audited accounts

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues

or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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. 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.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---

Appointment of Tax Consultant in respect of Debt Securities of HUDCO through GEM Portal of GOI

Housing & Urban Development Corporation Ltd. (HUDCO) is a Navratna Central Public Sector Undertaking under the administrative control of the Ministry of Housing & Urban Affairs.

HUDCO is regularly raising funds from the capital market by way of Secured/ Unsecured Redeemable Non-Convertible Institutional Bonds/ debentures or any other kind of security. Currently, HUDCO has outstanding bonds of around Rs.60,859.32 crore, including around Rs.10,684.70 crore raised through public issue of Tax-free Bonds, having a wide investor base of approximately 1,00,000 bondholders, as on date. The investor base comprises of Individuals, HNIs, various foreign investors (i.e., NRIs, FIIs, FPCs), QIBs, Corporates, Banks, Financial Institutions, Mutual Funds, HUFs, Trusts, Regional Rural Banks, Cooperative Societies and Foreign Banks etc.

HUDCO is currently availing the services of a Tax Consultant in respect of its debt securities; however, the tenure of the existing consultant is nearing expiry. Accordingly, it is proposed to appoint a Tax Consultant from a registered CA/CMA firm to undertake activities related to the servicing of debt securities. The detailed scope of work/activities to be carried out by the proposed consultant is outlined as follows:

1. SCOPE OF WORK:

The Scope of Work of Tax Consultant is envisaged as follows:

Bond servicing – Compliance

1. Review of tax documents of foreign and domestic investors and providing advisory with respect to applicability of domestic and foreign withholding tax applicability.
2. Advice, as may be required from time to time, with respect to various debt securities issued by HUDCO, including, Section 54EC/85 Capital Gain Bonds, Zero-coupon bonds, Perpetual Bonds.
3. Time-to-time TDS computation and assistance in monthly TDS deposit.
4. Time-to-time validation of interest working with respect to Bond servicing.
5. Preparation and filing of TDS returns and correction statements as required from time-to-time. Issuance of Form 16A as applicable.
6. Verifying company status (Active / Struck Off / Not Found / Amalgamated).
7. Consolidating BENPOS data to validate whether bondholders qualify as Public Financial Institutions / National Financial Institutions for the purpose of allowance/ disallowance working (erstwhile Section 43B).
8. Form 61A (New Form 165) filing.
9. To assist in all activities from preparation to submission of quarterly/half-yearly compliance report to be filed with Debenture Trustees in respect of Debt Securities issued by HUDCO in compliance of SEBI (LODR) 2015.
10. To assist in ensuring due compliances of provisions of the Foreign Account Tax Compliance Act (FATCA) and preparing internal policy related to FATCA, if required.

Litigation and representation services

1. Handling ongoing or any new appellate proceedings before CIT(A)
2. Handling ongoing or any new penalty proceedings.
3. Time-to-time representation and filing responses to notices issued by Income Tax Department

regarding SFT filings.

4. Handling time-to-time SFT corrections in coordination with Income Tax Department.
5. Assistance in filing representation before Ministry of Finance w.r.t. SFT filings.

Bond servicing – Certification

1. Providing up to 6 certificate(s) for submission to Debenture trustee or any other regulatory authority, during the tenure of the assignment. The bidding firm to ensure that the Certificates issued are in compliance with the requirement specified under SEBI LODR or any other applicable regulations.
2. Form 15CA/CB (New Form 145/146) filing for any payment to non-resident.
3. Preparation and certifying of Annexures (like Sec 43B of Income Tax Act,1961 and other reports/annexures) to be provided in Tax Audit Report in respect of information relating to debt securities.

Note: Tax consultant is required to physically attend HUDCO Corporate office, as and when required, especially for filing of requisite tax returns.

The scope of work mentioned above is indicative in nature and not exhaustive. All the works incidental/ related to the successful completion of above activities related to bond servicing (including those issued/ allotted during the assignment period) shall also form part of the scope of work of the Tax Consultant firm.

2. Technical Evaluation Criteria:

In order to ensure selection of consultant of relevant experience, credibility, in- depth knowledge and ability to provide quality service in respect of securities, and have sound background, it is proposed that offers may be invited from Chartered Accountant firms/ Cost & Management Accountant firms fulfilling following eligibility criteria: -

S.No	Eligibility Criteria	Details to be submitted by the bidder	Remarks
1.	The CA/CMA firm standing should be for a minimum period of 10 Years.	No. of years since registration_____	Copy of Certificate in respect of Registration of the firm
2.	The CA/CMA Firm should have a turnover of at least Rs.2.5 crore as on 31.03.2025 as per audited accounts.	Amount _____ of turnover_____	Copy of audited accounts for the year ending as on 31.03.2025
3.	The CA/CMA Firm should be a partnership firm having minimum of 5 partners out of which 2 partners should have at least 10 years of experience	No. _____ of Partners_____ No. of partners having >=10 experience	Copy of Partnership Deed specifying number of partners and self-certified profiles of the partners giving experience details
4.	The CA/CMA firm should have handled assignments of Income Tax Audit/ Direct Tax related assignment/ Tax consultancy in Public Sector Banks/ Financial Institutions/ Government NBFCs/ HFCs/ IFCs/ PSUs in the last 5 years as on 31.03.2026. (Firms having appointment of assignments in Head office, branch/unit or different	No. of assignments handled_____	Letter of completion of assignment(s) from Public Sector Banks/ Financial Institutions/NBFCs/HFCs/IFCs/PSUs/

	branches/units of same entity in same Financial Year, then only one audit will be considered irrespective of no. of branches/units).		
5.	The firm should have its Head Office/branch office in Delhi/ NCR.	Detail of office_____	Details of the office on the letter head of the firm or any other proof of local address.
6.	Attach MSME Certificate, if any		
7.	Attach other declarations/undertakings (as specified in tender documents), Annexure-3 & Annexure 15		Annexure 2 ,3 & Annexure 15 on the letter head of the firm.
8.	Financial Bids and Technical Bids should be submitted separately in GeM		
9.	EMD: Bidders other than MSME entities are required to submit EMD of Rs.10,500 (2% of Estimated cost of 3 years i.e. Rs.5,25,000/-) in the following bank account Name: HUDCO LTD. Account Number: 00030350017801 IFSC Code: HDFC0000003 Branch Name & Address: B-3-4, Suryakiran Building, 19 K G Marg, New Delhi-110001	Proof of transfer of Rs. 10,500/- towards EMD.	

3. Technical Evaluation Criteria

The Evaluation Committee approved by the Competent Authority will open & evaluate the Bids of all the applicants. The financial bids shall be opened in respect of technically qualified bidders. The Bidder meeting the prequalification conditions and obtaining highest score as per the criteria stated below (QCBS method) shall be selected for the assignment.

S.No	Eligibility Criteria	Max Marks #
1.	The CA/CMA firm's standing should be for a minimum period of 10 Years.	20
2.	The CA/CMA Firm should have a turnover of at least Rs.2.5 crore as on 31.03.2025 as per audited accounts.	20
3.	The CA/CMA Firm should be a partnership firm having minimum of 5 partners out of which 2 partners should have atleast 10 years of experience	20

4.	The CA/CMA firm should have handled assignments of Income Tax Audit/ Direct Tax related assignment/ Tax consultancy in Public Sector Banks/ Financial Institutions/ Government NBFCs/ HFCs/ IFCs/ PSUs in the last 5 years as on 31.03.2026. (Firms having appointment of assignments in Head office, branch/unit or different branches/units of same entity in same Financial Year, then only one audit will be considered irrespective of no. of branches/units).	30
5.	The firm should have its head office/branch office in Delhi/ NCR.	10
	TOTAL	100
	<p>Method of Selection:</p> <p>In deciding the final selection of the consultant, the technical quality of the proposal will be given a weightage of 70%. The financial proposal shall be allocated weight of 30%.</p> <p>The price bids of only those qualified bidders who score at least 60 marks in technical evaluation will be opened. The proposal with the lowest cost may be given a financial score of 100 and the other proposal given financial score that are inversely proportionate to their fee. The highest combined score i.e. H1 will be awarded, for working out the combined score, the company will use the following formula: Total points = [0.70x T(s)] + [0.30xLEC/EC], where</p> <p>T (s) stands for technical score</p> <p>EC stands for Evaluated Cost of the financial proposal.</p> <p>LEC stands for Lowest Evaluated Cost of the financial proposal</p>	

4. Detailed Technical Qualifications Assessment:

Technical Bid Evaluation Criteria

S.No	Eligibility Criteria	Max Marks #
1.	The CA/CMA firm standing should be for a minimum period of 10 Years. 10 to 15 years – 15 marks Above 15 years – 20 marks	20
2.	The CA/CMA Firm should have a turnover of at least Rs.2.5 crore as on 31.03.2025 as per audited accounts. Rs 2.5 crore to 5 crore – 5 marks Above 5 crores to 7.50 crore – 10 marks Above 7.50 crore to 10 crore – 15 marks Above 10 crore – 20 marks	20
3.	The CA/CMA Firm should be a partnership firm having minimum of 5 partners out of which 2 partners should have at least 10 years of experience	20

	5 partners – 15 marks Above 5 partners – 20 marks	
4.	The CA/CMA firm should have handled assignments of Income Tax Audit/ Direct Tax related assignment/ Tax consultancy in Public Sector Banks/ Financial Institutions/ Government NBFCs/ HFCs/ IFCs/ PSUs in the last 5 years as on 31.03.2026. (Firms having appointment of assignments in Head office, branch/unit or different branches/units of same entity in same Financial Year, then only one audit will be considered irrespective of no. of branches/units). 1 to 3 assignments – 15 marks 4 to 5 assignments – 20 marks Above 5 assignments –30 marks	30
5.	The firm should have its Head Office/ branch office in Delhi/ NCR.	10
	TOTAL	100

5. The Financial bids shall be opened in respect of technically qualified bidders.

Format of Financial Bid:

The applicant/ bidder would be required to submit their financial bid strictly in the format given below as a separate **Annexure 1**

Particulars	Amount (in Rs.)
Annual Fees (Inclusive of GST and any other taxes) 1/3 rd of total fee.	
Total fee for 3 years (Inclusive of GST and any other taxes)- Same amount will be entered in GeM portal	
Note:-	
<ul style="list-style-type: none"> • The Annual fee shall be payable at quarter end in equal installments and upon the receipt of invoice for services rendered. • However, charges paid for filing of tax return with Tax authorities shall be reimbursed at actual on production of receipts / documentary evidence. • Payment shall be made after the deduction of TDS/applicable taxes, if any. • The firm should clearly understand the scope of work and accordingly quote the fee/ charges for acting as Tax Consultant for debt securities. No additional fee shall be paid over and above the fee referred above. 	

6. Other declarations/ undertakings:

The bidder should submit following declarations/ undertakings as **Annexure 2**

- The firm has not been debarred from functioning by any regulatory authority and there is no investigation pending against the firm.

- b) There has not been any disciplinary action initiated by ICAI/ICMAI (as may be applicable) or any regulatory authority against the firm during last five years.
- c) The bidder should declare whether any partner/employee of the firm/ company has any relation with any employee working in HUDCO and if so give the name of the employee and the relationship, and also whether any of them has relationship within the meaning of Section 2(77) of the Companies Act, 2013 with any of the Directors of HUDCO, the Statutory Auditors/ Internal Auditors.
- d) None of the partners / employees has been convicted of any offence.
- e) No appeal / unresolved dispute / suit / case is pending at any court in India regarding the right to carry on practice as on the date of submission of Tender.
- f) Tax Consultant is required to certify that it will not indulge in any fraudulent activity or allow anybody else working in our organization to indulge in fraudulent activities and would immediately apprise HUDCO of the fraud/ suspected fraud as soon as it comes to their notice.
- g) Tax Consultant shall during the tenure of the Contract and at anytime thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by HUDCO, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Tax Consultant or its personnel or agents. Any monetary penalty / loss levied by any authority due to breach of the above clause will be the sole responsibility of the firm.
- h) Tax Consultant undertakes to send competent person, if need be, while representing HUDCO before the Income Tax Authority.

7. Other Terms & conditions:

The general terms and conditions applicable with regard to submission of bid/ offer for award of contract by HUDCO are as follows:

1. The submission and opening of bids will be through GEM portal only. Submission of the bid/ offer by the bidder shall constitute acceptance by the bidder of all the terms and conditions mentioned in the invitation to offer.
2. There shall be no price escalation during the currency of the assignment.
3. The estimated Tender value of assignment is Rs.5,25,000/- (plus GST) for the contract period of 3 years (Rs. 1,75,000/- plus GST per annum).
4. **Period of Contract:** The firm so appointed shall be empaneled initially for a period of one year. However, the term is extendable for a further period of upto 2 years, on a year-to-year basis, subject to fee/ terms of the assignment continuing to remain the same and satisfactory performance by the firm.
5. **Earnest Money Deposit:** Bidders other than MSME entities are required to submit EMD of Rs.10,500 (2% of Estimated cost of 3 years i.e. Rs.5,25,000/-) in the above-mentioned bank account. EMD furnished by all unsuccessful bidders will be returned through e-payment system without interest, within 30 days from the award of tender to the successful bidder. EMD furnished by successful bidder will be returned upon the receipt of performance security.

6. **Performance Security:** To ensure due performance of the contract, performance security in the form of security deposit will be obtained from the successful bidder to whom the contract is awarded. Performance security is 3% of the value of contract for 1-year i.e 3% of Rs.1,75,000 is **Rs.5,250**.
7. The evaluation committee approved by the Competent Authority will evaluate the bids/ offers received. The respondent with the highest score as per QCBS shall be awarded the contract. In the event of a tie on the GeM portal, the contract is awarded through a random draw of lots. This process is initiated by GeM system's random algorithm after the tie is identified, with the winning bidder selected randomly from the bidders.
8. HUDCO reserves the right to accept/reject any or all the offers received by it without assigning any reason whatsoever.
9. **Dispute:** All matters of dispute arising out of this order shall be referred to courts in Delhi/New Delhi jurisdiction only.
10. **Indemnity clause:** The Firm shall execute the work efficiently and with due diligence and care. However, the firm shall indemnify the Company and its successors from and against all suits, claims actions and damages which may be made or commence against the Company by any holder of the securities issued or any Statutory authority or third party as a consequence of any failure or deficiency on part of the Tax Consultant Firm in performing or fulfilling, providing any of the functions, duties, obligations and services hereunder. The tax consultant Firm shall be liable for payment of damages which are caused by negligence, wilful misconduct, failure to act or recklessness of the firm.
11. **Termination of contract** - HUDCO reserves the right to terminate the contract after giving 1 month notice to the firm.

It may however, be noted that invitation of bids/ Offers does not in any way bind the Corporation to accept the proposal (s) from any bidder. Further, Corporation reserves the right to reject/ modify any of the bid / offer without any assigning any reasons and its decision would be final.

For any further clarification you may please contact Ms Rashmi Sethi Mehrotra, Joint General Manager (Finance), Mobile: +91-9810479806 or Mr. D Uday Kumar, Senior Manager (Finance), Mobile: +91-9945323788, e-mail ID- bondshudco@hudco.org.

Rashmi Sethi Mehrotra
Joint General Manager (Finance)

RASHMI
SETHI
MEHROTRA
RA

Digitally signed
by RASHMI
SETHI
MEHROTRA
Date: 2026.04.23
16:47:19 +05'30'

Format of Financial Bid:

Particulars	Amount (in Rs.)
Annual Fees (Inclusive of GST and any other taxes) 1/3 rd of total fee.	
Total fee for 3 years (Inclusive of GST and any other taxes)- Same amount will be entered in GeM portal	
Note:- <ul style="list-style-type: none">• The Annual fee shall be payable at quarter end in equal installments and upon the receipt of invoice for services rendered.• However, charges paid for filing of tax return with Tax authorities shall be reimbursed at actual on production of receipts / documentary evidence.• Payment shall be made after the deduction of TDS/applicable taxes, if any.• The firm should clearly understand the scope of work and accordingly quote the fee/ charges for acting as Tax Consultant for debt securities. No additional fee shall be paid over and above the fee referred above.	

The bidder should submit following declarations/ undertakings in the letter head of the firm

- a) The firm has not been debarred from functioning by any regulatory authority and there is no investigation pending against the firm.
- b) There has not been any disciplinary action initiated by ICAI/ICMAI (as may be applicable) or any regulatory authority against the firm during last five years.
- c) The bidder should declare whether any partner/employee of the firm/ company has any relation with any employee working in HUDCO and if so give the name of the employee and the relationship, and also whether any of them has relationship within the meaning of Section 2(77) of the Companies Act, 2013 with any of the Directors of HUDCO, the Statutory Auditors/ Internal Auditors.
- d) None of the partners / employees has been convicted of any offence.
- e) No appeal / unresolved dispute / suit / case is pending at any court in India regarding the right to carry on practice as on the date of submission of Tender.
- f) Tax Consultant is required to certify that it will not indulge in any fraudulent activity or allow anybody else working in our organization to indulge in fraudulent activities and would immediately apprise HUDCO of the fraud/ suspected fraud as soon as it comes to their notice.
- g) Tax Consultant shall during the tenure of the Contract and at anytime thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by HUDCO, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Tax Consultant or its personnel or agents. Any monetary penalty / loss levied by any authority due to breach of the above clause will be the sole responsibility of the firm.
- h) Tax Consultant undertakes to send competent person, if need be, while representing HUDCO before the Income Tax Authority.

ANNEXURE – 3

Vendor Profile Form

	Name & Legal Status of the Bidder			
	Organization Registration Details (Incorporation or Commencement of Business/ Other Statutory Registrations etc.)		Date of Incorporation/ Registration:	
	GST Number:		PAN Number:	
	Registered/ Corporate office Address of Bidder			
	Address & Contact Details (E-Mail, Ph. Nos. etc.) of Proprietor/ Directors of the Bidders	1)		
		2)		
		3)		
	Delhi (NCR) Office Address if any & Contact Details:			
	Names and Designations of the persons authorized for single point interaction with HUDCO			
	Mobile Numbers of Contact persons:		E-mail of Contact persons:	
	a) MSME Registration:	(Yes/ No)	If Yes, Regd. No.:	
			Date:	
			Category:	
			Range of	

			Supply/ Services:	
b) GeM (Government e- Marketplace) Registration:	(Yes/ No)	If Yes, mention GeM Seller ID:		
		Date:		
		Category:		
		Range of Supply/ Services:		
		If No, then provide the date by which you will be registered on GeM portal:		Dt.:
c) TReDS (Trade Receivables Discounting System) Registration:	(Yes/ No)	If Yes, Regd. No:		
		Date:		
		Category:		
		Range of Supply/ Services:		
		If No, then provide the date by which you will be registered on TReDS		Dt.:

		portal:	
d) Whether SC/ST/OBC Entrepreneur:	(Yes/ No)	(If Yes, Please provide Supporting Documents)	
e) Whether Women Entrepreneur:	(Yes/ No)	(If Yes, Please provide Supporting Documents)	

Note:

- 1) As per latest GoI directives, **w.e.f. 01st Nov., 2020**, all vendors of any CPSE (e.g., HUDCO Ltd.) must provide their GeM Seller ID to be indicated compulsorily by the respective CPSEs on their Letter of Awards issued to the successful bidders.
- 2) In case of non-furnishing the required MSME registration details, benefits of MSME will be not allowed presuming the agency a non-MSME Entrepreneur.
- 3) The bidders will only be considered Women and SC/ST MSE respectively, if :
 - i. In case of proprietary MSE, the proprietor should be Women or SC/ST unit; and
 - ii. In case of partnership MSE, the Women or SC/ST partners should be holding at least 51% shares in the unit; and
 - iii. In case of private limited companies, at least 51% shares shall be held by Women or SC/ST promoters as the case may be.

ANNEXURE-15

Eligibility Declarations

(Ref NIT -clause _____)

(To be submitted as part of Technical bid)

(On Company Letter-head)

(Along with supporting documents, if any)

Tender Document No. Tend No./ xxxx; Tender Title: _____

Bidder's Name _____

[Address and Contact Details]

Date.....

Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the Bidder)

We hereby confirm that we comply with all the stipulation of NIT-clause ____ and ITB clause ____ wrt to eligibility criteria and declare as under and shall provide evidence of our continued eligibility to HUDCO

1. Legal Entity of Bidder: _____
2. OEM/Manufacturer/ Agent/ Dealership Status: _____
3. We "are/ are not a JV _____
4. We solemnly declare that we (including our affiliates or subsidiaries or constituents):
 - a) are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
 - b) (including our Contractors/ subcontractors for any part of the contract):
 - i. Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its Tender Processes; and/ or
 - ii. Are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.
 - c) Do not have any association (as bidder/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the Tender Document.
 - d) We certify that we fulfil any other additional eligibility condition if prescribed in Tender Document.
 - e) We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.

5. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017: We certify as under
*“We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that:
 we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). and;
 we shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.*

6. **MSME Status:**

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- a) We are - Micro/ Small/ Medium Enterprise/ SSI/ Govt. Deptt. / PSU/ Others:.....
- b) We attach herewith, Udhyam Registration Certificate with the Udhyam Registration Number as proof of our being MSE registered on the Udhyam Registration Portal. The certificate is the latest up to the deadline for submission of the bid.
- c) Whether Proprietor/ Partner belongs to SC/ ST or Women category. (Please specify names and percentage of shares held by SC/ ST Partners):.....

7. Start-up Status we confirm that we “ are/ ” are not a Start-up entity as per the definition of the Department of Promotion of Industrial and Internal Trade – DPIIT.

8. **Make in India Status:**

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised till date) and related Procuring Organisation notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

a. **Self-Certification for the category of suppliers:**

(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs 10 Crore for Class-I or Class-II Local Suppliers). Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

Class-I Local Supplier/ Class-II Local Supplier/ Non-Local Supplier.

b) We also declare that :

- There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for an offered Goods, or
- We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Goods.

9. **Penalties for false or misleading declarations:**

We hereby confirm that the particulars given above are factually correct and nothing is

concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties as mentioned in this Tender Document.

.....
(Signature with date)

.....
(Name and designation)
Duly authorized to sign bid for and on behalf of

.....
.....
[name & address of Bidder and seal of company]