

**बिड दस्तावेज़ / Bid Document**

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	02-07-2026 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	02-07-2026 19:30:00
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 Ltd
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :neenajain@hudco.org Buyer Email id: himanshuswami@hudco.org.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CA Firm
अनुबंध अवधि /Contract Period	1 Month(s) 2 Day(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	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,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू 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
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	5
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
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
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	60000
Payment Timelines	Payments shall be made to the Seller within <b>45</b> 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
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

#### ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
-------------------	----

#### ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
-------------------	----

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

#### एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
-------------------------------	-----

#### एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15

#### 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. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
2. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal 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 themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer 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 seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.
3. 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.
4. 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.
5. 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.
6. Short Duration Bid has been published by the Buyer with the approval of the Competent authority due to Emergency procurement of critical products/services.

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

financial - [1782131700.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

**Number of Years of firm/company's existence as per ICAI certificate:**As per NIT

**Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:**As per NIT

**Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:**As per NIT

**Number of partners/ qualified professionals in full time employment with DISA/CISA qualification**As per NIT

**Number of XX fulltime CA's required and YY professional audit staff:**As per NIT

**Price Breakup Format for the bidders to upload for providing break-up of overall project cost:**[1782132850.pdf](#)

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

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
<b>कोर / Core</b>	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	As per NIT
Frequency of Progress Report	As per NIT
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per NIT
State	NA
District	NA
<b>एडऑन /Addons</b>	
Post Financial Audit Support	NA

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

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

प्राचल/Parameter	मूल्य/Values
कोर / Core	45000

**अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents****परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity**

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Himanshu Swami	110003,HUDCO Bhawan, 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 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

**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

All bidders should read the NIT carefully before applying for the tender.

**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---**



# **HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED**

**(A Government of India Enterprise)**

Core 7-A, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi 110003  
Website: [www.hudco.org](http://www.hudco.org) CIN: L74899DL1970GOI005276  
Emails: [hudco.trust@hudco.org](mailto:hudco.trust@hudco.org) and [hudco.trust@gmail.com](mailto:hudco.trust@gmail.com)

## **Notice Inviting Tenders (NIT)**

## **INVITATION OF BIDS**

**For Appointment of Statutory Auditor of HUDCO Employees CPF Trust, HUDCO Employees Defined Contribution Superannuation Pension Trust (HEDCSPT) and HUDCO Employees Group Gratuity Trust for the Financial Year 2025-2026.**



**HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED**  
**(A Government of India Enterprise)**

Core 7-A, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi 110003 Website:  
www.hudco.org CIN: L74899DL1970GOI005276  
Emails: hudco.trust@hudco.org and hudco.trust@gmail.com

**Notice Inviting Tenders (NIT)**

**No. : HUDCO/Appointment of Auditor/2025-2026**

**Dated:22.06.2026**

**Subject:- Appointment of Statutory Auditor of HUDCO Employees CPF Trust, HUDCO Employees Defined Contribution Superannuation Pension Trust (HEDCSPT) and HUDCO Employees Group Gratuity Trust for the Financial Year 2025-2026.**

Housing and Urban Development Corporation Limited (HUDCO), a premier techno-financial institution and a public sector undertaking, under the administrative control of Ministry of Housing and Urban Affairs (MoHUA), Government of India, was set up in 1970 and mandated to provide long term loans for Housing and Urban Infrastructure projects in India. HUDCO has been conferred the status of Navratna Public Sector Enterprise by the Government of India. HUDCO is having its corporate office at HUDCO Bhawan, Core 7A India Habitat Centre, Lodhi Road, New Delhi-110 003.

The Corporation has a strength of around 629 employees working at various levels. HUDCO (Housing and Urban Development Corporation) is considered an "exempted institution" under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. This exemption allows HUDCO to create its own provident fund scheme instead of following the standard provisions of the EPF Act that apply to most other employers. As a result, HUDCO has established the "HUDCO Employees CPF Trust" to manage its employees' provident fund.

Apart from this HUDCO has also established the "HUDCO Employees Defined Contribution Superannuation Pension Trust and HUDCO Employees Group Gratuity Trust".



Tenders are invited through GeM (Custom Bid) for the appointment of a Statutory Auditor for the financial year 2025–2026, for the following entities: HUDCO Employees CPF Trust, HUDCO Employees Defined Contribution Superannuation Pension Trust, and HUDCO Employees Group Gratuity Trust, as detailed in the scope of work.

## 1. SCOPE OF WORK

1. Review of Financial Statements
2. Verification of Books and Records
3. Compliance with Applicable Laws
4. Reporting Requirements i.e. Audit Report with opinion on financials

## 2. GENERAL TERMS & CONDITIONS

1. The bid is required to be submitted on GeM portal in two parts - Technical Bid and Financial Bid. Technical bids will be considered first.
2. The bidder should declare whether any partner of the firm has any relation with any employee working in HUDCO and if so, give name of the employee and relationship and also whether any of them has a relationship within the meaning of sub-section 77 of section 2 of the Companies Act, 2013 with any director of HUDCO and also with statutory auditors' (SARC & ASSOCIATES, Chartered Accountants, N-226, LGF, Greater Kailash-I, New Delhi-110048) of HUDCO and if so, give detail.
3. Technical Bids would be opened first and upon qualifying technically, Financial Bids shall be opened. Financial Bids of the offer shall be opened only if the Bidder satisfies and fulfils the Technical Evaluation criteria. In case the applicant does not satisfy the technical feasibility, the Financial Bids shall not be opened and shall be rejected as it is.
4. The Technical Bid and Financial Bid must be submitted separately through the GeM portal. If any bidder includes or discloses the Financial Bid in the Technical Bid documents, the bid of such bidder shall be rejected.
5. All prospective bidders are hereby informed that the minimum fee for Statutory Audit will be Rs.45,000/- (Rupees Forty-Five Thousand only) plus applicable GST.
6. The estimated cost of the tender for the scope of work for HUDCO Employees CPF Trust, HUDCO Employees Defined Contribution Superannuation Pension Trust (HEDCSPT) and HUDCO Employees Group Gratuity Trust as dealt with in **Clause I** would be Rs.60,000/- (Rupees Sixty Thousand only) excluding GST for all three trusts.
7. The bids once submitted shall be final and no modification in the bids will be accepted.

8. In the bid, the rates quoted, should clearly specify GST or any other tax, if applicable and, if so, applicable rates may be indicated. In case, this information is not indicated in the bid, it would be presumed that the rates quoted are inclusive of all type of taxes/duties.
9. The Trusts reserves the right to reject any or all bids and/or alter the condition without assigning any reason whatsoever.
10. The Selection of the bid shall be based on eligible lowest financial bid-L1, offered by the applicants subject to the decision of the Company.
11. During selection process, the trusts reserve the right to seek clarification or verification of any information mentioned in the bid/supplied by the Vendor and/or a presentation of proposed solution before finalizing the award of work.
12. All the bid documents should be signed by the authorized signatory of the firm.
13. Tentatively, the audit shall be completed within one month from the date of issuance of the letter of appointment to the Auditor.
14. The bidding firm must have an office located in the Delhi NCR region. Before the tender is awarded, physically inspection and verification of office premises will be carried out. Only firms whose Delhi NCR office is found to exist and meet the required criteria during this verification will be considered for award of the tender.
15. The selected CA firm should complete the assignment on or before 15.08.2026.

### 3. ELIGIBILITY CRITERIA: -TECHNICAL CRITERIA

1. A brief description of the bidder's organization/firm and an outline of the work experience, specialization and other material information about the organization.
2. The selection of Chartered Accountant Firm would be based on following technical criteria:-

S. No.	Technical Criteria	Required Documents
1	CA Firm should have experience in handling statutory Audit of CPF Trust/ Employees Defined Contribution Superannuation Pension Trust/ Gratuity Trust in Public Sector Undertaking for three financial years	Copies of Appointment Letters/Completion Certificate
2	CA Firm should have minimum 3 partners, out of which 01 partner who will head the audit assignment should be based in Delhi/NCR.	Latest Firm Card downloaded from ICAI website & documentary evidence of partner residing in Delhi NCR.
3	CA Firm should have an office in Delhi/NCR	Latest Firm Card downloaded from ICAI website

The firm must be based in Delhi and should have an office in Delhi/NCR to ensure smooth coordination and avoid delays in execution. Professionals assigned to the audit should also be located in Delhi/NCR during the audit period to facilitate efficient and timely completion of the audit.

Details of the firm should be given in the prescribed format as per **Annexures - I**.

#### **4. FINANCIAL BIDS**

The Financial bid {Lump sum total professional fee (excluding GST) for rendering services mentioned in Scope of Work, has to be quoted both in words and figures} and has to be strictly given in the prescribed format as per **Annexure - II**.

#### **5. PAYMENT TERMS**

The payment of Audit Fees shall be paid on production of bills after satisfactory completion of Audit of Financial Statements and the same being accepted by the HUDCO's Statutory Auditors. No Travelling/Conveyance or other expenses shall be paid by the Trust for the above audit assignment.

The payment will be released within 45 days of the receipt of bill. The payment will be subject to deduction of all applicable taxes, including the applicable TDS for which certificate as per IT Act will be provided.

Details of the Bank should be given in the prescribed format as per **Annexures - III**.

#### **6. DECLARATION**

The applicants not being allotted with the Audit Assignments shall not solicit any reason for not being so selected. In case, the company finds any allegation /loss of reputation for the act of the applicants, the company reserves the right to file legal suit in the court law to claim for the damages.

Thanking You,

**Yours faithfully,**

**SD/-  
Neena Rani Jain  
(Trust Secretary)**

On Letter head of the Firm
DETAILS OF FIRM

Sr. No.	Particulars	Remarks
1.	Name of the Firm	
2.	Address of the registered office of the firm (attach proof)	
3.	Name of the Qualified 3 Partners Phone No. E-Mail ID.	
4.	Name of the Chartered Accountant and Contact No. who will be in charge of the Audit of HUDCO Employees CPF Trust, HUDCO Employees Defined Contribution Superannuation Pension Trust (HEDCSPT), and HUDCO Employees Group Gratuity Trust	
3.	PAN Number of the Firm (attach copy)	
4.	GST Number of the Firm (attach copy)	
5.	Name & Designation of Key contact persons	
6.	Phone Numbers (Firm) : Mobile (Firm) : Landline (Firm) :	
7.	E-Mail ID (Firm)	
8.	Experience	

Signed by the Authorized Signatory



Annexure –II

On Letter head of the Firm

FORMAT FOR FINANCIAL BID

As per format uploaded.





**Annexure –III**

**On Letter head of the Firm**

**DETAILS OF BANK OF THE FIRM**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Remarks</b>
1.	Name of the Bank	
2.	Bank Account No.	
3.	Name of the Branch of Bank Address	
4.	IFSC Code	
5.	MICR No. (9 Digits)	
6.	Bank Phone No.	

**Signed by the Authorized Signatory**



**To be submitted as part of Technical Bid**

**On Letterhead of the Firm**

**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 \_\_ w.r.t. to eligibility criteria and declare as under and shall provide evidence of our continued eligibility to HUDCO.

1. Legal Entity of Bidder: \_\_\_\_\_
2. We / are not a JV \_\_\_\_\_
3. 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. Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/ Department from participation in its Tender Processes; and/ or
  - c. 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.
  - d. 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.
  - e. We certify that we fulfil any other additional eligibility condition if prescribed in Tender Document.
  - f. 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.

4. 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. I 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.

5. 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]





**Annexure V**

**To be submitted as part of Technical Bid**  
**On Letterhead of the Firm**  
**DECLARATIONS**

<b>S. No.</b>	<b>Declaration</b>	<b>Reply</b>
1	whether any partner of the firm has any relation with any employee working in HUDCO then the name of the employee and the relationship may be given and whether partners have a relationship within the meaning of Section 2 (77) of the Companies Act, 2013 with any of the Directors of HUDCO and also, with the present Statutory Auditors (S A R C & Associates , N-226, Lower Ground Floor, Greater Kailash, Part-I, New Delhi-110048) of HUDCO.	If Yes, please enclose details
2	Is there any disciplinary action Initiated by ICAI/ICWAI or any regulatory authority against the firm during last five years.	If Yes, please enclose details
3	whether any partner/employees has been convicted of any offence/economic offence.	If Yes, please enclose details
4	whether any appeal / unresolved dispute / suit / case is pending at any court in India regarding the right to carry on practice.	If Yes, please enclose details
5	The firm shall during the tenure of the Contract and at any time 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 its personnel or consultant 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.	Agreed
6	It is certified that the firm 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.	Certified
7	whether the firm is carrying out any other assignment/providing consultancy at Corporate/Regional Office of HUDCO.	If Yes, please enclose details

**Signed by the Authorized Signatory**



**Annexure VI**

**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:	
		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:			
Mobile Numbers of Contact		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	
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 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)	

1. As per latest Gol directives, w.e.f. 01st Nov.1 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.