

Housing & Urban Development Corporation Limited (HUDCO)
(A Government of India Enterprise)
CHANDIGARH REGIONAL OFFICE
S.C.O. 132-133, 1st & 2nd Floor,
Sector 34-A, Chandigarh – 160022.
हाउसिंग एंड अर्बन डेवलपमेंट कॉरपोरेशन लिमिटेड (हडको)
(भारत सरकार का उपक्रम), क्षेत्रीय कार्यालय चंडीगढ़ एस सी ओ 132-133,
पहली व् दूसरी मंजिल, सेक्टर 34-ए, चंडीगढ़- 160022

संदर्भ न०. HUDCO/CHRO/RBIA/2021-22/

दिनांक 30.09.2021

विषय./Sub:- वित्तीय वर्ष 2021-22 के लिए रिस्क आधारित आंतरिक लेखा परीक्षा, आंतरिक वित्तीय नियंत्रणों की समीक्षा और मासिक खातों के प्रमाणन के लिए एक विशेषज्ञ के रूप में चार्टर्ड अकाउंटेंट फर्म की नियुक्ति के लिए निविदा आमंत्रित करने की सूचना ।

Appointment of Chartered Accountants Firm as an Expert for carrying out Risk Based Internal Audit assignment including certification of monthly Trial Balance and review of Internal Financial Controls for the Financial Year 2021-22 in respect of HUDCO Chandigarh Regional Office.

Sir,

Housing and Urban Development Corporation Ltd. (HUDCO), a premier techno financing institution under the Ministry of Housing and Urban Affairs, Govt. of India is engaged in providing long term loans for financing of Housing and Urban Infrastructure Projects.

HUDCO, Chandigarh Regional Office invites offers from eligible Chartered Accountant firms for carrying out Risk Based Internal Audit assignment including certification of monthly Trial Balance and review of Internal Financial Controls for the Financial Year 2021-22.

The following conditions are applicable with regard to submission of quotation/bid for award of work by HUDCO Regional Office Chandigarh.

I) The scope of work:

CA firm is required to undertake 100% verification of all the vouchers/activities prescribed in the scope of work. The scope of work should broadly cover the points as given in **Annexure - I**.

II) Minimum Technical Criteria:

- 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 Seven Years Standing. (To be verified from the

Certificate of Registration issued by ICAI).

- b) 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/HFCs in the last five Financial Years. (Assignment as Concurrent Auditor and stock Audit not to be considered). Enclose Supporting documents for the experience of firm.
- c) CA Firm should have minimum three number of partners, minimum five numbers of paid assistants (qualified CA/CMA/ semi qualified CA/CMA-Inter).
- d) CA Firm should have local office having minimum five working staff (including one partner) **(provide Professional details of local partner as per ICAI record along with copy of same);**
- e) CA Firms presently appointed as consultant in the concerned Regional Office are not eligible for appointment at respective Regional Office.
- f) 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 (A P R A & Associates LLP, 379 Aggarwal Millenium Tower 2, Netaji Subash Place, Pitampura, New Delhi – 110034) and also will ensure 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) Selection Procedure:

The selection of the firm shall be based on Technical bid and Financial bid:

- (1) The selection of CA firms to be carried out after following the two bid system as prescribed in the "Purchase Manual" i.e., tenderer shall be required to submit **Technical Bid (Annexure III) & Price Bid (Annexure IV) in separate sealed cover in overall sealed envelope**. The financial bids of only those bidders shall be opened who have qualified the technical criteria prescribed in the tender.
- (2) While evaluating the technical bid, CA Firm's capability to perform the assignment shall be assessed and inspection of their office to be carried out so as to establish the fact that the CA Firm has proper local office with adequate staff.

IV) Tenure of the Appointment:

The Firm may be engaged initially for a period of one year. However, the appointment may be renewed on yearly basis based on the satisfactory performance for a further period of two years on same terms & conditions including fees with slight modification in the scope of work as per requirement with the approval of H.O.

V) General Terms & Conditions:

1. 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.
2. In terms of Office Memorandum dated 12.11.2020, issued by Ministry of Finance, Bidders are not required to pay Bid Security i.e. Earnest Money Deposit (EMD), instead **Bid Security Declaration** in the prescribed format (**Annexure-II**) is required to be submitted.
3. The fees of CA Firm (excluding GST) shall not exceed Rs 3,00,000/- (Rupees Three Lakh Only) for the Financial Year.
4. 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.

5. The CA Firm is expected to undertake the review for each month's transactions in the first week of succeeding month and submit Certified Trial Balance by seventh of the next month. Audit Report in the prescribed format to be issued by seventh of succeeding month of the end of the quarter.
6. Regional Office to take timely action for necessary rectifications 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.
7. 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.
8. 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.
9. 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.
10. 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.

11. The Risk Based Internal Audit is to be conducted with the highest standard of professional, ethical competence and integrity.
12. The services would be provided to Chandigarh Regional Office, Housing & Urban Development Corporation Limited, (HUDCO), SCO 132-133, 1st & 2nd floor, Sector 34 A, Chandigarh, as well as any other location/office falling within the jurisdiction of HUDCO, Chandigarh.
13. In case any information/clarification is required in respect of Tender, the same may be obtained by visiting HUDCO Regional Office Chandigarh during working days (Monday to Friday between 10:00 a.m. to 5:00 p.m.).
14. Bids/Quotations should be sent in a sealed envelope super scribing on top "**Appointment of Chartered Accountant Firm as an Expert for carrying out Risk Based Internal Audit for the Financial year 2021-22**".
15. Quotation/Offer can be sent by post or deposited in tender box available at Reception on 1st Floor in **Housing & Urban Development Corporation Ltd. (HUDCO), Chandigarh Regional Office**, at SCO 132-133, 1st Floor, Sector 34-A, Chandigarh - 160022.
16. The last date and time for submission of offer is **11.10.2021** by **5:00 P.M.**
17. The Technical Bid will be opened on **12.10.2021** at **10.30 A.M.**
18. The Financial Bid of short listed firms on the basis of Technical Bid shall be opened on **12.10.2021** at **4.30 P.M.**
19. Any modification in offer after the date of opening will not be considered.
20. Offers received late will not be considered. HUDCO Regional Office Chandigarh will not be responsible for any postal delay or any delay whatsoever.
21. The offer/quotation should include the firm's detailed profile including the firm's name, address, date of establishment, detailed profile of partners, professional details of local Partner(s) as per ICAI record along with copy of the same, Certificate of registration issued by ICAI and brief details of paid CA/CMA, semi qualified CA/CMA, associates/support staff, along with supporting documents for experience as per Technical Criteria.
22. Bidders shall be required to issue tax invoice in accordance with GST Act and/or Rules so that input credit can be availed by HUDCO. In the event that the CA Firm fails to provide the invoice in the form and manner prescribed under the GST Act read with GST invoicing Rules there under, HUDCO shall not be liable to make any payment on account of GST against such invoice.
23. HUDCO shall make payment of bill after deduction of all applicable taxes.

24. HUDCO Regional Office Chandigarh reserves the right to accept or reject any or all offers without assigning any reason.

25. All the disputes will be subject to Chandigarh Jurisdiction only.

धन्यवाद सहित,

दिनांक: 30.09.2021

विक्रम गोयल /Vikram Goel
संयुक्त महा प्रबंधक (वित्त)/ JGM (Finance)

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

TECHNICAL BID

1	Name of the Firm		
2	Status of the Firm (Partnership/LLP)		
3	Address of the Firm		
4	Telephone Numbers / Fax Number / E-Mail		
5	No. of Partners, Name and Membership No(s). (Minimum 3 Partners)		
6	Number of paid assistants (qualified CA/CMA, Semi qualified CA/CMA-inter. (Minimum 5 required)		
7	Staff including partner(s) at Local Office (provide Professional details of local partner as per ICAI record along with copy of same) Minimum five working staff including one partner required. Address of local office. Details of staff including partner.		
8	Experience of firm (Overall) Enclose copy of Certificate of Registration issued by ICAI.		
9	Experience in 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/HFCs in the last five Financial Years. (Assignment as Concurrent Auditor and stock Audit not to be considered). Enclose Supporting documents for the experience of firm.	Name of Organization.	Year(s)

Date :

Place :

(Signature of the Authorized Signatory)
With seal)

ANNEXURE – IV

PRICE BID

1. Name of Firm _____
2. PAN No. _____
3. GST Registration No. _____

Description of the Assignment	Fee (Rs.)*
Risk Based Internal Audit assignment including certification of monthly Trial Balance and review of Internal Financial Controls for the Financial Year 2021-22 in respect of HUDCO Chandigarh Regional Office.	Rs. _____ (In words _____)

*GST will be additional.

Date :

Place :

**(Signature of the Authorized Signatory
with seal)**

**Housing & Urban Development Corporation
Limited (HUDCO)
(A Government of India Enterprise)
CHANDIGARH REGIONAL OFFICE, S.C.O. 132-133,
1st & 2nd Floor,
Sector 34-A, Chandigarh – 160022.
Ph. +91(0172) 2648956, Fax : +91(0172) 2648955
e-mail: chro@hudco.org**

Notice inviting Quotations/Bids from the Chartered Accountants Firms for Appointment as an Expert for carrying out Risk Based Internal Audit assignment including certification of monthly Trial Balance and review of Internal Financial Controls for the Financial Year 2021-22 in respect of HUDCO Chandigarh Regional Office.

Last Date for submission of Bids is **11.10.2021** upto 1700 hrs.

For details and eligibility criteria please visit our web site www.hudco.org