

Housing and Urban Development Corporation Limited

A Govt of India Enterprise

An ISO 9001:2015 Certified Organization

CIN: L74899DL1970GOI005276 Website: www.hudco.org

REGISTERED OFFICE: HUDCO BHAWAN, CORE 7A, INDIA HABITAT CENTRE,

LODHI ROAD, NEW DELHI -110003

GSTIN: 07AAACH0632A1ZF

Date: 26th April, 2021

For Rendering Services in Direct Taxation by Professional CA Firms

ADDENDUM/CORRIGENDUM-2

The last date of submission of bids is hereby further extended to 1500 Hours of 7th May, 2021 (from 1500 Hours of 30th April, 2021) due to increasing severity of Covid-19 pandemic and lockdown in Delhi.

Further, the technical bids would be opened at 1600 hours of 7th May, 2021.

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REGISTERED OFFICE: HUDCO BHAWAN, CORE 7A, INDIA HABITAT CENTRE,

LODHI ROAD, NEW DELHI -110003

GSTIN: 07AAACH0632A1ZF

Date: 19th April, 2021

For Rendering Services in Direct Taxation by Professional CA Firms

ADDENDUM/CORRIGENDUM-1

The last date of submission of bids is hereby extended to 1500 Hours of 30th April, 2021 (from 1500 Hours of 22nd April, 2021) due to outbreak of Corona Virus and lockdown in Delhi.

Further, the technical bids would be opened at 1600 hours of 30th April, 2021.



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INVITATION OF BIDS

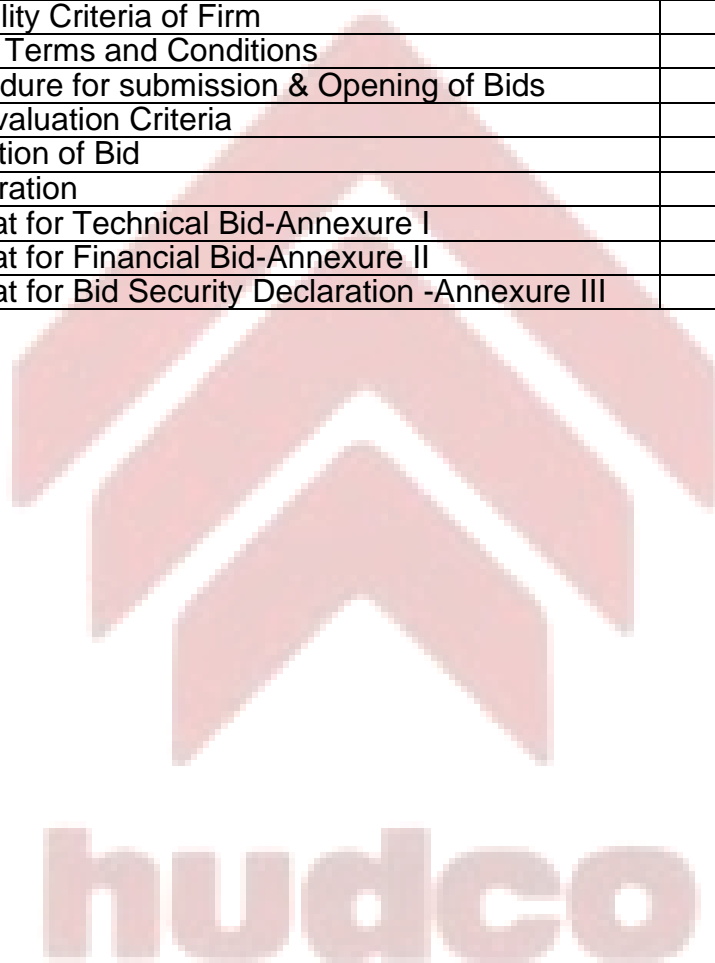
For Rendering Services in Direct Taxation by Professional CA Firms



**NOTICE FOR INVITATION FOR SUBMISSION OF BIDS FOR
PROFESSIONAL SERVICES IN DIRECT TAXATION**

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CHAPTER 1: INTRODUCTION

- 1.1 Housing and Urban Development Corporation Limited (HUDCO), a premier techno-financial institution, under the administrative control of Ministry of Housing and Urban Affairs, Government of India, was set up in 1970 and mandated to provide long term loans for Housing and Urban Infrastructure projects in India. We have been conferred the status of MiniRatna (Category-I Public Sector Enterprise) by the Government of India.

We classify our housing loans into social housing, residential real estate and retail finance, which is branded as HUDCO Niwas (collectively, Housing Finance).

With respect to urban infrastructure finance, we provide loans for projects relating to:

- Water supply;
- Roads and transport;
- Power;
- Emerging sectors, which includes SEZs (special economic zones), industrial infrastructure, gas pipelines, oil terminals and telecom sector projects;
- Commercial infrastructure and others, which includes shopping centres, market complexes, malls-cum-multiplexes, hotels and office buildings;
- Social infrastructure and area development; and
- Sewerage, drainage and solid waste management (collectively, "Urban Infrastructure Finance").

- 1.2 The Issued and Paid-up Equity Share Capital of the Company as on 31st March, 2020 is Rs.2001.90 crore divided into 200.19 crore equity shares of Rs. 10/- each. After disinvestment in 2017-18, the shareholding of President of India has been reduced to 89.81% which is held through the Ministry of Housing & Urban Affairs – 69.08% and Ministry of Rural Development – 20.73% respectively.
- 1.3 The summary of financial performance of HUDCO for the year ended 31st March, 2020 is as under:

Amount in Crores

| Particulars | FY 2019-20 |
|-------------------------|------------|
| Revenue from Operations | 7532.12 |
| Total Income | 7571.64 |
| Profit before Tax | 2174.53 |
| Profit After Tax | 1708.42 |
| Reserves & Surplus | 10341.59 |
| Net Worth | 12343.49 |

CHAPTER 2: BRIEF DETAILS OF BIDS & INSTRUCTION TO BIDDERS

BRIEF DETAILS OF BIDS

- 2.1 The Company intends to engage a consultant for professional services in Direct Taxation on retainership basis. This invitation is issued to invite Bids from eligible firms and shortlist consultant for professional services in Direct Tax on retainership basis. This document is neither a recommendation, nor offer or invitation to enter into a contract, agreement or any other arrangement in respect of the services.
- 2.2 The Company intends to efficiently monitor processes, transactions, compliances, etc. related to applicable direct tax with the assistance of professional consultants and issues invitation for Bids in this regard.
- 2.3 One hard copy of Part-I & Part-II each of Bids as stated in para 7.2 below, in two separate sealed envelopes duly marked as “**ORIGINAL**” and also mentioning the name and address of the firm on the envelopes needs to be submitted in one sealed and marked master envelope labelled “**Bid for rendering services in Direct Taxation**” are invited by GENERAL ACCOUNTS DEPARTMENT, HUDCO at Head Office (Core 7A, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi-110003) from bonafide & reputed professional firms of Chartered Accountants engaged in the field of corporate taxation and having adequate infrastructure and establishment, for rendering professional consultancy services in the field of Direct Taxation.
- 2.4 The bids can be submitted till 1500 hours of 22nd April, 2021.
- 2.5 In case the firm wants to revise its bid before the bid closing date then the envelopes should be clearly marked as “**REVISED BID**”. In the revised bid all the documents should be enclosed and also an undertaking that the firm has voluntarily withdrawn its original bid. In this case, the original bid will not be opened.
- 2.6 The successful bidder shall be required to render Professional Services in the field of Corporate Taxation (Direct Tax) on Retainership basis initially for duration of 2 years from the date of appointment. However, the tenure can be extended on same terms and conditions, by one year each time, maximum for 3 times. Hence, the total maximum tenure could be of 5 years.
- 2.6 **Technical Bid**
 - (a) The Firm (referred as “applicant”) should meet the eligibility criteria

to come under the purview of “Technical Feasibility”.

- (b) In support of fulfilling Technical Feasibility criteria, the applicants shall be required to **submit entire set of documents in a separate sealed cover, super scribing -"PART-I Professional Services in the field of Direct Taxation-Technical Bid". The said envelope should be inside the main envelope as already stated at para 2.3 above.**

2.7 Financial Bid

2.7.1 The Firm (referred as “applicant”) should be Technically Eligible to be considered for evaluation of “Financial Bid”.

2.7.2 The applicants in support of their Financial Bid shall be required to furnish their offer in a separate sealed cover, super scribing **"PART- II Professional Services in the field of Direct Taxation-FINANCIAL BID". The said envelope should be inside the main envelope as already stated at para 2.3 above.**

INSTRUCTION TO BIDDERS

1. The bidder shall be responsible for all costs associated with the preparation of this proposal, if any, regardless of the conduct or outcome of the bidding process.
2. In case of any dispute, whatsoever in connection with invitation, the decision of HUDCO shall be final and binding.
3. Bidders should ensure that bid is delivered before scheduled date, time and place as per instructions given in chapter 7 of this invitation. Late bids will not be considered. If the last date of submission and opening of the bid happens to be a holiday, the bid shall be opened on the next working day, keeping the last day and time of receipt of the bidding as the same.
4. The proposal submitted by the bidder should be valid for acceptance for a period of 60 days from the opening of Technical Bid. In exceptional circumstances prior to expiry of original bid validity period, HUDCO may require the bidder to extend the period of validity for a specified additional period.
5. This document/invitation is not transferable. The invitations and all communications pursuant to its terms are confidential and are not to be disclosed to any person other than the addressee without prior written consent of HUDCO.
6. The company will not entertain any communication initiated by applicants received after the last date of submissions. However, the company may, in its absolute discretion, seek additional clarification/ information or

evidence from any applicant after the last date.

7. The scope of work is defined in the **Chapter 3 & 4** of the bidding document.
8. At any time prior to the deadline for submission of bids, HUDCO may, for any reason, modify the bidding document by issuing addendum.
9. A bidder shall submit only one bid for entire scope of work. Assigning part of work/tie up arrangement for providing professional services indicated in this notice is strictly not allowed. Splitting the financial bid into parts is not allowed.
10. The bidder shall quote fees only as per the prescribed format (As per Annexure-II). In the price bid, the bidder shall quote both in words and figures without any correction or overwriting. The prices quoted by the bidder shall remain firm, fixed and on monthly basis (Inclusive of all applicable taxes).
11. The maximum monthly fee payable by HUDCO for the scope of work as dealt with in Chapter 3 & 4 below would be Rs.1,25,000/- (Rupees One Lakh Twenty-Five Thousand Only) (inclusive of all applicable taxes).
12. There will be no obligation on part of the company to send any intimation to the applicant firm in case of rejection of their application.
13. HUDCO reserves the right to cancel the process of appointment of tax consultant at any point of time before the award of work.
14. In terms of Office Memorandum dated 12.11.2020, issued by Ministry of Finance, bidders are not required to pay Non-Interest bearing EMD (Earnest Money Deposit) instead they will be required to submit "Bid Security Declaration" in prescribed format as per Annexure-III.

CHAPTER 3: SCOPE OF WORK – DIRECT TAX- Corporate Taxation

The scope of services would include the following works. The list is indicative and not exhaustive:

- 1) Assistance in Preparation and vetting of estimates for payment of quarterly instalments of Advance Income Tax.
- 2) Reviewing/Vetting of accounts on quarterly/yearly basis with regard to provision for tax including deferred tax, various disclosures / notes and

other matters relating to tax disclosed in the Annual Accounts and to verify the compliance of relevant statutes of Income Tax Act, 1961, ICDS and any other applicable Statutory Acts before submission of the same to Statutory Auditors/Board for their review.

- 3) Reconciliation of TDS as per Books of Accounts with the Form 26AS available on Income tax web-site and reconciliation of Income as per Form 26AS and Books of Accounts.
- 4) Assisting the organization during tax audit and preparing Form 3CD for the verification of the same by tax auditors of the company.
- 5) Preparation, vetting and filing of Annual Returns including ITR under Income Tax Act with various disclosures / computation notes, computation of MAT as per applicability and other issues relevant for the purpose of filing of the corporate tax return.
- 6) Preparation / review of revised tax return, if any, required to be filed in respect of any financial year along with the review of computation of tax, admissibility of various deductions / allowances, computation of MAT if applicable in regard to the filing of return.
- 7) Preparation of detailed submission for queries raised by Assessing Officer, Commissioner of Income Tax (CIT) and CIT (Appeals) during assessment or appellate proceedings or otherwise by Tax authorities for all present and past appeals / proceedings & other hearings.
- 8) Advising on any proceedings initiated by the IT department for revision of orders or re-assessment proceedings including assessment proceedings and further course of action required to be taken by HUDCO.
- 9) Preparation of detailed submission for queries raised by Tax Recovery Officer (TRO).
- 10) Attending to all communications, Notices of Tax authorities and appearance at hearings before tax authorities in respect of all present and past appeals/ proceedings/ matters (upto CIT(A) level).
- 11) Representation of the Income Tax Matters before Hon'ble CIT(A), CIT and other Income Tax Authorities.
- 12) Coordinating/regular follow up with Income Tax Authorities for getting the refunds due / appeal effects to HUDCO for all present and past years.

- 13) To keep track of hearing dates and giving information in regard to outcome of hearing along with next date of hearing to HUDCO through E-mail on regular basis.
- 14) Preparation and Filing of Appeals upto Income tax Appellate Tribunal (ITAT) level.
- 15) Rendering of expert opinion as and when required by HUDCO on all taxation issues including deferred tax, etc.
- 16) Maintain appropriate liaison with Tax authorities on behalf of HUDCO.
- 17) Providing information/updates and advice regularly for all modifications/changes/amendments in the Income Tax Act and any other Direct Taxes relating to HUDCO. In addition, latest case laws applicable in the case(s) of HUDCO to be informed regularly.
- 18) To provide inputs for tax planning of HUDCO and render advice on all tax related matters referred from time to time. Scrutinizing HUDCO Financial records from the point of view of taxation and tax planning by making visit to our office periodically.
- 19) Taking up the various matters in regard to interpretation of provisions of income tax applicable to HUDCO with the concerned authorities like CBDT etc. on need basis.
- 20) Any other work / counselling which will be necessary and relevant for the purpose of compliance of the provision of Income Tax Laws and Rules so as to avoid default in future.
- 21) Any other services/ advice whatsoever required by HUDCO management relating to Income Tax and other Direct Taxes in day to day operations of HUDCO's business.
- 22) Handling of all other direct tax matters, proceedings and consultations including, inter alia, appeals upto CIT(Appeals), reference, revision, rectification, reassessment, appeal effect, audit objections etc.
- 23) Examining referred changes in Finance Bill or other amendments with reference to the operations of the company and giving advice.
- 24) Advising on maintenance of records and required documentation for proper compliance under the Income tax statute.
- 25) Regular updation of Direct Tax cases MIS and status of pending litigation cases.

- 26) Assisting in all proceedings before ITAT/ High Court/ Supreme Court/ CBDT and giving written opinion or assisting in obtaining Counsel's opinion, briefing and assisting the Senior Counsel, if any, engaged.
- 27) Any other service/ advice whatsoever required by HUDCO management relating to Income Tax and other Direct Taxes in day to day operations of HUDCO's business.
- 28) Providing any certificate as and when required by HUDCO under IT Act.
- 29) To file/assist in filing Form 61 B or any other Form, as required/notified from time to time, on the portal of Income Tax Department including Registration under relevant Acts of Authorities.

CHAPTER 4: SCOPE OF WORK – DIRECT TAX- Salary, Third Party Payments & Other Misc. Payments including Dividend at HO

The scope of services would include the following work. The list is indicative and not exhaustive:

1. To render services and advise on all Tax related matters through visits to HUDCO office and written communications.
2. To provide a summary of various Provisions of Income Tax Act for computation of Tax on the above-mentioned heads and its amendments from time to time.
3. To provide information/updation/opinion with regard to modifications/ changes/updatons/amendments in the Tax related matters from time to time and its tax implication on the employees and other parties.
4. To check & verify the TDS exemption certificates received from various HUDCO empanelled Hospitals / Labs / Dental Clinics/ any third party etc. and to advise the rate of TDS on payments released to them and issue Form 16A to the hospitals/ third parties.
5. To review each type of payment/ facility provided to employees and advise whether it is taxable or not, if yes, the tax implication thereof.
6. To attend to all communications, notices of the Tax Authorities and to appear on all hearings before Tax Authorities (TDS Department) including queries relating to tenure of previous tax consultants in respect of both corporate as well as individual employees serving or ex-employees.

7. To generate and provide Form 16 from TRACES and Form 12BA after verification of Income, Perquisites, Exemptions, Rebates, Tax due and deducted.
8. To verify that necessary certificates are issued in the prescribed forms after the verification of correctness of tax deduction at source.
9. To maintain appropriate liaison with Tax Authorities.
10. Verification of details of Savings & Investments, Income from House Properties and calculations of Perquisites Tax on various perquisites i.e. official vehicle & accommodation, etc. and income from previous employers in respect of fresh appointees.
11. Assistance in TDS payment by the Company by determining TDS Liability under various heads and generation of TDS challans.
12. Preparation and filing of TDS Returns and uploading of the same with the NSDL online on Income Tax e-filing website or any other designated authority as notified by Tax Department.
13. To generate TDS certificates from TRACES or any other designated authority as notified by Tax Department and providing the downloaded certificates to the concerned departments of HUDCO after verifying the same. Further, TDS certificates shall be dispatched directly to the TDS deductee electronically/ physically.
14. Revision of TDS return / TDS certificate/ providing submissions after scrutinizing of demand / show cause notices of Income Tax Department including queries relating to tenure of previous tax consultants.
15. Preparation, validation and filing of Form 15 CA/ CB or any other form in case of foreign remittance (including Dividend) / inward as and when required on the Income Tax Portal.
16. Validation of various TRC/10F/No PE declaration received from various Non-resident shareholders and ascertaining the benefit of DTAA.
17. Checking and validation of all exemption forms 15G/H and other exemption certificates received from various shareholders and upload the details of Form 15G and Form 15H and other forms to the income tax website in the required return format as per Income Tax Rules 1962 and return form notified by the Income Tax Department.

18. Determination of TDS Liability as per Income Tax Act, 1961 for resident and non- resident shareholders/ other category of shareholders.
19. Data mining of details of all shareholders into various categories.
20. To render services and/or advice/opine with respect to applicability of tax provisions in respect of foreign currency/ External Commercial Borrowings/ Masala Bonds issuance etc.
21. Any other services/ advice whatsoever required by HUDCO management relating to Income Tax and other Direct Taxes in day-to-day operations of HUDCO's business.

CHAPTER 5: ELIGIBILITY CRITERIA OF THE FIRM

5.1 Location of the organisation

- a. The Firm should have its Head Office in Delhi.

5.2 Strength of the organisation in Corporate Taxation

- a. The Firm must have at least Seven Partners as on the date of submission of tender. Further, the said partners must have completed minimum of one year of association with the bidding firm as on the date of submission of tender.
- b. As on date of tender, the minimum paid CA staff strength of the firm should be 10 employees (excluding partners and articled assistants).

5.3 Post qualification experience of Partners

- a. At least 4 Partners of the Firm should have experience of practising as CA for more than 10 years.

5.4 Area of operation & experience in Corporate Taxation and Financials of the Firm

- a) The bidder firm should have experience of handling Direct Tax Consultancy assignments in Corporate Office of Public Financial Institutions (PFIs)/ Other Public Sector Undertakings (PSUs)/ Public Sector Banks (PSBs) for atleast 5 years. The PFI/PSU/PSB in question should have minimum Profit after Tax of Rs. 500 crores as on 31/03/2020 as per the audited accounts.

- b) The required experience in Direct Tax consultancy has been elaborated at Chapter 3 and 4 above.
- c) The annual turnover of the bidder firm should be at least Rs. 200 lakhs as on March 31, 2020.

5.5 **General Terms & Conditions**

1. Original documents of the successful Financial Bidder will be verified, in order to authenticate the claim of the Firm before the award of work.
2. 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 a relationship within the meaning of Section 2(77) of the new Companies Act 2013, with any of the Directors of HUDCO, the Statutory Auditors (M/s Prem Gupta & Co., Chartered Accountants, 4, Shivaji Marg, Najafgarh Road, New Delhi, 110015) and also with the Internal Auditors (M/s. Dinesh Jain & Associates, Chartered Accountants, A 115, Vikas Marg, 2nd Floor, Shakarpur, Delhi 92).
3. The bidder should also declare if he is carrying out any other assignment/providing consultancy at Corporate/Regional Office of HUDCO.
4. In addition to the above, the bidder should not have any of the below mentioned disqualifications: -
 - a. There has not been any disciplinary action initiated by ICAI or any regulatory authority against the firm during last five years.
 - b. None of the partners / employees has been convicted of any offence / economic offence.
 - c. 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.
5. Upon completion/ termination of this engagement all the data, information, material, records, documents copy other relevant papers available with the tax consultant shall become the sole and absolute property of HUDCO and shall be returned by the Tax consultant to HUDCO within 15 days of the termination of the contract.

6. The Tax Consultant firm will depute a Partner well versed with the subject to attend HUDCO Head-quarters at least twice a week and/or whenever required for the above consultancy assignments. The said representative shall interact with concerned officials of GA/ RM / CS Wing at Head Office during visits as per HUDCO's requirement in taxation matters.
7. 10% shall be retained from monthly bills and shall be released after the completion of the Assessment / disposal of appeal at CIT (A) level by Income Tax Department.
8. The payment will be released within 45 days of receipt of bill. The payment will be subject to applicable TDS for which certificate as per IT Act will be provided.

CHAPTER 6: MAJOR TERMS AND CONDITIONS

- 6.1 **Tenure of Contract:** The contract will be for duration of 2 years from the date of appointment. However, the tenure can be extended on same terms and conditions, by one year each time, maximum for 3 times. Hence, the total maximum tenure could be of 5 years.
- 6.2 **Remuneration Terms:** The agreed remuneration shall be effective for the entire period of consultancy (including for the extension, if any). The fees will be payable on monthly basis. The maximum monthly fee payable by HUDCO for the scope of work as dealt with in Chapter 3 & 4 would be Rs.1,25,000/- (Rupees One Lakh Twenty Five thousand only) (inclusive of all applicable taxes).
- 6.3 **Termination of Contract:** Appointment of Tax consultant may be terminated by giving three months' notice by either party.
- 6.4 **Execution of assignment:** For execution of complete scope of work, the tax consultant will establish a team of qualified professionals as per the requirement of HUDCO. The Tax consultant is solely and exclusively responsible for all the acts of its team members. The deputed professionals shall visit HUDCO on regular intervals for completion of all the assigned work, getting clarifications/ documents and also for rendering of advisory services as and when required by HUDCO.
- 6.5 **Confidentiality:** 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.

- 6.6 **Others:** 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.

CHAPTER 7: PROCEDURE FOR SUBMISSION AND OPENING OF BIDS

- 7.1 One hard copy of Part-I & Part-II each of Bids as stated in para 7.2 below, in two separate sealed envelopes duly marking as “**ORIGINAL**” and also mentioning the name and address of the firm/bidder on the envelopes needs to be submitted in one sealed and marked master envelope labelled “**Bid for rendering services in Direct Taxation**”. If any of the envelopes is not sealed and marked properly as above, the company will not assume any responsibility for its misplacement, premature opening, late opening or rejection etc.

The tender envelope is to be marked to:

The Executive Director Finance (GA) (I/C),
HUDCO,
Core 7 A, India Habitat Centre,
Lodhi Road,
New Delhi – 110 003

The tender should be put in the designated tender box kept at the Fifth Floor at the above-mentioned address of the company.

7.2 FORMAT OF BID

The bidders are required to submit the Technical Bid and Financial Bid separately in the prescribed format attached herewith.

Part – I: Technical Bid

The Technical bid should be submitted in a separate sealed cover, superscribing “**PART-I Professional Services in the field of Direct Taxation- Technical Bid**”. The technical bid shall necessarily contain the following:

1. A brief description of the bidder's organization and an outline of the work experience, specialization and other material information about the organization.

2. Past work experience in brief along with the current assignments handled. Bidders are required to confirm the fulfilment of the evaluation criteria as mentioned in chapter and submit the prescribed Technical Evaluation Form in the attached Performa.
3. Major clients served by the bidder organization in the past along with the present assignments enlisting the nature of work is required to be given.
4. Brief detail of qualified professionals employed by the bidder organization along with complete detail of members proposed for HUDCO assignment including their name, experience, profile, specialization etc. keeping in view the requirement mentioned in bid evaluation criteria are required to be furnished by the bidder.
5. All the bid documents should be signed by the authorised signatory of the firm.
6. The technical bids would be opened at 1600 hours of 22nd April, 2021.

PART – II: FINANCIAL BID

The financial proposal (fees to be quoted both in words and figures) of the offer should be submitted in a separate sealed cover, super scribing **"PART-II Professional Services in the field of Direct Taxation-Financial Bid"**. Part –II of the offer should contain the following:

- i. Lump sum monthly professional fee **(including applicable taxes)** for rendering services mentioned in Scope of Work.
- 7.3 Part-II of the offer shall be opened only if the company is satisfied that the applicant satisfies and fulfils the Technical Evaluation. In case the applicant does not satisfy the Technical feasibility, Part-II shall not be opened and shall be rejected as it is.
- 7.4 The selection shall be done based on eligible and/or lowest bid, as the case may be, offered by the applicants subject to the decision of the company.

CHAPTER 8: BID EVALUATION CRITERIA

- 8.1 Bid should be submitted strictly as per the Technical Evaluation Form (Annexure-I). Bidders not submitting the bid in this format are liable for rejection. Copy of documents required for Technical Bid:

- Valid Address Proof.
- Document for Authorisation by all the partners of bidder firm in favour of Authorised Signatory.
- Constitution of the Firm from ICAI as on Tender Submission date.
- Copy of Certificate of Practice along-with experience certificates (for partners).
- Experience Letter from major clients for Scope as mentioned above (for bidder firm).
- Financials of clients served in support of minimum PAT of Rs. 500 crore as on 31.03.2020 (Copy of Audited Financial Statements for FY 2019-20).
- Financials of bidder firm (Copy of Audited Financial Statements for FY 2019-20).

8.2 In addition to above the bidder is required to submit the additional undertaking/certificates/documents as mentioned below: -

- a. Declaration in respect of point mentioned at point 5.5 (2) of Chapter 5.
- b. Declaration in respect of point mentioned at point 5.5 (3) of Chapter 5.
- c. Certificate in respect of point mentioned at point 5.5 (4) of Chapter 5.
- d. Undertaking in respect of point no. 6.5 of chapter 6.
- e. Certificate in respect of point no. 6.6 of chapter 6.
- f. Bid Security Declaration as per Annexure-III.

8.3 The experience of the partners will be counted from the date of their attaining Certificate of Practice.

CHAPTER 9: REJECTION OF BIDS

The Bids submitted shall be rejected:

- i. If it is received after the expiry of due date of submission of Bids i.e., 1500 hours of 22nd April, 2021.
- ii. If it is not received in sealed condition as specified.
- iii. If it is conditional.
- iv. If it is not in conformity with the instruction mentioned herein.
- v. If it is not properly signed by the authorized representative of consulting firm
- vi. If it is incomplete including non-furnishing of the requisite documents.
- vii. If it is not in compliance with any of the requirements/conditions as specified elsewhere in this document.

viii. Any form of canvassing / lobbying / influence, etc. will be a disqualification.

ix. If Bid Security Declaration as per Annexure-III is not submitted.

x. If declarations as per Point No. 8.2 are not submitted.

CHAPTER 10: DECLARATION

The applicants not being allotted with the 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.



On Letterhead of the Firm

FORMAT FOR TECHNICAL BID

The Technical bid has to be strictly given in the below-mentioned format:

1. Brief description of the bidder's organization and an outline of the work experience, specialization and other material information about the organization.
2. Past work experience in brief along with the current assignments handled. Bidders are required to confirm the fulfilment of the evaluation criteria as mentioned in chapter and submit the prescribed Technical Evaluation Form in the attached Performa.
3. Major clients served by the bidder organization in the past along with the present assignments enlisting the nature of work is required to be given.
4. Brief detail of qualified professionals employed by the bidder organization along with complete detail of members proposed for HUDCO assignment including their name, experience, profile, specialization etc. keeping in view the requirement mentioned in bid evaluation criteria are required to be furnished by the bidder.
5. Location of the Head Office of the organisation.
6. No. of Partners in the Firm along with their date of joining in the firm as partners.
7. No. of partners having more than 10 years professional experience of working as CA.
8. No. of CA employees (excluding Partners and articles).
9. Experience in preparing/filing Form 35 and Form 36 and Liaisoning with Income Tax Authorities upto CIT (A) level.
10. Experience in no. of years of handling Tax Audit / Corporate Tax Consultancy in Public Financial Institution/ Other PSUs/ PSBs.
11. Annual turnover of the Tax Consulting firm as on 31/03/2020.
12. Authorisation by all the partners of bidder firm in favour of Authorised

Signatory.

13. Certificate 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 (Refer Clause 8.2 (e) of Chapter 8).
14. Declaration if any partner/employee of the firm/company has any relation with any employee working in HUDCO or has a relationship with any of the Directors of HUDCO, Statutory Auditors (M/s Prem Gupta & Co.), Internal Auditors (M/s. Dinesh Jain & Associates) (Refer Clause 8.2 (a) of Chapter 8).
15. Declaration in respect of other assignments/consultancy work being carried out in Corporate/Regional Office of HUDCO (Refer Clause 8.2 (b) of Chapter 8).
16. Undertaking in respect of Confidentiality clause (Refer Clause 8.2 (d) of Chapter 8).
17. Bid Security Declaration as per Annexure-III (Refer Clause 8.2 (f) of Chapter 8).
18. Certificate as per Clause 8.2 (c) of Chapter 8.

Signed by the Authorized Signatory

hudco

On Letterhead of the Firm

FORMAT FOR FINANCIAL BID

The Financial bid (fees to be quoted both in words and figures) has to be strictly given in the below-mentioned format:

Lump sum monthly professional fee (including applicable taxes) for rendering services mentioned in Scope of Work.

Signed by the Authorized Signatory



On Letterhead 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 submitting 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

hudco