

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	07-07-2025 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	07-07-2025 19:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	30 (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	Thiruvananthapuram
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Audit report, Financial Reporting Framework; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 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 Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption 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),Additional Doc 3 (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 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
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No

बिड विवरण/Bid Details	
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	118000
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
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

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

एमआईआई अनुपालन/MII Compliance

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

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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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 as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to

refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.

3. 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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate: CA FIRM SHOULD BE PARTNERSHIP / LLP REGISTERED WITH ICAI AND SHOULD HAVE MINIMUM FIVE YEARS STANDING

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:[1750944123.pdf](#)

Financial Audit Services - Review Of Financial Statements, Audit Report, Financial Reporting Framework; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Audit report , Financial Reporting Framework
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit

विवरण/ Specification	मूल्य/ Values
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial , Investigating fraud , Compliance with law & regulations , Reliability of financial reporting , Risk Management , Review system & processes , Bank Transactions , Internal Control over Financial Reporting
Type of Industries/Functio	NBFCIFC
Frequency of Progress Report	Quarterly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Quarterly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	FEMEELA LATHEEF	695034,HUDCO Regional Office, 3rd floor, Saphalyam, Palayam, Thiruvananthapuram	1	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. 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.

अस्वीकरण/Disclaimer

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

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

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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---

हाउसिंग एण्ड अर्बन डेवलपमेंट कॉर्पोरेशन लिमिटेड

(एक नवरत्न सी पी एस ई)

क्षेत्रीय कार्यालय

तृतीय मंजिल, साफलयम, पालयम, तिरुवनन्तपुरम - 695034

दूरभाष : (0471) 2339742-44, 2339746-47

Housing and Urban Development Corporation Ltd.

(A NAVRATNA CPSE)

Regional Office :

3rd Floor, Saphalyam, Palayam, Thiruvananthapuram - 695 034

Tel : 2339742-44, 2339746-47

E-mail : tro@hudco.org, hudcotro@gmail.com

CIN : L74899DL1970GO1005276, GST No : 32AAACH0632A1ZM

E-File No.HUDCO/TRO/FIN/2/2025-TRO

Date: 26-06-2025

NOTICE INVITING TENDER

Sub: Notice inviting tender for Appointment of Chartered Accountant Firm as an Expert for carrying out Risk Based Internal Audit assignment including review and updation of Internal Financial Controls for the Financial Year 2025-26 of Thiruvananthapuram Regional Office-Reg

HUDCO (A Government of India Undertaking) is a premier national Techno-Financial Institution in the field of Housing & Urban Development. HUDCO Regional Office, Thiruvananthapuram is located at 3rd Floor, Saphalyam Complex, Palayam, Thiruvananthapuram-695034.

HUDCO Regional Office, Thiruvananthapuram intend to engage Chartered Accountant Firm as an Expert for carrying out Risk Based Internal Audit assignment including review and updation of Internal Financial Controls for the Financial Year 2025-26 for our Regional Office accounts for the year 2025-26 with respect to the following:-

Part-I

1. Risk Based Internal Audit to be carried out on Quarterly basis for the following

(A) Lending Operations (B) Cash and Bank (C) Assets (D) Fixed Assets (E) Liabilities (F) Borrowings (G) Income (H) Expenses (I) Statutory Compliances (J) Payroll (K) Human Resources (L) Information Technology (M) Legal (N) Risk Management (O) Fraud Monitor

Part-II

Internal Financial Controls

Part-III

Compliance of Audit Observations

The **scope of work in brief** is mentioned at **Annexure-I. The detailed scope of work shall be provided to the shortlisted bidder at the time of awarding of contract.**

1. 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 Five Years Standing. (To be verified from the Certificate of Registration issued by ICAI).



पंजीकृत कार्यालय : कोर 7 ए हडको भवन, भारत पर्यावास केन्द्र लोधी रोड, नई दिल्ली - 110003
दूरभाष : 011-24649610-23 फैक्स : (011) 24625308, आई एस ओ 9001:2015 प्रमाणित कम्पनी
वेबसाइट : www.hudco.org सी आई एन : L74899DL1970GO1005276, जी एस टी : 07AAACH0632A1ZF¹

Regd. Office : Core - 7 'A', HUDCO Bhavan, India Habitat Centre, Lodhi Road, New Delhi - 110 003
Tel : 011-24649610-23, Fax : 011-24625308, AN ISO 9001:2015 CERTIFIED COMPANY
website : www.hudco.org CIN : L74899DL1970GO1005276 GST : 07AAACH0632A1ZF

Building Assets for Viksit Bharat

- b) The bidder to produce PAN and GST Registration Certificate, MSME certificate (if applicable along with the TREDs registration Certificate -If not available, CA firm should comply with it before the contract is awarded)
 - c) The CA Firm should have carried out Internal Audit assignment/Statutory Audit in Branch Office/Head Office of at least two Public Sector Undertakings/ Public Sector Banks/Public Financial Institutions/Public Sector NBFCs in the last five Financial Years. (Assignment as Stock Audit not to be considered).
 - d) CA Firm should have minimum three number of partners, minimum five numbers of paid assistants (qualified CA/CMA/ semi qualified CA/CMA-Inter).
 - e) CA Firm should have local office having minimum five working staff (including one partner and one qualified CA).
 - f) CA Firms presently appointed as Consultant in Thiruvananthapuram Regional Office are not eligible for appointment.
2. 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.
 3. CA firm is required to undertake 100% verification of all activities prescribed in the scope of work. The scope of work should broadly cover the points as given in Annexure -I
 4. In terms of GFR rule 170(iii), Bidders are not required to pay Bid Security i.e. Earnest Money Deposit (EMD), instead **Bid Security Declaration** in the prescribed format (**Annexure-A**) is required to be submitted.
 5. The selection of CA Firms to be carried out after following the two bid system i.e. **Technical bid (Annexure-II)** should be uploaded along with the signature of authorised signatory on each page and **Financial bid (Annexure-III)** should be uploaded separately along with the signature of authorised signatory. Both the bids should be submitted before the specified date and time. Financial bids of only those bidders be opened who have qualified the technical criteria prescribed in the tender.
 6. The Firm may be engaged initially for a period of one year for internal audit for FY 2025-26 (01-04-2025 to 31-03-2026). 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.
 7. Copy of ICAI Registration Certificate, PAN Card, Local Address Proof, GST Registration Certificate and MSME Certification (if applicable along with the TREDs registration Certificate -If not available, CA firm should comply with it before the contract is awarded) may be submitted along with the Technical Bid.

8. The total maximum certification fee for the above work is Rs. 1,00,000/- (One Lakh Only) excluding GST for the Financial Year.
9. 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.

10. The CA Firm is expected to submit the Audit Report in the prescribed format to be issued by seventh of succeeding month from the end of the quarter.
11. 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.
12. 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.
13. 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.
14. 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.
15. The quotation is invited for the whole assignment as per the scope of work in brief enclosed and no part assignment shall be considered.
16. Internal Audit Department, Head Office has the right to replace CA firms if it is found that the reporting / certification is not of required standard.
17. The Risk Based Internal Audit is to be conducted with the highest standard of professional, ethical competence and integrity.

18. HUDCO shall have the right to terminate the contract forthwith by giving notice of 30 days at the address mentioned herein on failure to provide satisfactory service. The decision of HUDCO regarding dissatisfaction of services/delay/damages caused by CA Firm shall be final. Further in such an event, HUDCO shall have the right to forfeit the compensation for the contract and also recover damages without any further notice to CA Firm.

Thanking you,

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Geetha', with the date '26/6/25' written below it.

G Geethakumari
Senior Manager Finance

ANNEXURE-II

TECHNICAL BID

SL No	Eligibility Criteria	Documents Required												
1	The CA Firm should be a Partnership/Limited Liability Partnership (LLP) registered with the Institute of Chartered Accountants of India (ICAI) and should have minimum Five Years Standing. (To be verified from the Certificate of Registration issued by ICAI).	Copy of the certificate of registration issued by ICAI.												
2	The bidder to produce PAN and GST Registration Certificate, MSME certificate (if applicable along with the TREDIS registration Certificate -If not available, CA firm should comply with it before the contract is awarded)	Proof of PAN, GST Registration Certificate, MSME certificate (if applicable, along with the TREDIS registration Certificate -If not available, CA firm should comply with it before the contract is awarded).												
3	The CA Firm should have carried out Internal Audit assignment/Statutory Audit in Branch Office/Head Office of at least two Public Sector Undertakings/ Public Sector Banks/Public Financial Institutions/Public Sector NBFCs in the last five Financial Years. (Assignment as Stock Audit not to be considered).	<p>The copy of the appointment letter issued /Agreement /Work order/Work Completion Certificate specifying satisfactory performance of services highlighting the assignment.</p> <table border="1"> <thead> <tr> <th>Name of the Organisation</th><th>Location of Assignment</th><th>Period of Assignment</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name of the Organisation	Location of Assignment	Period of Assignment									
Name of the Organisation	Location of Assignment	Period of Assignment												
4	CA Firm should have minimum three number of partners, minimum five numbers of paid assistants (qualified CA/CMA/ semi qualified CA/CMA-Inter).	<p>Certificate of Registration issued by ICAI indicating Names of the partners along with brief profile of the partners specifying details of relevant experience with membership number. List of paid CAs and other qualified/Semi qualified Staff along with the qualification and experience to be provided</p> <table border="1"> <thead> <tr> <th>Name</th><th>Qualified/Semi - Qualified</th><th>Experience</th></tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Name	Qualified/Semi - Qualified	Experience									
Name	Qualified/Semi - Qualified	Experience												
Detail	CA Firm should have local office having minimum five working staff (including one partner and one qualified CA).	Proof of address												

6	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.	
7	<p>CA Firm to give an undertaking –</p> <ul style="list-style-type: none"> i. That none of the partners has any relation with any employee of HUDCO and also none of them has any relationship within the meaning of Section 2(76) of the Companies Act, 2013 and also that none of them has any relationship with the Statutory Auditors or such related work of the HUDCO which will have conflict of interest with the current assignment and also declare the compliance under section 184 and 188 of the Companies Act, 2013. ii. Certified that we have not been appointed for carrying out certification/consultancy or such related work of the same Regional Office/HSMI which will have conflict of interest with the current assignment. iii. There has not been any disciplinary action initiated by ICAI or any regulatory authority against the firm during last five years. As on date, the disciplinary action should have been disposed off. iv. The Firm has not been banned, delisted or debarred from business by any Regulatory Body / Statutory Body / PSU / Govt. Department or any other Institution. 	Undertaking to be signed by Authorised signatory on the letterhead of the firm.

FINANCIAL BID

(To be uploaded separately and not to be made as a part of technical bid)

The bidder is required to quote LUMPSUM FEE for the entire scope of work

S. No.	Particulars	Amount in figures (Rs.)	Amount in Words
1	Fee for carrying out Risk Based Internal Audit assignment including review and updation of Internal Financial Controls		
2	GST as applicable on fees quoted at s.no.1		
3	Total Amount (1+2)		

Note:

1. The basic fees and GST component should be shown in the respective columns. GST will be paid as applicable from time to time.
2. Quoted fees should be inclusive of out of pocket expenses and other incidental charges and no additional payment will be made.
3. Rates are required to be quoted in figures as well as in words. In case of any difference between quotes in figures and words, the quotes in words shall prevail.
4. Bidders are required to quote financial proposal / fees structure strictly as sought above.
5. The above should not include any condition attached thereto. Any such conditional proposal shall be liable to rejection.
6. The Financial Bid duly signed by the authorised signatory to be uploaded separately and should not be made as a part of Technical Bid.

Signed by Authorized
Signatory with seal

Annexure-A

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 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 with seal