

Housing and Urban Development Corporation Ltd. (HUDCO)
(A Government of India Enterprise)



REQUEST FOR PROPOSAL (RFP)
FOR
**ENGAGEMENT OF CONSULTANT FOR REVIEW/
REVAMP OF RISK MANAGEMENT POLICY OF HUDCO**

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Housing & Urban Development Corporation Ltd. HUDCO Bhawan,

Core-7-A, Indian Habitat Centre, Lodhi Road, New Delhi 110003

BID DETAILS

HUDCO (www.hudco.org) a public sector undertaking in Housing and Infrastructure finance, proposes to review / revamp its Risk Management Policy, invites bids for the same from reputed and eligible 'Experienced Consultancy firms' offering services as detailed in the Scope of work.

Item	Description	
Name of the Project	“REVIEW/ REVAMP OF RISK MANAGEMENT POLICY”	
Bid Security/ Earnest Money Deposit (EMD)	Rs. 16000/- (Rupees sixteen thousand only) , electronically in the current A/C of HUDCO as per the details given as under: -	
	Name of beneficiary	HUDCO Ltd.
	Bank	HDFC Bank
	Branch	KG Marg, New Delhi
	IFSC Code	HDFC0000003
	A/C Type & No.	Current A/C No. 00030350017801
Availability of Tender Documents in the Website	HUDCO website (www.hudco.org), Central Public Procurement Portal (www.eprocure.gov.in), MSME portal	
Method of Selection	Lowest bidder (L1)	
Date of RFP issuance	07.07.2022	
Last date and time for Bid/Proposal submission (on or before)	23.08.2022 by11:00 a.m.	
Date and time of opening of EMD	23.08.2022 by11:30 a.m.	
Date and time of opening of Eligibility/Technical proposal	23.08.2022 by12.30 p.m.	
Date for presentation of the proposal	Eligible short-listed bidders will be invited for a presentation on the Technical Proposal. Date for the presentation will be communicated to the short-listed bidders; HUDCO's decision will be final in this regard.	
Financial Proposal Opening	The date for opening of the Financial Proposal would be communicated separately only to those bidders who are technically qualified.	
Language	Proposals should be submitted in English only.	
Bid Validity	Proposals must remain valid upto 90 (Ninety days) from the last date of submission of the Bid.	
Currency	Currency in which the Bidders may quote the price and will receive payment is INR only.	

Name and Address for submission of Proposal	Sh. N.S Ganesh, CRO Housing and Urban Development Corporation Ltd. (HUDCO) HUDCO Bhawan, Core-7-A,India Habitat Centre, Lodhi Road, New Delhi-110003 E-mail: riskmanagement.hudco@gmail.com Phone: +91-11-24616041 Mobile: 9871733199
Contact Person Name and Address for Communication	Ms. Sonali Mehra, Assistant General Manager Finance (Risk Management) Housing and Urban Development Corporation Ltd. (HUDCO) HUDCO Bhawan, Core-7-A,India Habitat Centre, Lodhi Road, New Delhi-110003 E-mail: riskmanagement.hudco@gmail.com Mobile: 9871418525

INTRODUCTION ABOUT HUDCO

HUDCO, Government of India CPSE is a premier techno-financial institution engaged in the financing and promotion of housing and urban infrastructure projects throughout India. HUDCO was established on April 25, 1970 as a wholly owned Government company with the objective to provide long term finance and undertake housing and urban infrastructure development programmes. HUDCO has been conferred the status of Mini-ratna. HUDCO has a pan-India presence through wide network of regional and development offices and occupies a key position in the GOI's growth plans and implementation of its policies for the housing and urban infrastructure sector. HUDCO is a Housing Finance Company presently registered with National Housing Bank (NHB). The company is listed on BSE and NSE since 19.05.2017. The GOI has disinvested its 18.19% of equity shares and. HUDCO has received highest long term ratings (AAA/Stable) in respect of domestic debt instruments/banking sector loans/facilities from domestic credit rating agencies.

HUDCO Corporate Office is located at New Delhi and there are 21 Regional offices and 11 Development offices located at different state capitals in the country in addition to training institute i.e Human Settlement and Management Institute (HSMI) at New Delhi.

Our business is broadly classified into the following two business platforms: -

- Housing finance, wherein the beneficiaries of our financing include majorly State Government agencies and borrowers belonging to all sections of the society in urban and rural areas. HUDCO is also in the business of retail lending for housing finance.
- Urban infrastructure finance, where in the beneficiaries of our financing are primarily State Government and their agencies for projects relating to social infrastructure and area development, water supply, sewerage and drainage, roads and transport, power, emerging sector, commercial infrastructure and others.

HUDCO is acting as a nodal agency for implementation of government policy in the high priority sectors of social housing and urban infrastructure. The credit risk in this exposure is relatively low, given the guarantees and budgetary provisions from State Governments for debt servicing by the concerned entities.

HUDCO also provides consultancy services in the field of urban and regional planning, design and development, environmental engineering, social development, Government programmes and others. Our business is supported by capacity building activities through HSMI and alternative building materials and cost-effective technology promotion.

HUDCO is an ISO 9001:2015 certified company for its Business activities. For further details bidders can see HUDCO's website i.e., www.hudco.org

For management of various risks HUDCO has in place a Risk Management Policy and Operating Manual (which was formulated in September' 2012) with a separate Risk Management Department. HUDCO is making constant efforts for management and mitigation of various risks.

For the governance of various risks, HUDCO has constituted various committees, namely Risk Management Committee of the Board (RMC), Credit Risk Management

Committee (CRMC), Operational Risk Management Committee (ORMC) and Asset Liability Management Committee (ALCO) for measuring, monitoring and controlling the risks.

The present proposal is for review/ revamp of HUDCO's Risk Management Policy and Operating manual.

Earnest Money Deposit (EMD)

- The Bidder should deposit EMD of Rs 16000/- (Rs. Sixteen thousand only) electronically in HUDCO's Bank Account as per details given below: -

Name of beneficiary	HUDCO Ltd.
Bank	HDFC BANK
Branch	KG Marg, New Delhi
IFSC Code	HDFC0000003
A/C Type & No.	Current A/C No.00030350017801

- EMD shall be forfeited:
 1. If a bidder withdraws its Bid during the period of Bid Validity; or
 2. If successful bidder fails to sign the contract; or
 3. If the successful bidder fails to deliver the relevant services within the stipulated period; or
 4. If the successful bidder fails to comply with any of the terms of RFP or Contract.
- The EMD of the unsuccessful bidders will be returned after 30 days of HUDCO entering into agreement with the successful bidder. The name of the successful bidder will be notified on HUDCO's website. The EMD of selected bidder shall be converted into security deposit and shall be refunded after successful completion of the assignment. The bidders are requested to provide the bank related information in the format of **Annexure –B(I)**
- No interest is payable on the amount of EMD.
- If EMD is forfeited for any reason, the concerned bidder will be debarred from further participation in future RFPs floated by the HUDCO.

SCOPE OF WORK

The consultant will undertake a review of the HUDCO's business operations, business plans and risk environment in which the institution operates, undertake review of existing frame work for risk assessment, measurement and effective mitigation thereof. A brief scope of work to review/ revamp integrated risk management in HUDCO is stated below: -

1. Study and review of HUDCO's existing risk management policy and operating manual vis-à-vis industry standard practices.
2. Identify the gaps with reference to above.
3. Revision of existing integrated risk management policy and guidelines to cover the gaps identified. The integrated risk management policy should also include integrated risk governance frame work and procedure.
4. Considering the size and nature of business of HUDCO, suitable mitigants, strategies, techniques and methodologies for setting up risk limits should be reviewed/ developed for various departments at Corporate Office, HSML and Regional Offices (at least 2 Regional Offices). For this purpose, consultant may need to visit the 2 Regional Offices.
5. To review internal control system and suggest modification, if any, required as a measure for improvement in risk management system of various departments at Corporate Office, HSML and Regional Offices.
6. To review and revamp the monitoring and reporting system adopted by HUDCO at Corporate Office, HSML and Regional Offices.
7. To review the existing Internal Credit Risk Rating model and Risk Matrix.
8. To advise the critical issues to be reported regularly, review the existing MIS Report formats, responsibilities and frequency with which they are reported to the top management and give suggestions regarding modification/ changes required.
9. The consultant would be expected to recommend feasible Risk Response Plan for Corporate Office, HSML and Regional Offices to mitigate/ avoid/ transfer/ accept the risks for consideration of the management.
10. To identify the regulatory requirements of Regulatory Body (NHB/ RBI), if any, and advise modification/ changes in the existing system for compliance.
11. To provide proper inputs/guidance for implementing the revised risk management policy and guidelines, to work in correlation and consistency with the proposed ERP in HUDCO.
12. To provide training to the concerned staff of HUDCO at Corporate Office, HSML and Regional Offices, on the implementation of revised risk management policy in order to enable HUDCO to build requisite in-house capabilities.
13. Any new activities (Activity not mentioned above as advised by the Management) is also required to be covered.

TERMS AND CONDITIONS

1. The services would be provided to Housing & Urban Development Corporation Limited, (HUDCO) Corporate Office, Regional Offices, and HSML.
2. Quotation can be sent by post or deposited in tender box available at Reception in HUDCO Corporate Office, HUDCO Bhawan, Core 7A, India Habitat Centre, Lodhi Road New Delhi - 110003.
3. The period of validity of bid for acceptance should be for 90 days from the closing date. Bid with less validity period shall not be accepted.
4. Quotation should be sent in three sealed envelopes separately placed together in one sealed envelope super scribing on top "Expression of interest for appointment of Consultant for review/ revamp of Risk Management Policy", as per the details given below: -
 - i) First envelope for EMD (containing proof of deposition of EMD in HUDCO's account/ EMD exemption certificate) super scribing on top "EMD for Appointment of Consultant for review/ revamp of Risk Management Policy".
 - ii) Second envelope super scribing on top "Expression of Interest for Appointment of Consultant for review/ revamp of Risk Management Policy - Technical Bid" which must display clearly our reference number, closing date and time to be mentioned on the envelope with name of firm, telephone number and full address. The technical bid should be submitted along-with requisite details and supporting documents in the prescribed performa at Annexure-A.
 - iii) The third envelope super scribing on top "Expression of Interest for Appointment of Consultant for review/ revamp of Risk Management Policy- Financial Bid" should contain consultancy fees for the activities to be covered as per the scope of work indicated above. Financial bid should be given as per the Performa enclosed as **Annexure- C & C (I)**.
4. Bids are liable to be rejected if only one Bid (i.e., Technical Bid or Financial Bid) is received.
5. The estimated value of the tender shall be Rs. 8 lacs (excluding GST).
6. The participating Bidders shall bear all the costs associated with or relating to the preparation and submission of their Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstration or presentations which may be required by HUDCO or any other costs incurred in connection with or relating to their Bid. HUDCO shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder regardless of the conduct or outcome of the bidding process.
7. The fees quoted will remain unchanged throughout the entire tenure of the

assignment and will not be revised during the consultancy tenure. Any Financial bids with escalation clause will be outrightly rejected.

8. HUDCO shall not entertain requests for escalation in cost/ price on account of any reasons during the period of validity of quotation.
9. Any modification in offer after the opening date will not be considered.
10. The quotation can be dropped in the tender box at HUDCO's Corporate Office (at 5th floor) from 20.07.2022 to 22.08.2022 during office hours i.e. from 09:30 A.M to 06:00 P.M and on 23.08.2022 till 11.00 A.M.
11. Bidder, before submitting quotations, should clearly understand HUDCO's requirement and, in case, any information/ clarification is required, he/she may visit HUDCO Corporate Office during the working days (Monday to Friday between 9:30 a.m. to 6 p.m.) It may be noted that no clarification/ information after closure of the last date of receipt of quotation, would be entertained.
12. Quotation, received late, will not be considered. HUDCO will not be responsible for any postal delay.
13. HUDCO reserves the right to accept or reject any or all quotations, without assigning any reason thereof.

MINIMUM ELIGIBILITY CRITERIA

The Minimum Eligibility Criteria required for consideration for appointment is as under: -

S.No.	Parameters	Supporting Document Required (Documentary evidence to be submitted along with Technical Bid)
1.	The bidder should be partnership firm/ LLP/ company registered under applicable Act in India.	Partnership deed/ CIN or MCA Copy (Self-certified) to be submitted
2.	Should have its Head Office in Delhi/NCR.	Copy of Address proof to be given.
3.	The bidder should have average annual turnover of at least Rs.2 crores for last three Financial Years ending 31.03.2022.	Copy of audited financial statements showing average annual turnover of three consecutive years ending 31.03.2022 to be enclosed (For the financial year ending 31.03.2022 audited/ provisional financial statements may be provided)
4.	The bidder should have formulated & implemented at least 1 Risk Management Policy / Risk Advisory of value not less than 80% of Estimated Cost. OR The bidder should have formulated & implemented at least 2 Risk Management Policy / Risk Advisory of each value not less than 60% of Estimated Cost. OR The bidder should have formulated & implemented at least 3 Risk Management Policy / Risk Advisory of each value not less than 40% of Estimated Cost.	The bidders should submit the supporting work order / Completion Certificate copies.
5.	The bidder should have at least ten professionals with relevant qualification (CA/CMA/MBA) out of which at least three professionals should have experience of more than 5 years in the field of consultancy/advisory services related to formulation & implementation of Risk Management Policy / Risk Advisory in Banks/NBFCs/Housing Finance Companies (having turnover above Rs. 500 crores) All India Financial Institutions/ Financial Regulators/CPSU.	Copy of Agreement, Award letters incorporating scope of Work and proof of turnover of the organizations/ Copy of relevant experience

		certificate from the organization Annexure B(VI)
6.	Should not have incurred any losses in more than two years during the immediate last five consecutive financial years ending 31.03.2022.	Copies of audited financial statements along with balance sheet and statement of profit & loss account to be submitted. (For the financial year ending 31.03.2022 audited/provisional financial statements may be provided).
7.	Should have worked with at-least 3 Govt./PSUs for various consulting assignments in last 5 years	Work Orders should be submitted
8.	The Bidder should provide the name of at least three (3) team members to be deployed in the proposed assignment consisting of a team leader with minimum five (5) years of experience and two (2) team members with at least three (3) years of experience in the area mentioned at Serial No. 5 above.	Names along with profile should be provided. Annexure B(VI)
9.	The bidder should not have been blacklisted in any of the Central or State Government departments including PSU's.	(Attach Undertaking)
10.	The bidder should have registration under GST & should have valid GSTIN number.	(Attach copy of certificate)
11.	Should have valid Permanent Account Number of Income Tax (Copy of PAN to be enclosed).	(Attach Copy)
12.	Bidders have to submit confirmation letter whether they are registered under MSME Act or not and if yes, then relevant copies of MSME Certificate or the registration letter (Registered under single point registration scheme of NSIC, Govt. of India, Ministry of MSME, New Delhi vide Gazette Notification dated 26.03.2012 along with the form of Memorandum-2 with the concerned DIC) to be enclosed in Technical Bid and a request letter for exemption from submission of EMD.	(Attach Copy)
13.	Declaration to be provided that None of the partners/directors/Key Managerial Personnel of the Bidder/ group company should have 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 (M/s. APRA & Associates, 379, Aggarwal Millenium Tower II, Netaji Subhash Palace, Pitampura, New Delhi - 110034) and also ensure compliance under section 184 and 188	A self-declaration by bidder on Bidder's letter head. Annexure – B(V)

	of the Companies Act, 2013.	
14.	The Bidder is presently not appointed for carrying out any Consultancy/audit assignment at HUDCO Corporate Office.	A self-declaration by bidder on Bidder's letter head. Annexure –B(V)

It is certified, to the best of my knowledge and belief, all the information provided above is correct.

Signature of Authorized person (in full and initials)

Name and Title of Signatory:

Name of the Firm/ Company:

Address and Contact Details:

Amendment of RFP Document:

At any time prior to the deadline for submission of proposal, HUDCO may modify the bidding document by amendment. Any clarification issued by HUDCO will be in the form of addendum/corrigendum and will be available on HUDCO's website. The amendment will be binding on all bidders. HUDCO, at its discretion may extend the deadline for submission of bids in order to allow prospective bidders a reasonable time to take the amendment into account. Interested applicants are advised to frequently visit the website for updating themselves about changes, if any, made in the RFP before the bid submission date.

Delivery schedule/ Timeline: -

1. A draft report is required to be submitted to HUDCO within 3 months from the date of awarding of work by HUDCO.
2. Final report is required to be submitted within 1 month from the date of submission of draft report.
2. The final report shall be reviewed by HUDCO's management within 1 month from the date of submission of the same by the Consultant.
3. The total schedule of work shall be for a period of 5 months.

Payment terms: -

1. 20% of the payment shall be released on submission of draft report by the Consultant.
2. 70% of the payment shall be released on submission of final report by the Consultant, and acceptance of the same by HUDCO's management.
3. 10% of the payment shall be released after six months of acceptance of final report in order to facilitate HUDCO in implementation of Risk Management Policy.

Payment in case of Termination of contract

In case the contract is terminated in any stage, payment towards services will be made on the completion of the assignment as per the payment terms indicated above and to the satisfaction of HUDCO.

Penalty for late submission of report

In case of non-adherence to the timeline to the satisfaction of HUDCO, a penalty of 3% p.a on the contract value for the delayed period, on simple interest basis, shall be leviable.

Deduction of Taxes: -

Wherever the laws and regulations require deduction of taxes at the source of payment, HUDCO shall effect such deductions from the payment due to the Consultant. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by HUDCO as per the laws and regulations for the time being in force. Nothing in the Contract shall relieve the Consultant from his responsibility to pay any tax that may be levied in India on income and profits made by the Consultant in respect of this Contract.

BIDS EVALUATION

On receipt of EMD/valid EMD exemption certificate, the Bids will be considered for further revaluation as follows.

a. Eligibility Criteria

Applicants must read carefully the minimum eligibility criteria provided above. To be eligible for evaluation of its Proposal, the Applicant shall fulfill the minimum eligibility criteria. Proposals of only those Applicants who satisfy these conditions will be considered for technical evaluation process given in **Annexure - B**.

b. Proposal evaluation

Evaluation of Technical Proposal

The company will scrutinize the technical proposal of bidders who fulfill the minimum eligibility criteria. HUDCO will inform the date, time and venue of presentation to the firms.

The proposals received will be technically evaluated to arrive at the technical scoring as per the scoring methodology specified at Annexure-B. under the TECHNICAL PROPOSAL EVALUATION CRITERIA. The Bids which are securing the technical score of 60 or more marks out of a total of 100 marks will be considered as technically qualified and only those technically qualified Bids, will be further processed for opening the financial bids. The company however retains the right to lower the cut off score if adequate number of bids does not qualify with the minimum score as specified.

A list of Key personnel to be deployed for the project to be furnished with details of Name, Qualification and Experience in **Annexure-B(VI)**

Kindly note that the team proposed in the Technical Proposal will need to necessarily be made available to HUDCO for the assignment.

A presentation before the Technical Evaluation Committee of the company is to be made by eligible, short-listed firms on the understanding of the key risks considering HUDCO's business model, proposed Methodology and Approach to be adopted, time frame for completion of activities in the company and proposed team. The technical capabilities and competence of the firm should be clearly reflected in the presentation. The date and time of the presentations will be notified by HUDCO; no changes in the schedule will be entertained thereafter. The presentation, if required, will also be made before the Risk Management Committee of the Board.

Based on the details submitted by the firms in the Technical Proposal and the presentation made by them before the Technical Evaluation Committee of HUDCO, the Technical Evaluation of the eligible firms will be carried out. After technical evaluation the financial bids of technically qualified bidders will be opened and L1 bidder would then be selected for the assignment.

GENERAL INSTRUCTIONS

Disclaimer

- The information contained in this Request for Proposal (RFP) document or information provided subsequently to Bidder(s) or applicants whether verbally or in documentary form/email by or on behalf of HUDCO, is subject to the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.
- HUDCO expects the bidder to strictly adhere to the instructions given in the RFP and maintain confidentiality of information.
- This RFP is neither an agreement nor an offer and is only an invitation by HUDCO to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder(s) with information to assist the formulation of their proposals. HUDCO may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. No contractual obligation whatsoever shall arise from the RFP process until a formal contract is signed and executed by duly authorized officers of HUDCO with the Selected Bidder (SB).
- HUDCO, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Bidder under any law, statute, rules or regulations, principles of restitution or unjust enrichment or otherwise or any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.
- HUDCO also accepts no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Bidder upon the statements contained in this RFP.
- The issue of this RFP does not imply that HUDCO is bound to select a Bidder or to appoint the Selected Bidder (SB), as the case may be, for the Project and HUDCO reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

- The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by HUDCO or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and HUDCO shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

Governing Law

The Contract shall be governed by and interpreted in accordance with laws in force in India. The Courts of Delhi shall have exclusive jurisdiction in all matters arising under the Contract.

Right to cancel RFP

HUDCO shall have the right to cancel the RFP process at any time prior to award of the contract without incurring any liabilities to the affected Bidder(s). Reasons for cancellation as determined by HUDCO in its sole discretion may include but are not limited to the following:

- a. Services contemplated are no longer required;
- b. Scope of work was not adequately or clearly defined due to unforeseen circumstance and / or factors and or new developments;
- c. Proposed fee is unacceptable to the work;
- d. The Assignment is not in the best interests of HUDCO;
- e. Any other reason.

Arbitration

If any dispute(s) or difference(s) of any kind whatsoever arise(s) between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, HUDCO and the senior management of the bidder. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, HUDCO. The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time. The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties. The arbitrator will give the speaking and reasoned Award. Notwithstanding any references to Arbitration, the parties shall continue to perform their respective work/obligation under the contract.

Termination of Agreement:

The agreement with the selected consultant may be cancelled at the HUDCO's discretion without cost to HUDCO on account of following or without assigning

any reason:

- a. On refusal to take up the allotted Assignment;
- b. If the firm stands dissolved/ reconstituted or the name/style of the firm is changed;
- c. On not abiding by the terms and conditions stipulated in the agreement;
- d. If the performance of the Consultant is not found satisfactory (viewed as such by HUDCO's appropriate authority);
- e. Any other reason at the discretion of HUDCO.

Right to Accept any Bid and to Reject any or All Bids

HUDCO reserves the right to accept or reject any bid (s), and/or to annul the bidding process and reject all bids at any time prior to Award of Contract, without thereby incurring any liability to the affected Bidder or Bidder's or any obligation to inform the affected Bidder(s) of the grounds for HUDCO's action. No further discussion / interface will be granted to concerns whose offers have been disqualified for any reason.

Force Majeure

If a Force Majeure situation arises, the selected Bidder shall promptly notify HUDCO in writing of such conditions and the cause thereof within fifteen calendar days. Unless otherwise directed by the company in writing, the selected Bidder shall continue to perform the obligations under this Agreement as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

OTHER TERMS AND CONDITIONS IN CONNECTION WITH THE TENDER

- HUDCO will make a preliminary examination of the bids to determine whether the concerns are eligible as per terms of Eligibility Criteria, whether the proposals are complete, whether the documents are properly signed and whether the bids are generally in order. HUDCO at its discretion may waive any minor informality, non-conformity or irregularity in bids.
- HUDCO will have the liberty to short-list suitable firms who meet the HUDCO requirements, from the responses received.
- Evaluation of all eligible concerns will be done in Indian Rupees only.
- Any effort by a concern to influence HUDCO in its decisions for evaluation and comparison of bids or Contract Award may result in the rejection of the tender submitted by the concern.
- HUDCO shall not be bound to give reasons for any decision made under this clause and its decision will be final and binding on all respondents to this tender.
- Clarification of Offers—To assist in the scrutiny, evaluation and comparison of offers, HUDCO may, at its discretion, ask some or all Bidders for clarification of their offer. HUDCO has the right to disqualify the Bidder whose clarification is found not suitable to the proposed assignment.

- No Commitment to Accept Lowest Financial Proposal by value for this RFP
–HUDCO shall be under no obligation to accept the lowest price bid or any other offer received in response to this RFP and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. The company reserves the right to make any changes in the terms and conditions of the contract. The company will not be obliged to meet and have discussions with any Bidder, and/ or to listen to any representations unless there is change in the terms and conditions of the contract.
- Sub-contracting of services in whole or part with other firms shall not be permitted.

Offer for appointment of Consultant to review/ revamp the Risk Management Policy in HUDCO**Technical Bid**

1.	a) Name and address of the Partnership Firm/ Company & its Partners/ Main directors b) Address of Firm's Head Office		
2.	Year of establishment		Partnership deed/ CIN or MCA copy (Self certified) to be submitted
3.	Registration No.		enclose copy of Registration
4.	Names & Detailed Profile of Partners/ Main directors		
5.	GST registration no.		enclose copy of GSTIN Registration Certificate
6.	PAN No.		enclosed copy of PAN card
7.	List of clients (Attach Separate Sheet along with copies of work order)	Nature	Period
8.	a) No. of partners/ Directors (Minimum three)		
	b) No. of paid Assistants {qualified (CA/CMA)/ semi qualified (CA/ CMA)}-(minimum five)		
	c) No. of other supporting / employed staff.		
9.	Average annual turnover for last three financial years ending 31.03.2022.		Copies of audited balance sheet and statement of profit& loss account of the last three financial years ending 31.03.2022 to be submitted. (For the financial year ending 31.03.2022 audited/ provisional financial statements may be provided).
10.	Should not have incurred any losses in more than two years during the immediate last five consecutive financial years ending 31.03.2022.		Copies of audited financial statement along with balance sheet and statement of profit& loss account to be submitted. (For the financial year ending 31.03.2022 audited/ provisional financial statements may be provided).
11.	Experience in handling work related to formulation and implementation of Risk Management Policy/ Risk Advisory. Kindly enclose list/copies of work order/ completion certificate for the last 5 years ending 31.03.2022.		
12.	Undertaking that the firm has not been blacklisted in any of the Central or State Government departments including		

	PSU's		
13.	Confirmation letter whether the firm has been registered under MSME, if yes, relevant copies of MSME certificate or the registration letter with a request letter for exemption from submission of EMD.		Attach copy

No. of enclosures:

Date:

Annexure-B

The basis on which technical evaluation of bids shall be done

TECHNICAL EVALUATION SHEET				
S. No.	EVALUATION CRITERIA	MARKING METHODOLOGY	MAXIMUM SCORE	TOTAL
1.	Minimum Standing of the Firm	More than ten (10) Years More than Seven (7) and less than or equal to Ten (10) years Five (5) to Seven (7) years	20 15 10	20
2.	Minimum average annual turnover of Rupee Two (2) crores in previous three Financial Years.	More than Four (4) crores More than Three (3) and less than or equal to Four (4) crores Two (2) crores to Three (3) crores	20 15 10	20
3.	The number of professionals having experience of more than 5 years in the field of consultancy/advisory services related to formulation & implementation of Risk Management Policy / Risk Advisory in Banks/NBFCs/Housing Finance Companies (having turnover above Rs. 500 crores) All India Financial Institutions/ Financial Regulators/CPSU Annexure – [B(IV)]	More than Five (5) More than two (2) and less than or equal to five (5) Two (2) Professionals	20 15 10	20

4.	Should have worked with at-least 3 Govt./PSUs for various consulting assignments in last 5 years	More than Five (5) More than three (3) and less than or equal to five (5) Three (3) Govt./ PSUs	20 15 10	20
5.	Presentation for the proposed Work plan, Methodology, approach and implementation (a) Following latest guidelines issued by NHB/ RBI regarding risk management. (b) Proposed methodology including approach and timelines.	20	20	

NOTE:

- The bidders are required to submit all the documents supporting the above evaluation criteria.
- The financial bids would thereafter be opened only in respect of firms shortlisted based on technical evaluation who have scored overall marks equal to or more than 60%.

Annexure–B (I)**BANK RELATED INFORMATION**

Sr. No.	Particulars	Details
1.	Bank Name	
2.	Branch Name	
3.	Bank Address	
4.	Bank Phone No.	
5.	Bank MICR Code (9 digit)	
6.	RTGS-IFSC Code	
7.	Account Type	
8.	Account No.	

TECHNICAL PROPOSAL
Letter of Proposal
(On Applicant's letter head)

Chief Risk Officer
Housing and Urban Development Corporation Ltd. (HUDCO)
2nd Floor ,HUDCO Bhawan,Core-7-A,
India Habitat Centre, Lodhi
Road, NewDelhi-110003

Review/ Revamp of Risk Management Policy of HUDCO.

Dear Sir,

With reference to your RFP Document dated.....,I/we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for selection as Consultant for Review/ Revamp of Risk Management Policy for HUDCO. The proposal is unconditional and unqualified.

1. We agree to keep this offer valid for 90 (Ninety days) from the last date of submitting the proposal specified in the RFP.
2. We agree to undertake the project, if allotted by you, as per the scope of work.
3. EMD of Rs.16000/- has been deposited electronically in HUDCO's Current A/C (The details of online transfer (NEFT, IMPS, etc).
4. We agree and undertake to abide by all the terms and conditions of the RFP Document. We submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

Date:

Place:

Annexure–B (III)

Details of Professionals

S. No.	Name	Capacity (Partner/ Employee)	Qualification	Membership No. (if applicable)	Experience (in brief)	Date of joining in the present firm/company

(Signature, name and designation of the authorized signatory)

Annexure–B (IV)

Particulars in regard to assignments undertaken

Particulars in regard to the number of assignments of consultancy/advisory services related to formulation and implementation of Risk Management policy/ Risk Advisory for Banks/NBFCs/ Housing Finance Companies (having turnover above Rs 500 crores)/All India Financial Institutions/ Financial Regulators/CPSU.

Sr. No.	Name of the Organization	Turnover of Organization as per latest Audited Accounts	Period of Assignment (From –To)	Type of services	Scope of Work*

*Copy of Work Order to be enclosed.

(Signature, name and designation of the authorized signatory)

Annexure-B (V)

Self-declaration

(on the Consultant's letter head)

Chief Risk Officer
Housing and Urban Development Corporation Ltd. (HUDCO)
2nd Floor, HUDCO Bhawan, Core-7-A,
India Habitat Centre, Lodhi Road,
New Delhi-110003.

Appointment of Consultant for review/ revamp of Risk Management Policy of HUDCO—
Self Declaration.

Respected Madam/Sir,

I/We here by declare that I/we have neither failed to perform any agreement, any time before, as evidenced by imposition of a penalty by an arbitral or a judicial pronouncement or arbitration awarded against me/us, not been expelled from any assignment or agreement nor had any agreement terminated for breach by me/us.

Further, we have not been banned, delisted/debarred from business by any regulatory body/ statutory authority/PSU/ Government Department.

None of the partners/directors/Key Managerial Personnel of the Bidder/ group company have 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 (M/s. APRA & Associates) and also compliance under section 184 and 188 of the Companies Act, 2013 is ensured.

I/We are presently not appointed for carrying out any Consultancy/audit assignment at HUDCO Corporate Office.

Yours faithfully,

(Signature,name and designation of the authorized signatory)

Date:

Place:

Annexure–B (VI)

Details of professionals to be deployed

INFORMATION ON THE PROFILE AND QUALIFICATION OF THE PROFESSIONALS TO BE EMPLOYED IN THE PROPOSED ASSIGNMENT OF HUDCO (To be filled in the format given below)

	Name & Current position	Educational Qualification	Experience	
			Nature of Assignment	Name of organization
Team Leader (minimum 5 years of experience)				
Team Member/ Support Staff (minimum 2 members with 3 years of experience)				

Signature of Authorized person:

Name and Title of Signatory:

Name of the Firm:

Address and Contact Details

FINANCIAL BID FOR CONSULTANCY SERVICES

Ref. No. and Date

To,

Chief Risk Officer
Housing and Urban Development Corporation Ltd. (HUDCO)
2nd Floor HUDCO Bhawan, Core-7-A,
India Habitat Centre, Lodhi Road,
New Delhi-110003

Dear Sir,

- 1 We here by agree to review/revamp and consult in implementation of Risk Management Policy for HUDCO as specified in the RFP.
- 2 We have understood the terms and conditions laid down by you in the bidding documents and are fully aware of the nature of consultancy services required.
- 3 We hereby quote price in Indian Rupees on firm price basis excluding all taxes, duties and levies etc. for the entire scope of work as specified in the Bidding Documents is:

In (Figures) (Rs. _____)

In (Words) (Rupees _____ only)
- 4 We declare that the above quoted price is firm and shall remain valid for the entire period of the consultancy assignment. We further declare that the above quoted price excludes GST. All other taxes, duties and levies, i.e. Professional Tax, insurance charges, license fees, surcharge on taxes and duties etc. will be payable by us under this consultancy assignment. We further agree that the quoted prices shall be deemed to cover for the full scope as aforesaid.
- 5 The breakup of the consultancy fee is given in **Annexure-[C(I)]**

In case there is any error between the total of the amounts given under the column for the price breakdown and amount given under total price, the former shall prevail and latter will be corrected accordingly.
- 6 We further understand that where there are discrepancies between amounts stated in figures and words, the amount stated in words shall prevail.

- 7 We hereby confirm that any Income Tax, surcharge or any other corporate tax as attracted under the law, we agree to pay the same to the concerned authorities.
- 8 We declare that the services will be rendered strictly in accordance with the bidding documents. We confirm our acceptance / compliance to the work schedule and terms of payment clauses as stipulated in the bid documents.
- 9 We confirm that in case our bid is accepted then the work would be taken up immediately and the work will be completed in time.
- 10 We confirm that the bank details required by HUDCO to release payment through electronic fund transfer system, has been furnished by us.

Date:

Signature

Place:

Name

Designation

Common seal

Person to be contacted

Designation

Tel No.

Mobile No.

E-mail

Encl: **Annexure –C(I)**

FINANCIAL BID**CONSULTANCY SERVICES FOR REVIEW/ REVAMP OF RISK MANAGEMENT POLICY
FOR HUDCO**

Price Components	Base Fee (Rs.)	GST		Total Price inclusive of GST (Rs)	Figures in words
		Rate (%)	Amount (Rs.)		
CONSULTANCY SERVICES (As per Scope of Work contained in RFP)					

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 will not be paid extra.
3. Actual reimbursement of out of pocket expenses like TA / DA in case of
outstation visit for interface with Regional Heads as applicable in HUDCO for
GM's in the case of Team leader and other staff as applicable at AGM level in
HUDCO.
4. 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.
5. Bidders are required to quote financial proposal/ fees structure strictly as sought
above.
6. The above should not include any condition attached thereto. Any such conditional
proposal shall be liable for rejection.

Date

Signature

Place

Name

Designation

Common seal