

हाउसिंग एण्ड अर्बन डेवलपमेंट कारपोरेशन लिमिटेड (हडको)

क्षेत्रीय कार्यालय, मौर्यलोक काम्पलैक्स,

डाक बंगला रोड, पटना-800001

Phone: (0612) 2204432; E-mail : pro@hudco.org

GSTIN : 10AAACH0632A1ZS

संख्या प/हडको :.क्षे.का./CA Appointment/2022/

दिनांक : 24.08.2022

विषय /Sub: Appointment of Chartered Accountant Firm as an Expert for carrying out Risk Based Internal Audit assignment including certification of monthly Trial Balance and review of Internal Financial Controls of HUDCO Regional Office, Patna for the Financial Year 2022-23.

सेवा मे,

महोदय/ Sir,

HUDCO intends to appoint Chartered Accountant Firm as an Expert for carrying out Risk Based Internal Audit assignment including certification of monthly Trial Balance and review of Internal Financial Controls of HUDCO Regional Office, Patna for the Financial Year 2022-23 as per the terms & conditions mentioned below.

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 Seven Years Standing. (To be verified from the Certificate of Registration issued by ICAI).
- b) The CA Firm should have carried out Internal Audit assignment/Statutory Audit in Branch Office/Head Office of at least two Public Sector Undertakings/ Public Sector Banks./Public Financial Institutions/Public Sector NBFCs/HFCs in the last five Financial Years. (Assignment as Concurrent Auditor and stock Audit not to be considered).
- c) CA Firm should have minimum three number of partners, minimum five numbers of paid assistants (qualified CA/CMA/ semi qualified CA/CMA-Inter).
- d) CA Firm should have local office having minimum five working staff (including one partner).
- e) CA Firms presently appointed as consultant in the Patna Regional Office is not eligible for appointment.
- f) CA Firm to give an undertaking :
 - i) that none of the partner(s) has any relation with any employee of HUDCO and also none of them has any relationship within the meaning of Section 2(76) of the Companies Act, 2013 and also that none of them has any relationship with the Statutory Auditors (A P R A & Associates LLP, 379 Aggarwal Millenium Tower 2, Netaji Subash Place, Pitampura, New Delhi-110034) and also will ensure compliance under section 184 and 188 of the Companies Act, 2013.
 - ii) Certified that we have not been appointed for carrying out certification/consultancy or such related work of the same Regional Office/HSMI which will have conflict of interest with the current assignment.

While evaluating the Technical Bid, CA Firm's capability to perform the assignment would be assessed and inspection of their office would be carried out so as to establish the fact that the CA Firm has proper local office at Patna, Bihar with adequate staff.

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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 the vouchers/activities prescribed in the scope of work. The scope of work should broadly cover the points as given in **Annexure-I**.
4. Bidders are required to pay **Bid Security** i.e. **Earnest Money Deposit (EMD)** of **₹5,000/-** (Five Thousand) only through NEFT/RTGS in the following bank account:

Account Holder's Name: Housing and Urban Development Corporation Ltd.
 Bank Name : SBI, Mauryalok Complex, Dak Bunglow Road, Patna-800001
 Bank Account : 41008587641
 IFSC Code : SBIN0007506

5. Quotations are available **at HUDCO's Website and Central Public Procurement Portal (www.eprocure.gov.in)**. The selection of CA firms would to be carried out after following the two bid system as prescribed in the "HUDCO's Purchase Manual" i.e., tenderer shall be required to submit Technical & Financial bid in separate two sealed covers in overall sealed envelopes. Financial bids of only those bidders would 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**. 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 competent authority.
7. The fees of CA Firm (excluding GST) should not exceed **₹3,00,000/-** (Three lacs only) for the Financial Year.
8. 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.
9. The CA Firm is expected to undertake the review for each month's transactions in the first week of succeeding month and submit Certified Trial Balance by seventh of the next month. Audit Report in the prescribed format to be issued by seventh of succeeding month of the end of the quarter.
10. Certificate is required to be submitted by the CA Firm (duly authenticated by Regional Chief, Patna Regional Office) 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.
11. 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.

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12. In case of any dispute between HUDCO and the CA Firm regarding the present assignment given to the CA Firm at Patna Regional Office, the decision of the CMD, HUDCO shall be final and binding on all the parties.
13. Internal Audit Department, Head Office has the right to replace CA firms if it is found that the reporting / certification are not of required standard.
14. The Risk Based Internal Audit is to be conducted with the highest standard of professional, ethical competence and integrity.

Accordingly, it is requested to kindly quote the fees for **carrying out Risk Based Internal Audit assignment including certification of monthly Trial Balance and review of Internal Financial Controls for the Financial Year 2022-23** in a sealed cover with the envelope superscribed as **“Quotation for Appointment of Chartered Accountant Firm; Date of Opening – 12/09/2022”** duly addressed to the Regional Chief, HUDCO Regional Office, Mauryalok Complex, B2 Block, 2nd Floor, Patna-800 001 and the same should reach our office by **16.00 Hrs on or before 12/09/2022.** The quotation will be opened at Regional Office, Patna on **12/09/2022 at 16:30 Hrs.**

Regional Chief, HUDCO, RO Patna reserves the right to award the work in full or part of it to the successful bidder and also reserves the right to accept / reject any proposal without assigning any reason and no claims whatsoever on this matter will be entertained. The decision of Regional Chief shall be binding and final.

सधन्यवाद,

भवदीय

for Housing & Urban Development Corporation Ltd.

अधिकृत हस्ताक्षरकर्ता/ Authorised Signatory

संलग्न : यथोपरोक्त