

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 TREDIS 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 TREDIS 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).	The copy of the appointment letter issued /Agreement /Work order/Work Completion Certificate specifying satisfactory performance of services highlighting the assignment. <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).	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 <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	CA Firm to give an undertaking – i. That none of the partners has any relation with any employee of HUDCO and also none of them has any relationship within the meaning of Section 2(76) of the Companies Act, 2013 and also that none of them has any relationship with the Statutory Auditors 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