



**INVITATION OF BIDS
FOR**

**EMPANELMENT OF PROJECT MANAGEMENT AGENCIES (PMAs)
UNDER**

- **CATEGORY A – PROJECT MONITORING & DUE DILIGENCE SERVICES**
- **CATEGORY B – TEV/DPR REVIEW SERVICES**

FOR

REAL ESTATE, ROAD, ENERGY, AIRPORT AND SEAPORT PROJECTS

RfP No.: HUDCO/CO/BD/3/2025-26

Dated: 20/03/2026

ISSUED BY

**HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED,
(A Govt. of India Enterprises)
CORPORATE OFFICE
HUDCO BHAWAN, CORE 7A, INDIA HABITAT CENTRE,
LODHI ROAD, NEW DELHI -110003**

<https://www.hudco.org.in>

CIN: L74899DL1970GOI005276

GSTN: **07AAACH0632A1ZF**

The tender document can be downloaded from <http://www.hudco.org.in> or e-tendering portal of HUDCO <https://hudco.ewizard.in> or CPP portal <http://eprocure.gov.in>

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SCHEDULE OF BIDDING PROCESS

RfP No.: HUDCO/CO/BD/3/2025-26 Dated: 20/03/2026

The schedule of the Bidding Process shall follow the events as detailed in **Table 1** below:

Table 1: Schedule of Bidding Process

S. No.	Event Description	Date / Time
1	Date of Publication of Bid	20.03.2026
2	Date of Online Pre-Bid Meeting	30.03.2026
3	Last Date and Time for Submission of Bids	09.04.2026, 1500 Hrs
4	Date of opening of bid	09.04.2026, 1600 Hrs
5	Location / Mode of Bid Submission and Opening	Online Submission. The tender document can be downloaded from http://www.hudco.org.in or e-tendering portal of HUDCO (https://hudco.ewizard.in) or CPP portal (http://eprocure.gov.in)
6	Cost of Tender Document	NIL
7	Validity of Bids	180 days from the last date of bid submission
8	Duration of Empanelment	03 years from the date of signing of the agreement, which may be extended twice for one year based on HUDCO's discretion.

SUPPORT TEAM (CONTACT DETAILS):

- **Mr. Amber Gupta, Sr. Manager (P)** – ambergupta@hudco.org, Mobile No. 9717523990
- **Ms. Kriti Walia, Sr. Manager (P)** – kritiwalia@hudco.org.in, Mobile No. 9650083588

DISCLAIMER

The information provided in this Request for Proposal (RfP) document, or subsequently shared verbally or in writing by Housing and Urban Development Corporation Limited (HUDCO) or its representatives, is furnished strictly on the terms and conditions specified herein.

This RfP neither constitutes an agreement nor an offer. It serves solely to invite proposals from applicants who are eligible to submit the bids ("Bidders") participating in this tender process.

No Warranty or Liability:

- HUDCO makes no representation, warranty, or guarantee regarding the accuracy, completeness, reliability, or suitability of any information contained herein or provided subsequently.
- Bidders must conduct their own independent due diligence, investigations, and verifications at their own cost and risk. No reimbursement shall be claimed for such efforts.
- HUDCO shall bear no liability under any law, statute, regulation, or contract for any loss, damage, cost, or expense arising from reliance on this RfP or related information.

Selective Information: The RfP contains selective information subject to change, revision, supplementation, or amendment without prior notice. HUDCO is under no obligation to:

- Provide additional information or clarifications beyond what's published.
- Update Bidders on changes or corrections.
- Correct any inaccuracies discovered later.

Right to Amend Process: HUDCO reserves absolute discretion to modify, suspend, cancel, or terminate the RfP, bidding process, or empanelment at any stage without:

- Assigning reasons.
- Incurring liability to any Bidder.
- Obligation to inform affected parties.

All amendments/corrigenda shall be uploaded on the e-tendering portal of HUDCO (<https://hudco.ewizard.in>) and HUDCO website (<http://www.hudco.org.in>) and shall supersede prior communications. Bidders are solely responsible for checking updates.

Legal Interpretation: Information regarding statutory requirements is indicative only and not exhaustive or legally authoritative. Bidders must seek independent legal/financial advice.

Right to Reject: HUDCO reserves the unqualified right to accept or reject any or all bids, in part or whole, at any stage without liability or explanation. HUDCO's decision shall be final, conclusive, and binding on all Bidders and parties connected with this process.

Participation in this RfP process creates no rights, expectations against HUDCO.

SECTION I

1. INTRODUCTION

The Housing and Urban Development Corporation Limited (HUDCO), established in 1970, is a Government of India undertaking headquartered in New Delhi under the Ministry of Housing and Urban Affairs. HUDCO operates as a Non-Banking Financial Company - Infrastructure Finance Company (NBFC-IFC), regulated by the Reserve Bank of India (RBI).

HUDCO is a premier techno-financing institution specialising in housing and infrastructure development across India. The Corporation is listed on both BSE and NSE and has been accorded the status of a Navratna Company. HUDCO has expanded its financing portfolio to include private sector and Public-Private Partnership (PPP) projects in the Road, Real Estate, Energy (including solar, wind, hybrid, hydro, and advanced/smart metering infrastructure projects), Airport, and Seaport sectors.

To support project monitoring activities across Road, Real Estate, Energy, Airport, and Seaport sectors, HUDCO shall undertake the primary appraisal in-house and empanel Project Management Agencies (PMAs) to provide technical, financial and insurance due diligence and monitoring support for sanctioned projects.

HUDCO invites online Bids through the HUDCO e-tendering portal (hudco.ewizard.in) for empanelment of Project Management Agencies (PMAs) under **two categories**:

- **Category A:** Project Monitoring and Due Diligence Services; and
- **Category B:** TEV/DPR Review / Vetting Services.

This RfP is **only for empanelment** and does not include price bids. For each sanctioned project/assignment, HUDCO will issue project-specific Requests for Proposal (RFPs) to empanelled PMAs in the relevant sector and category, and invite financial proposals on a case-to-case basis.

The Project Management Agency (PMA) shall undertake comprehensive project due diligence and monitoring services, encompassing roles as Lender's Independent Engineer (LIE), Lender's Financial Advisor (LFA), and/or Lender's Insurance Advisor (LIA), as specified in each assignment's work order/Letter of Award. The scope of work will broadly cover pre-disbursement due diligence (including TEV / DPR review wherever required), drawdown vetting, construction-phase monitoring, escrow / TRA oversight, project completion certification and post-commissioning reviews, as well as participation in project review meetings and related lender support activities as specified in project-specific assignments.

HUDCO reserves the right, at its sole discretion, to select consultants for empanelment, award assignments, and amend the empanelment process as deemed appropriate.

2. PRE-QUALIFICATION CRITERIA

All bidders must meet the following pre-qualification eligibility criteria as on the bid submission date and maintain compliance throughout the Empanelment period, which may be verified by HUDCO from time to time. Any bid failing to meet these criteria shall be summarily rejected. “**Bidder**” shall mean a firm, company or limited liability partnership (LLP), duly constituted and registered in accordance with the applicable provisions of the Companies Act and/or other relevant laws in force in India.

Eligibility Requirements:

- a. The Bidder(s) must have valid registration for Goods and Services Tax Identification Number (GSTIN), Permanent Account Number (PAN), Employee Provident Fund (EPF) or equivalent registration certificates issued by the appropriate authorities.
- b. The Bidder(s) must not be insolvent, in receivership, bankrupt or undergoing winding up. Its affairs must not be administered by a court or judicial officer, and business activities must not be suspended or subject to legal proceedings for the aforementioned reasons.
- c. The Bidder(s) must not be blacklisted or debarred by any agency of the Government of India.
- d. The Bidder(s) must not have changed their name or created a new “Allied Entity” to circumvent prior ineligibility, suspension, blacklisting, or debarment.
- e. The Bidder(s) must not have any conflict of interest that substantially affects fair competition. Attempts to induce other consultants to submit or refrain from submitting bids to restrict competition are prohibited.
- f. The Bidder(s) must satisfy all eligibility conditions as prescribed in this RfP document.

Table 2: Minimum Credentials Required

S. No.	Particulars	Document(s) to be Submitted/ uploaded as a proof
The Following minimum credentials shall be required for qualifying:		
a)	Years of operation must be more than 05 years. (Firm shall be a Company/LLP/ Partnership firm)	<i>All applicable documents including Certificate of Incorporation of company/ Partnership deed of firm/ Registration Certificate, MoA, AoA, GST Certificate and PAN card of the Company/LLP/Partnership firm</i>
b)	Net Worth for each of the last three Financial Years should be positive.	<i>Annual Audited accounts of the last 3 years, i.e., 2022-23, 2023-24 and 2024-25. Statutory Auditor Certificate is required to certify the same.</i>

S. No.	Particulars	Document(s) to be Submitted/ uploaded as a proof
c)	For Category A: Average Annual Turnover for 3 Years (FY 2022-23, 2023-24 and 2024-25) should be at least INR 10 Crore from Project Management Consultancy / Project Management Agency/LIE or LFA related Consultancy services for projects located in India. For Category B: Average Annual Turnover for 3 Years (FY 2022-23, 2023-24 and 2024-25) should be at least INR 5 Crore from TEV study or DPR review related Consultancy services for projects located in India.	1. Audited financial statements with UDIN to be submitted for FY 2022-23, 2023-24, and 2024-25. 2. Statutory Auditor Certificate specifically certifying that the average annual turnover for the above-mentioned three years is only from the Project Management Consultancy/ Project Management Agency/ LIE or LFA or TEV study or DPR review related Consultancy services for Projects located in India.
d)	For Category A: The bidder should have successfully completed a total of at least 05 private sector assignments of Project Management Consultancy / Project Management Agency/ Lender's Independent Engineer (LIE) / Lender's Financial Advisor (LFA) with an underlying Project cost of atleast INR 300 Crore for each project <u>of which at least 02 must be in the specific sector for which the Bid is being submitted</u> (i.e. Real estate, Road, Energy, Airport, Seaport), during the last 5 years from the date of bid submission. For Category B: The bidder should have successfully completed a total of at least 05 private sector assignments of TEV study / DPR review, for projects with an underlying project cost of at least INR 300 crore each, of which at least 02	<i>Letter of Award and Completion Certificate to be submitted/uploaded in support (for each assignment).</i> <i>Credentials of the parent/subsidiary may be submitted for eligibility.</i>

S. No.	Particulars	Document(s) to be Submitted/ uploaded as a proof
	must be in the specific sector for which the Bid is being submitted (i.e. Real estate, Road, Energy, Airport, Seaport), during the last 5 years from the date of bid submission.	
e)	Minimum 20 Full Time Employees (FTEs on Bidder's payroll) from techno-financial field (with bachelor's degree in engineering/technology/finance/architecture or equivalent qualification), meeting the following sector-specific requirements: For each sector bid submitted: • Minimum 05 sector-specific experts comprising: - 03 Technical Experts (Civil/Electrical/Mechanical/Architecture as relevant to sector) - 02 Financial Experts (CA/ICWA/MBA Finance/equivalent) • Minimum Experience: 7 years post-qualification in any combination of: - Project Management Consultancy - Lender's Independent Engineer (LIE) - Lender's Financial Advisor (LFA) - Project Development/Monitoring - TEV Study review - DPR review	1. An undertaking on the Company's Letterhead certifying the same. 2. Detailed CV of the sector-specific experts to be submitted/uploaded. 3. Proof of educational qualifications including copy of degree certificates to be submitted.
f)	Undertaking related to ESG	<i>Duly signed by Bidder(s), scanned Copy as per relevant Annexure</i>
g)	Undertaking towards Related Party Declaration	<i>Duly signed by Bidder(s), scanned Copy as per relevant Annexure</i>
h)	Undertaking towards Eligibility Declarations	<i>Duly signed by Bidder(s), scanned Copy as per relevant Annexure</i>

Note: For the purpose of this Request for Proposal, the term 'Bidder' shall refer to the applicant entity prior to Empanelment, and upon empanelment such entity shall be referred to as the 'Consultant' for all intents and purposes under this RfP and

the ensuing agreement.

Empanelment shall be granted **sector-wise and category-wise** to Bidders who meet the technical pre-qualification/eligibility criteria for Road, Real Estate, Energy, Airport, and/or Seaport sectors. No financial bids are invited under this RfP. For each specific project/assignment, separate financial proposals shall be solicited from all empanelled PMAs in the relevant sector through project-specific Limited Tender issued as and when the need arises, ensuring competitive pricing and optimal resource allocation.

3. SCOPE OF WORK

3.1 Assignment Definition

An Assignment shall mean the award of work for one single project in a specific sector (Road, Real Estate, Energy, Airport, or Seaport), as per the project-specific technical scope & financial evaluation and subsequent work order/Letter of Award. Payments to the Consultant shall be released as per the payment terms specified in the respective Assignment Agreement/work order.

Empanelled PMAs may be invited to submit financial proposals for assignments under Category A, Category B, or both, depending on project requirements, through separate project-specific bids.

3.2 General Scope of Work (Applicable to All Sectors and Assignments)

This RfP provides the general framework of services required from the Project Management Agency (PMA). The PMA shall be capable of undertaking due diligence to support HUDCO's appraisal process and to provide comprehensive monitoring services across all phases of the project lifecycle, encompassing roles as Lender's Independent Engineer (LIE), Lender's Financial Advisor (LFA), and/or Lender's Insurance Advisor (LIA) as specified in each assignment.

3.2.1 Category A: Project Monitoring & Due Diligence Services

Category A services would typically commence after HUDCO has sanctioned the project, and will primarily cover pre-disbursement due diligence and post-sanction monitoring of sanctioned loans. The scope of work shall include, but not be limited to:

a) Pre-disbursement Due Diligence

- Technical Review: Review/vetting of TEV study, DPR, project design parameters, and sector-specific technical viability
- Financial Review: Project cost assessment, financial model validation, funds utilization, and equity infusion verification
- Statutory & Regulatory Review: Verification of statutory approvals, permits, clearances, and regulatory compliance

- Valuation: Asset/property valuation and assessment
- Insurance Review: Insurance plan adequacy and risk coverage verification
- Quality Assurance: Quality Assurance Plan verification

b) First Drawdown Review

- Compliance verification of all pre-disbursement conditions as per sanction terms
- Review of drawdown request and supporting documentation
- Issuance of Drawdown Certificate in the prescribed Loan Agreement format
- Validation of the disbursement schedule against the project implementation timeline and EPC contracts

c) Implementation Stage Reviews

- Quarterly progress monitoring (physical & financial)
- Subsequent drawdown reviews
- Escrow/TRA account monitoring
- Pre-final disbursement certification

d) Project Completion Report

- Comprehensive certification at the project completion stage

e) Post-Commissioning Due Diligence (only upto 1 year post DCCO)

- Half-yearly reviews covering physical performance, financial covenants, insurance compliance, and quality parameters

f) Project Review Participation

- Attendance at lender meetings, HUDCO review meetings, kick-off meetings, and submission of follow-up reports as required

g) Site Visits

- Site visits to Borrower's offices, properties, and project sites shall accompany all review reports, supported by geotagged images with timestamps

3.2.2 Category B: TEV/DPR Review

Category B services may be used prior to sanction (to support HUDCO's appraisal by reviewing TEV/DPR). The scope of work shall include, but not be limited to:

- Review of existing TEV/DPR prepared by borrower/third-party consultants
- Review of Sector-specific feasibility studies/technical reports/assessment reports like;
 - Roads: DPR validation, traffic studies etc.
 - Real Estate: Area Sales Potential and valuation
 - Energy: Energy yield assessment /evacuation infra assessment etc.
 - Airports: Passenger forecasts/non-aero revenue related studies
 - Seaports: Hinterland connectivity and Cargo demand assessment

3.3 Financial Proposals for Assignments

Price bids for Category A and Category B assignments shall be solicited separately from all empanelled PMAs through respective project-specific bids:

- For Category A assignments: PMA shall quote fees covering the full project monitoring lifecycle (pre-disbursement through post-commissioning)
- For Category B assignments: PMA shall quote fees for TEV/DPR review as standalone deliverables

In case, HUDCO requires both TEV/DPR review and subsequent monitoring, separate financial bids for each category shall be invited, and the same or different empanelled PMAs may be selected for each category.

3.4 Guiding Principles

The scope outlined above is indicative and not exhaustive. Empanelled PMAs shall be deemed fully obliged to deliver all requisite professional services necessary for successful project implementation, statutory/regulatory compliance, and comprehensive lender protection in accordance with HUDCO's requirements and applicable industry standards.

HUDCO reserves the right to assign any part, combination, or entirety of the above scope for individual projects, with precise terms, deliverables, timelines, and commercial conditions specified in the respective project-specific bids and subsequent work order/Letter of Award (LoA).

3.5 Manpower Structure

Empanelled PMAs shall deploy the following minimum core team structure for assignments. The maximum age of the manpower deployed should not be more than 60 years.

COMMON TO BOTH CATEGORIES (Project Manager Level):

Role	Minimum Experience	Key Responsibilities
Project Manager (Technical)	15+ years post-qualification	Overall technical coordination, site inspections, quality assurance, technical due diligence
Project Manager (Finance)	15+ years post-qualification	Financial model validation, covenant monitoring, drawdown certification, funds flow analysis

CATEGORY A SPECIFIC (Monitoring & Due Diligence):

Role	Minimum Experience	Key Responsibilities
Asst. Project Manager (Technical)	7+ years post-qualification in specific sector	Site monitoring, contractor coordination, progress reporting, quality control
Asst. Project Manager (Finance)	7+ years post-qualification	Escrow/TRA monitoring, financial covenant tracking, disbursement verification
Insurance Expert	7+ years post-qualification	Insurance policy review, adequacy certification, claims assessment

CATEGORY B SPECIFIC (TEV/DPR Services):

Role	Minimum Experience	Key Responsibilities
TEV/DPR Lead Expert	7+ years post-qualification in specific sector	TEV model review, DPR technical validation, feasibility assessment
Sector Specialist (Technical)	7+ years post-qualification in specific sector	Sector-specific feasibility analysis, market assessment, regulatory compliance review
Financial Analyst	7+ years post-qualification	Project finance structuring, revenue model validation, risk assessment

Approval of manpower by HUDCO

The manpower deployed by the PMA shall conform to the indicative manpower structure described above. The team size may vary based on project requirements. The specific team size will be mentioned in the Limited Tender for each project assignment. The Bidder should submit the profiles (including CVs and experience certificates) of the manpower proposed to be deployed for the assignment to HUDCO for approval alongwith financial bid, after Limited Tender is issued. The profiles along with copy of Employee ID card may be sent through e-mail for expeditious processing at HUDCO. Replacement of Key Personnel shall require prior approval of HUDCO, with personnel of similar or better qualifications/experience.

4. INSTRUCTIONS FOR BID SUBMISSION

4.1 Sector-wise Empanelment

Empanelment shall be conducted **separately for each sector and category** across the following sectors:

- Road
- Real Estate
- Energy (solar, wind, hybrid, hydro, and advanced/smart metering infrastructure projects)
- Airport
- Sea Port

A Bidder intending to be empanelled under both Category A and Category B in any sector shall submit two separate technical bids for that sector—one under Category A and one under Category B.

Bidding Requirements:

- Bidders shall submit separate bids for each sector-category combination (Category A or Category B).
- Maximum limit: 1 bid per sector per category (total maximum 10 bids per bidder across 5 sectors × 2 categories).
- Bidders must meet all pre-qualification criteria (including sector-specific experience and manpower) for each sector-category bid submitted.

4.2 Consortium

- The bids may be submitted in a consortium/ alliance for LIE/LFA/LIA (maximum three members in the consortium). The Technical/project/LIE company must be lead company in the consortium and LFA/LIA may be consortium members.
- Lead member shall be the sole contact point for interaction/deliverables submission with HUDCO, and all payments shall be made to the lead member only. However, HUDCO may ask all the members for review/ presentation, etc for the project. All consortium members shall be jointly and severally liable for performance of the assignment.
- The consortium arrangement/alliance has to be formalized at the pre-bid stage. Post-empanelment, sub-contracting of the assigned work will not be allowed in any case and will be liable for cancellation of empanelment.
- The Pre-bid alliance, once submitted, shall be permanent until the tenure of empanelment. In the event of withdrawal of a member from the consortium for any reason, the particular alliance shall be considered as void, and empanelment shall be automatically cancelled unless accepted by HUDCO otherwise.

4.3 Signing and Authorisation

Each page of the bid documents must be scanned and digitally signed by the authorised signatory. A valid Board Resolution or Power of Attorney authorising the signatory shall accompany the bid.

4.4 No Sub-Contracting

Post-empanelment, subcontracting of any assigned work is strictly prohibited. Violation shall result in immediate termination of empanelment.

4.5 Complete Submission Requirement

All eligibility documents must accompany the bid at submission time. Subsequent undertakings for document submission shall not be entertained.

4.6 Bid Preparation Guidelines

Technical bids shall strictly follow prescribed formats without alterations, modifications, additions, deletions, or conditional remarks.

All supporting documents must be scanned clearly and uploaded.

Note: Any deviation from prescribed formats shall render the bid liable for rejection without explanation.

4.7 Acceptance of Terms

Bid submission constitutes unconditional acceptance of all RfP terms, conditions, and the empanelment process.

4.8 Right to Reject

HUDCO reserves the right to reject any bid containing false, incomplete, or misleading information. HUDCO's decision shall be final and binding. There will be no obligation on the part of HUDCO to send any intimation to the Project Management Agency/Bidder(s)/Applicant in case of rejection of the application.

4.9 Confidentiality

This RfP document and all related communications are confidential and non-transferable. Disclosure without prior written HUDCO consent is prohibited.

4.10 Communication Protocol

No unsolicited bidder communications post-submission deadline are permitted. HUDCO may seek clarifications or additional information at its discretion. Consultants selected for empanelment may be required to visit HUDCO offices, project sites, or borrower locations as needed. HUDCO reserves the right to cancel the tender or empanelment process without notice or liability.

5. E-TENDERING INSTRUCTIONS TO BIDDERS

- 5.1 Scope of work is available in the RfP document. The RfP document can be viewed/ downloaded free of cost from HUDCO Portal <http://www.hudco.org.in> or e-tendering portal of HUDCO <https://hudco.ewizard.in> or CPP portal <http://eprocure.gov.in>.
- 5.2 All bid documents will be submitted in the website <https://hudco.ewizard.in>
- 5.3 No claim shall be entertained on account of disruption of internet service being used by bidders. Bidders are advised to upload their bids well in advance to avoid last-minute technical snags.
- 5.4 All corrigendum/ Amendments/corrections, if any, will be published in the website <https://hudco.ewizard.in> or <http://www.hudco.org.in>.
- 5.5 All the documents/ papers uploaded/ submitted by bidder must be legible.
- 5.6 It is mandatory for all the bidders/ applicants to have Class III Digital Signature Certificate (in the name of person who will sign the bid documents) from any of the licensed certifying agencies.
- 5.7 To participate in the e-tendering submission, bidders/ applicants must get registered their firm/company in e-tendering portal of HUDCO <https://hudco.ewizard.in> to have user ID & password from M/S Unibrain Consultancy Services Pvt Ltd., The onetime registration charges for vendors/ bidders'/ suppliers are Rs 3000/- (Rs. Three Thousand only) plus applicable GST for a period of three years.
- 5.8 Bidders are advised to add e-mail IDs related to this tender to their address book to avoid bouncing of e-mail / non-delivery of e-mail / delivery of e-mail to junk or spam folder etc.
- 5.9 Service Provider will provide them telephonic training and assistance after receiving of requisite fee as onetime registration fee from bidders of Rs. 3000/- (Rs. Three Thousand only) plus applicable GST, if any as per actual, which is valid for a period of three years. certificates can be obtained from M/S Unibrain Consultancy Services Pvt Ltd. or from any other Certifying authorities after paying requisite cost and submitting required documents as nominated by the Office of Controller of Certifying Authorities (CCA) as available on website <http://cca.gov.in>. The cost of Digital certificates is not covered in one time registration fee. It is the sole responsibility of bidder to arrange Digital certificates and/or registration and any such excuse of non-availability of digital certificates and/or registration shall not be accepted in any case.
- 5.10 The bids should be submitted online through website <https://hudco.ewizard.in> only.

Technical bid shall be opened online and evaluated as per criteria given in the detailed RfP to the satisfaction of HUDCO. Evaluation of Technical & Financial Bid shall be as per criteria mentioned in this RfP.

5.11 Complete tender document (all pages), including all Annexures, with supporting documents shall be uploaded in PDF format digitally signed.

5.12 In order to participate in the tender, Tenderer/ Bidder should have Login ID, Password and Digital Signature Certificate with both signing and encryption. Bidders have to register with M/S Unibrain Consultancy Services Pvt Ltd. For any difficulty in downloading & submission of tender document at website <https://hudco.ewizard.in> please contact at M/S Unibrain Consultancy Services Pvt Ltd. helpdesk no. 011-49606060 or following officials:

Name – Mr. Anshuman

Contact No: 9355030616

E-mail ID: eprochelpdesk.28@gmail.com

Name: Mr. Abhishek

Contact No: 9355030617

E-mail ID: eprochelpdesk.19@gmail.com

6. BID EVALUATION METHODOLOGY

6.1 Cost of Bidding

Bidders shall bear all costs associated with bid preparation and submission. The charges for registration on e-wizard and digital certificate are to be borne separately by the bidder. HUDCO shall not be responsible or liable for any such costs, regardless of the bidding process outcome.

6.2 Bid Responsiveness and Examination

- Bidders are deemed to have examined the RfP document in detail, including all instructions, annexures, formats, and scope of work. Bids containing incomplete information, ambiguous/false/incorrect details, or substantial deviations from RfP requirements shall be rejected at the bidder's risk.
- Bidders must submit bids strictly as per RfP instructions without deviations. Sector-wise applications are permitted; techno-economic criteria must be submitted for each sector bid.
- Each Project Management Agency/Bidder shall submit only one bid for each sector and category (i.e. maximum 1 bid/sector/category (maximum 10 bids across 5 sectors and 2 categories)). Failure to comply will result in rejection of all the bids of the Project Management Agency/Bidder.

6.3 Amendments and Clarifications

HUDCO may amend the RfP prior to the bid submission deadline through Corrigenda/Addenda uploaded on the <https://hudco.ewizard.in> and HUDCO website <http://www.hudco.org.in>. No individual notifications shall be sent. Such publications constitute official communication binding on all bidders.

Pre-Bid Queries:

Submit queries to ambergupta@hudco.org or kritiwalia@hudco.org.in at least 3 days before the pre-bid meeting. Irrelevant queries may not be entertained. Pre-bid meeting shall be conducted through Video Conferencing on the date and time mentioned in the RfP. Potential Bidder(s) interested in joining the Pre-bid meeting must share their Company Name, Authorized Person's name, Email and Contact No. at the email address (ambergupta@hudco.org or kritiwalia@hudco.org.in) at least two days before the pre-bid conference. HUDCO shall invite them formally for video conferencing.

6.4 Bid Validity

Bids shall remain valid for **180 days** from the submission deadline. HUDCO may request extensions without permitting bid modifications. Refusal to extend shall deem the bid withdrawn.

6.5 Technical Bid Evaluation

Technical bids for each sector shall be evaluated as per the pre-qualification criteria. Components include:

- Technical Bid Form (Annexure I)
- Pre-qualification documents and proofs
- Team CVs and experience certificates
- Annexures II-IX

Bids must include a Table of Contents. HUDCO may seek presentations/demonstrations for technical compliance verification.

Substantially Responsive Bid: A bid conforming to all RfP terms without material deviations. Non-responsive bids shall be rejected without clarification.

6.6 Deadline for Submission

Bids must be received on <https://hudco.ewizard.in> by the specified date/time. Late bids shall be rejected. HUDCO may extend deadlines through amendments.

6.7 Bid Opening Process

Technical Bids shall be opened online through <https://hudco.ewizard.in> on the scheduled date and time, in the presence of bidders' representatives who choose to attend. No financial bids are invited or opened under this RfP, as it is only for empanelment.

After empanelment, for each sanctioned project/assignment, HUDCO shall invite financial proposals separately from empanelled PMAs in the relevant sector through project-specific Limited Tenders on GeM/e-tendering portal, based on the detailed scope of work specified in the project-specific RfP.

6.8 Clarification and Verification

HUDCO may seek written clarifications without permitting bid changes. HUDCO reserves the right to verify/confirm all original documentary evidence, references submitted by the bidder in support of the above-mentioned clauses of pre-qualification/ eligibility criteria. Contacting HUDCO post-opening to influence evaluation shall result in bid rejection and debarment. Unsolicited clarifications during bid validity render bids liable for rejection.

6.9 Empanelment Notification

- a. The Selected Bidder(s) shall receive empanelment notification via the HUDCO website /email. The notification of Empanelment, along with Tender Document (with Corrigendum(s)/communication(s) issued by HUDCO, if any), will constitute the formation of the Contract till signing of the formal contract agreement.
- b. The Bidder selected after project-specific Limited Tender will have to enter into a formal Agreement on stamp paper as per the HUDCO format within 10 days from the date of Letter of Award and shall pay all stamps and legal expenses incidental thereto.
- c. The Agreement will govern the period of the engagement of the PMA for the specific project, even if the empanelment period expires.
- d. Canvassing in any form in connection with the Tender is strictly prohibited, and the bids submitted by the bidders who resort to canvassing are liable to be rejected.
- e. Prior to undertaking any assignment, the bidder shall verify and confirm that they do not have any business relationship with the firm/borrower for whom the work is being carried out, and an undertaking for the same is to be obtained. The term "business relationship" shall be construed in accordance with the definition provided under the Companies Act, 2013.

7. EMPANELMENT AND AWARD OF WORK

7.1 Sector-wise Empanelment Process

- Empanelment shall be conducted sector-wise for each category (category A and B for Road, Real Estate, Energy, Airport, Seaport sectors each). Accordingly, Bidders fulfilling the minimum eligibility criteria as detailed in this notice can apply for Empanelment as PMA for any of the sectors.
- The Bidders who meet the minimum eligibility criteria will be considered Technically Qualified Bidders and will be empanelled as PMA in the respective sectors and category.
- Financial bids will be invited from the empanelled PMAs through Limited Tender on GeM as and when the need arises, based on the project and quantum of work.

7.2 Formal Agreement

Empanelment notification issued via email constitutes contract formation. Consultant selected after issue of project-specific Limited Tender to the empanelled PMA shall execute formal agreement (HUDCO format, no modifications) within 10 days of Letter of Award (LOA) on stamp paper, bearing all stamp/legal expenses.

7.3 Annulment Rights

- a. HUDCO reserves the right to annul (cancel) the bidding process at any time prior to award of Contract, including rejection of any or all bids after the same have been received, without assigning any reason and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders about the basis of HUDCO's action.
- b. In case circumstances warrant annulment of the bidding process, before the deadline for bid submission, a "general notification" to this effect shall be issued and posted on HUDCO's website and other related websites and bidders, who have been issued the bidding documents, shall be deemed to be informed, and bids, if any, received by that time shall be returned.
- c. In case circumstances warrant annulment of bidding process, after deadline for submission of bids but before empanelment, the bidders who have been issued the bidding documents shall be intimated accordingly, the recourse under the provision to reject all the bids and annul the tendering process.

7.4 Payment Terms

- a. Payments shall be subject to deductions of any amount for which the successful Bidder is liable under the agreement against the respective work order. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as

- per the income- Tax Act,1961 and any other taxes.
- b. In the case of a consortium, payments for Project Management Agency (PMA) services shall be made to the Lead Member. However, all consortium members shall be jointly and severally liable for the performance under the assignment.
 - c. Milestone-based payments shall be made as a percentage of the total PMA fees. The payment terms will be defined for each project separately.
 - d. All relevant proof of delivery/ acceptance duly signed by the concerned officer at HUDCO Corporate office, Performance Bank Guarantee etc. to be submitted by the successful Bidder(s) for processing payment. No Advance payment shall be made.
 - e. Payments shall be released upon HUDCO's written acceptance of deliverables corresponding to completed milestones (pre-disbursement, construction monitoring, project completion, post-COD phases, and TEV/DPR review where applicable). Acceptance criteria will be as per LOA/scope of work. All invoices must include signed proof of delivery and acceptance.
 - **Release Condition:** Payment will be released only after **successful completion and HUDCO acceptance of each milestone** as per LOA/scope of work.
 - **Proof Required:** Signed acceptance, Performance Guarantee and signed invoice.
 - **Timeline:** Invoice to be submitted within 15 days of completion of milestone to HUDCO's satisfaction; payment will be made within 30 days.
 - **Liquidated Damages:** Liquidated damages will be applicable as per terms mentioned in the project-wise Limited Tender.

7.5 Payment Terms for Site Visit

- a. These payment terms shall be applicable for Project Site and outstation visits apart from the visits mentioned in the Scope of work. HUDCO may require such visits of the Team for the HUDCO Office/location of the project or stakeholders, as per HUDCO's discretion.
- b. The terms for site visits and the payment terms for these visits will be defined in the project-specific Limited Tender. All visits are to be carried out with the prior written permission of HUDCO. Only outstation travel (from the Team's base location) shall be reimbursed. No travel expenses shall be reimbursed for the local project-site/offices, etc. The base location of the Team is to be intimated before issuance of the Letter of Award.
- c. The visits are to be conducted by the members whose CV is submitted for the Project. Permission from HUDCO is required for any change in the team for the duration of the assignment, including site visits.

7.6 Project Timelines and Deliverables

Time is the Essence of the contract:- Project Management Agency/Bidder shall complete the work as per the scope of work within a time-bound manner as required/stipulated by HUDCO in the detailed scope of work for the project-specific Limited Tender for empanelled PMA.

After an empanelled agency successfully bids for a project, various reports are to be submitted as per the framework defined in the detailed scope of work of the project-specific Limited Tender.

The initial period of Project Management Agency (PMA) empanelment is 3 years. Extensions: Up to 2 further years (max 5 years total), granted annually based on: (i) satisfactory performance, (ii) continued eligibility, (iii) HUDCO's discretion. Extensions will be communicated 60 days before expiry

8. GENERAL TERMS AND CONDITIONS

8.1 Termination/ Cancellation of Work Order

- a. HUDCO may at any time terminate/ cancel the work order, if the Bidder(s) is unable to provide the services as per the scope of work. In such cases, if any amount is due to the Bidder(s) on account of the work executed by him, if payable, shall be paid to him only after due recoveries as per the provisions of the tender document and after an alternate arrangement to complete the work has been made at the selected Bidder's cost and risk. The selected Bidder will give at least three months' notice prior to discontinuing the service.
- b. HUDCO may at any time terminate/cancel the work order by giving written notice to the selected Bidder(s), without compensation to the selected Bidder(s) if the selected Bidder(s) becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to HUDCO.
- c. HUDCO may, by written notice sent to the selected Bidder(s), terminate/cancel the work order in whole or in part at any time at its convenience. The notice of termination/cancellation shall specify that termination/cancellation is for HUDCO's convenience, the extent to which performance of work under the work order is terminated/ cancelled, and the date upon which such termination/cancellation becomes effective. HUDCO reserves the right to elect:
 - i.) to have any portion completed at the work order terms and prices; and/or
 - ii.) to cancel the remainder and pay to the selected Bidder(s) an agreed amount for partially completed services.
- d. In the event the Bidder's Firm/Company/Organization or the concerned division of the firm/company/organization is taken over/bought over by another firm/company/organization, all the obligations under the agreement with HUDCO, should be passed on the compliance by the new Firm/ Company/ Organization and/ or new division in the negotiation for their transfer.

8.2 No Solicitation of Employee

Successful Bidder(s) and HUDCO each agree that during the term, any Bidder(s) personnel or HUDCO employee is associated with the Services under an Agreement/statement of work and for a period of six months after such person ceases to be associated, neither Bidder(s) nor HUDCO shall, directly or indirectly, solicit for hire or knowingly hire or retain such personnel of the other party as an employee or independent contractor, except with prior written consent of the other party.

8.3 Exclusion of Bids

HUDCO shall exclude/ disqualify a Bid if:

- a. The Bidder(s) is not qualified as per the pre-qualification/ eligibility criteria mentioned in the bidding document.
- b. The Bid materially departs from the requirements specified in the bidding document or it contains false information.

8.4 Special Terms & Conditions

- a. The full Intellectual Property Right and copyright of all documentation/material etc. delivered/ produced would rest with HUDCO.
- b. The selected Bidder(s) will be responsible for copyright issues concerning usage of images, text material, etc. obtained through various sources. HUDCO will not be a party to any disputes arising out of copyright violation by the Bidder(s).
- c. The Bidder(s) will at no time resort to plagiarism. HUDCO will not be a party to any dispute arising on account of plagiarism resorted to by the Bidder(s).
- d. HUDCO reserves the right to place an order for the full or part under any items of work under scope of work and for a shorter duration.
- e. Bidder(s) submitting proposals will not be permitted to alter or modify their bids at any time post submission to HUDCO.

9. OTHER TERMS AND CONDITIONS

- a. HUDCO-nominated Project-in-charge is empowered to accept/reject any irregularity (if any) at the discretion of HUDCO.
- b. It will be imperative on each Bidder(s) to fully acquaint itself with all the local conditions and factors that would have an effect on the performance of the work and its cost.
- c. The Bidder's performance capability and history, overall organisation and a proven

ability to secure any similar work order(s) to scope of work, together with the contents of the proposal, benchmarking of procedures and processes, and presentations, will be essential elements in the evaluation process, and in the award of the contract.

- d. The Bidder(s) shall be deemed to have included proven state-of-the-art components and techniques during performance of the contract.
- e. HUDCO intends that the bidder selected for the scope of work, as mentioned, shall take complete responsibility for all of the work. The Bidder(s) must provide regular status reports in accordance with the project management requirements set out in the tender.
- f. HUDCO reserves the right to allocate the tendered work in a staggered/staged and/or phased manner.
- g. The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder(s) and HUDCO, shall be written in English, provided that any printed literature furnished by the Bidder(s) may be written in another language so long as the same is accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern.
- h. The Bidder(s) shall be entirely responsible for all taxes, including GST, duties, license fees, etc., incurred for performance of the contract. If there is any reduction in GST/taxes/duties, etc., due to any reason whatever, after the Notification of Award, the same shall be passed on to HUDCO.
- i. The selected Bidder(s)-shall perform the services and carry out its obligations under the Contract with due diligence and efficiency, in accordance with generally accepted techniques and practices used in the industry and with professional engineering and training/consulting standards recognised by national/international professional bodies and shall observe sound management, technical and engineering practices. The Bidder(s) shall always act, in respect of any matter relating to this tender, as faithful advisors to HUDCO and shall, at all times, support and safeguard HUDCO's legitimate interests in any dealings with Third parties.
- j. Printed terms and conditions of the Bidder(s) will not be considered as forming part of their bid. In case the terms and conditions of the contract applicable to the Invitation for Bid are not acceptable to any Bidder(s), he/she should clearly specify the deviation in their bid.
- k. The selected Bidder(s) automatically agree with HUDCO for honouring all aspects of fair-trade practices in executing the purchase/ work orders placed by HUDCO.

- l. Bidder should certify that they do not have any of the disqualifications mentioned below: -
- There has not been any disciplinary action initiated by the concerned regulatory and professional body/ authority against the Bidder and was pending on the date of RfP.
 - None of the directors/ partners has been convicted of any offence/ Economic offence during last three years ended as on the date of RfP.
 - No appeal/unresolved dispute/ suit/ case is pending at any court in India regarding the right to carry on practice.
- m. As per Public Procurement Policy for MSEs order 2012 dated 25th March, 2022, MSEs Bidders may also participate in the empanelment process with Udyog Aadhaar/ Udyam and Startups with valid Registration as recognized by the Department for Promotion of Industry and Internal Trade (DPIIT).
- n. The successful/ empanelled MSME bidders, if any, shall get themselves registered on TReDS portal (M/s RXIL, M/s M1 exchange, M/s Invoice Mart (A TReDS Ltd.)), C2 TReDS (C2FO Factoring Solutions Private Ltd)., as per Govt of India directions, Department of Public Enterprises.
- o. If the Bidder attaches the financial bid along with the technical bid, the bid will be liable to be rejected.
- p. All Bidders are requested to ensure that to upload/provide all the required documents. The evaluation shall be done strictly based on the documents furnished by the Bidder and no documents shall be taken from the bidder/agency after closure of bid.

SECTION-II

All relevant annexures to be submitted on the Letterhead of the Bidder

Annexure- I

FORMAT FOR THE TECHNICAL BID

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

S.No.	Particulars	Reference
1.	Application for empanelment as Project Management Agency (PMA)	Format given in Annexure II
2.	Declaration Cum Undertaking	Format given in Annexure III
3.	Financial Capability Statement	Format given in Annexure IV
4.	Project Experience Details	Format given in Annexure V
5.	Power of Attorney for Authorized Signatory	Format given in Annexure VI
6.	Undertaking regarding Environmental, Social and Governance (ESG) Policy	Format given in Annexure VII
7.	Eligibility Declarations	Format given in Annexure VIII
8.	Related Party Declaration	Format given in Annexure IX

All Annexures to be submitted online ONLY.

Annexure-II

APPLICATION FOR INVITATION OF BIDS FOR EMPANELMENT OF PROJECT MANAGEMENT AGENCIES (PMAs) UNDER

- CATEGORY A – PROJECT MONITORING & DUE DILIGENCE SERVICES
- CATEGORY B – TEV/DPR REVIEW SERVICES

FOR SECTOR IN CATEGORY A/ B

S.No.	Particulars	Response of the Bidder
1.	Name of the Bidder: Address of the Registered/Corporate office:	
2.	Address of Local/Branch Office in Delhi NCR:	
3.	Name, Address and contact details (E-mail, Phone no.s etc.) of Proprietor/Partners/Directors of the Bidders: Person 1 Name: Address: Mobile No.: Email ID: Person 2 Name: Address: Mobile No.: Email ID:	
4.	Name, Designation and contact details (E-mail, Phone no.s etc.) of Contact Persons authorised for single point interaction with HUDCO: Person 1 (Authorised Signatory) Name: Designation:	

S.No.	Particulars	Response of the Bidder
	Mobile No.: Email ID: Person 2 Name: Designation: Mobile No.: Email ID:	
5.	Date of Incorporation/ Registration: i) In case of Company, a self-certified copy of the certificate of incorporation to be submitted. ii) In case of Partnership Firm, a certificate from CA certifying the date of registration along with a certified copy of the Partnership Deed to be submitted.	
6.	Type of the organization (Whether company/LLP/Firm)	
7.	Permanent Account Number in the name of Bidder(s) (Proof to be attached).	
8.	GST Registration No. (Proof to be attached).	
9.	a) MSME Registration (If Applicable):	MSME Registration No. Date: Category: Range of Supply/Services
	b) TReDS (Trade Receivables Discounting System) Registration (If Applicable):	If yes, Registration No. Date: Category: Range of Supply/Services If No, then provide date by which you will be registered on TReDS portal

S.No.	Particulars	Response of the Bidder
	c) Whether SC/ST/OBC Entrepreneur	If yes, please provide supporting documents
	d)Whether Woman Entrepreneur	If yes, please provide supporting documents
10.	Net Worth for each of the last three Financial Years should be positive.	FY 2024-25 INR FY 2023-24 INR FY 2022-23 INR
11.	Average Annual Turnover for last three financial years from Project Management Consultancy / Project Management Agency Consultancy services, duly supported by Statutory Auditor/ Chartered Accountant certificate	FY 2024-25 INR FY 2023-24 INR FY 2022-23 INR Average Annual Turnover: INR - For Category A: Avg annual turnover _____ (as per Table 2(c))” “For Category B: Avg annual turnover _____ (as per Table 2(c))
12.	For Category A: Total Number of Years of Experience in PMA / LIE / LFA services For Category B: Total Number of Years of Experience in TEV / DPR review services	
13.	Empanelment in Public Sector NBFC/ FI/Banks/Lending Institutions, for Project Monitoring and related due diligence assignments. As proof, the Bidder shall submit a self-certified copy of the empanelment letter.	Yes/No
14.	Confirmation for having Minimum 20 Full Time Employees (FTEs on Bidder's payroll) from techno-financial field (with bachelor's degree in engineering/ technology/finance/ architecture or equivalent qualification), meeting the following sector-specific requirements:	

S.No.	Particulars	Response of the Bidder
	For each sector bid submitted: • Minimum 05 sector-specific experts comprising: - 03 Technical Experts (Civil/ Electrical/ Mechanical/ Architecture as relevant to sector) - 02 Financial Experts (CA/ICWA/MBA Finance/equivalent) • Minimum Experience: 7 years post-qualification in any combination of: - Project Management Consultancy - Lender's Independent Engineer (LIE) - Lender's Financial Advisor (LFA) - Project Development/ Monitoring - TEV review - DPR review <i>Note: Detailed CV of the sector-specific experts to be submitted/uploaded.</i>	

Note:

1. In case of non-furnishing the required MSME registration details, the benefits of MSME will not be allowed presuming the agency is a non-MSME entrepreneur.
2. The Bidders will only be considered Women and SC/ST MSE respectively, if:
 - i) In case of proprietary MSE, the proprietor should be woman or SC/ST unit; and
 - ii) In case of partnership MSE, the woman or SC/ST partners should be holding atleast 51% shares in the unit; and
 - iii) In case of private limited companies, at least 51% shares shall be held by Woman or SC/ST promoters as the case may be.
3. In case the Bidder(s) do not have a statutory auditor, it may provide the Certificate from its Chartered Accountant (with UDIN mentioned).
4. Audited Balance sheet and Profit and Loss Statement for the three financial years as mentioned above shall be submitted.

Signature of Authorized Signatory

Annexure-III

FORMAT **DECLARATION CUM UNDERTAKING**

(TO BE SUBMITTED ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE AS PER PLACE/STATE OF EXECUTION AND DULY NOTARIZED)

I, _____ the Managing Partner/ Authorized signatory of _____ (mention name of the Company/ Firm/LLP and its address) do hereby solemnly affirm and declare as under: -

1. That our Company / Firm / LLP i.e. _____ (mention name of the Company / Firm / LLP) has applied in response to the Notice Inviting Tender (NIT) floated by HUDCO for Empanelment as Project Management Agency (PMA) in HUDCO for:
 - (a) pre-disbursement due diligence and post-sanction monitoring of private sector projects / schemes, including technical, financial, insurance and quality-related reviews as Lender's Independent Engineer (LIE), Lender's Financial Advisor (LFA) and / or Lender's Insurance Advisor (LIA); and
 - (b) review of Techno-Economic Viability (TEV) studies and Detailed Project Reports (DPRs) for projects in the Road, Real Estate, Energy, Airport and Seaport sectors, as may be specified in project-specific Requests for Proposal (RfPs).
2. We have understood the instructions, eligibility criteria and the terms & conditions mentioned in the NIT, and have thoroughly examined the detailed scope of work laid down therein. We hereby confirm our acceptance and compliance with the provisions and terms and conditions contained in the NIT.
3. That all the information, documents and declarations submitted in/with our application are true & correct to the best of our knowledge and understanding.
4. We understand that any misrepresentation/ statement in the Application (even if found later) may lead to disqualification or removal from the Panel of PMA. Further, we agree to indemnify HUDCO against any loss due to this and HUDCO may take any action as deemed fit.
5. We confirm to maintain the eligibility criteria during the empanelment period.
6. We have read the contents of HUDCO's Policy for Prevention of Frauds as available on the HUDCO Website (www.hudco.org.in) and we undertake to abide by the provisions of HUDCO's Policy for Prevention of Frauds.
7. We declare that the controlling stake in the Company/ Firm/LLP is held by the Indian entity / person.

DEPONENT

VERIFICATION

I/We _____ the above-named deponent do hereby verify that the contents of the aforesaid paragraphs 1 to 7 are true and correct to the best of *my/ our knowledge and belief and nothing is concealed therefrom.

Verified at _____ this _____ day of _____ 20____.
(* Strike off whichever is not applicable)

DEPONENT

Annexure-IV

FINANCIAL CAPABILITY STATEMENT

The Bidder shall provide turnover details from relevant consultancy services in the format below. **Separate turnover certification is required for Category A and Category B bids.**

Table 1: Category A – Project Monitoring & Due Diligence Services

(Relevant services: Project Management Consultancy / PMA / LIE / LFA / Project Monitoring assignments)

S.No	Financial Year	Turnover from Category A Services (INR Crore)
1	2022-23	
2	2023-24	
3	2024-25	
	Average Annual Turnover (Category A)	INR _____ Crore

Table 2: Category B – TEV/DPR Review Services

(Relevant services: TEV review / DPR review / Feasibility Study services)

S.No	Financial Year	Turnover from Category B Services (INR Crore)
1	2022-23	
2	2023-24	
3	2024-25	
	Average Annual Turnover (Category B)	INR _____ Crore

STATUTORY AUDITOR'S CERTIFICATE

(To be issued on Statutory Auditor's letterhead with UDIN)

To,
Housing and Urban Development Corporation Limited (HUDCO)
HUDCO Bhawan, Core 7A, India Habitat Centre,
Lodhi Road, New Delhi – 110003

Subject: Certification of Turnover from Project Management and Consultancy Services

Dear Sir/Madam,

This is to certify that we have examined the books of accounts and financial records of **M/s** _____ [Name of Bidder Company] (PAN: _____) for the Financial Years 2022-23, 2023-24, and 2024-25.

Based on our examination and the audited financial statements, we hereby certify as follows:

For Category A (Project Monitoring & Due Diligence Services):

The turnover from Project Management Consultancy / Project Management Agency / Lender's Independent Engineer (LIE) / Lender's Financial Advisor (LFA) / Project Monitoring services for projects located in India during the mentioned period is as follows:

- FY 2022-23: INR _____ Crore
- FY 2023-24: INR _____ Crore
- FY 2024-25: INR _____ Crore

Average Annual Turnover (Category A): INR _____ Crore

For Category B (TEV/DPR Review Services):

The turnover from TEV Study review / DPR review / Techno-Economic Feasibility Study services for projects located in India during the mentioned period is as follows:

- FY 2022-23: INR _____ Crore
- FY 2023-24: INR _____ Crore
- FY 2024-25: INR _____ Crore

Average Annual Turnover (Category B): INR _____ Crore

We confirm that the above turnover figures are only from consultancy services related to Project Management, LIE/LFA assignments, TEV studies, and DPR review for projects located in India, and exclude any other unrelated business activities.

This certificate is issued based on the audited financial statements and records maintained by the company for the purpose of empanelment with HUDCO.

For [Statutory Auditor Firm Name]

Chartered Accountants

Firm Registration No.: _____

Signature: _____

Name: _____

Membership No.: _____

UDIN: _____

Date: _____

Place: _____

Seal of the Auditor

INSTRUCTIONS FOR BIDDERS:

1. For Category A bids only: Complete Table 1 and obtain certification for Category A services. Average Annual Turnover must be at least INR 10 Crore.
2. For Category B bids only: Complete Table 2 and obtain certification for Category B services. Average Annual Turnover must be at least INR 5 Crore.
3. Submit audited financial statements with UDIN for all three years (FY 2022-23, 2023-24, 2024-25) along with this certificate.
4. Turnover should be only from projects located in India.
5. Parent/subsidiary company credentials may be submitted, with appropriate board resolutions and undertakings as per Section 2 of the RfP.
6. The Statutory Auditor's Certificate must clearly certify that turnover meets the respective threshold (INR 10 Crore for Category A / INR 5 Crore for Category B).

Note:

- In case the Bidder(s) does not have a statutory auditor, it may provide the Certificate from its Chartered Accountant (with UDIN mentioned).
- Audited Balance sheet and Profit and Loss Statement for the three financial years as mentioned above shall be submitted.

Annexure-V

PROJECT EXPERIENCE DETAILS

Instructions: To be submitted on Bidder's letterhead giving details of relevant private sector assignments completed in last 5 years (from preceding month of RfP issue date).

FOR CATEGORY A BIDS (Project Monitoring & Due Diligence):

Eligibility Requirement: Highlight projects meeting pre-qualification criteria:

- Minimum 5 completed assignments of PMC/PMA/LIE/LFA with underlying project cost $\geq$ INR 300 crore each
- Minimum 2 assignments in the specific sector for which bid is submitted (Road/Real Estate/Energy/Airport/Seaport)

Mandatory Supporting Documents:

1. Letter of Award/Work Order (showing scope and project cost)
2. Completion Certificate/Client Acknowledgment Letter
3. Scope of Work extract from agreement

Table A: Category A Project Experience

S. No.	Name of Project	Sector (Road /Real Estate/ Energy/ Airport/ Seaport)	Underlying Project Cost (INR Crore)	Consultancy Scope (PMC/ PMA /LIE/LFA)	Client Name & Contact Details	Award Date	Completion Date	Status (Completed/ Ongoing)
1								
2								
3								
4								
5								
6								
7								
8								

Note: Add more rows if you have additional relevant experience.

FOR CATEGORY B BIDS (TEV/DPR Review Services):**Eligibility Requirement:** Highlight projects meeting pre-qualification criteria:

- Minimum 5 completed assignments of TEV study/DPR review with underlying project cost $\geq$ INR 300 crore each
- Minimum 2 assignments in the specific sector for which bid is submitted (Road/Real Estate/Energy/Airport/Seaport)

Mandatory Supporting Documents:

1. Letter of Award/Work Order (showing scope and project cost)
2. Completion Certificate/Client Acknowledgment Letter
3. Scope of Work extract from agreement

Table B: Category B Project Experience

S. No.	Name of Project	Sector (Road/ Real Estate/ Energy/ Airport/ Seaport)	Underlying Project Cost (INR Crore)	Consultancy Scope (TEV / DPR Review)	Client Name & Contact Details	Award Date	Completion Date	Status (Completed/ Ongoing)
1								
2								
3								
4								
5								
6								
7								
8								

Note: Add more rows if you have additional relevant experience.**IMPORTANT NOTES:**

1. **For Category A bids only:** Complete Table A above with minimum 5 qualifying projects (at least 2 in the specific sector).
2. **For Category B bids only:** Complete Table B above with minimum 5 qualifying projects (at least 2 in the specific sector).
3. **Definition of Completion:** Final report submitted and accepted by client. For ongoing projects nearing completion, provide the expected completion date and current status.
4. **Underlying Project Cost:** This refers to the total cost of the project for which consultancy services were provided (not the consultancy fee).

5. **Client Contact Details:** Provide complete address, contact person name, designation, phone number, and email ID for verification purposes.
 6. **Supporting Documents:** For each project listed, attach:
 - Copy of Letter of Award/Work Order
 - Copy of Completion Certificate or Client Acknowledgement
 - Brief description of the scope of work from the agreement
 7. **Parent/Subsidiary Credentials:** Credentials of parent/subsidiary companies may be submitted for eligibility, provided appropriate supporting documents (shareholding pattern, board resolutions, undertakings) are submitted as per Section 2 of the RfP.
 8. **Sector-Specific Projects:** Clearly highlight the 2 mandatory sector-specific projects in each table by marking with asterisk (*) or bold formatting.
 9. **Verification:** HUDCO reserves the right to verify project details with clients and may seek additional information/documents as required.
-

DECLARATION:

We hereby declare that the information provided above is true and correct to the best of our knowledge. We understand that any misrepresentation may lead to disqualification or cancellation of empanelment.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Company Seal

Date: _____

Place: _____

Note:

In case of different stages of projects, the work shall be considered as completed if the work at the stage of submission of the final report is submitted to the client. However, Bidder(s) must submit an acknowledgement of the client or any proof of acceptance of the final report by the client.

The bidder shall provide details of all relevant private sector assignments undertaken in the last five years, clearly indicating projects with a cost of more than INR 300 crore each and specifying those pertaining to the sector for which the bid is being submitted.

Annexure-VI

Power of Attorney Format

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to State/place of the execution.)

(Mandatory for Company/LLP/Firm - **STAMPED & NOTARIZED**)

Know all men by these presents, We, [name of organization and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr/Ms [name], son/daughter/wife of [name], and presently residing at [address], who is presently employed with/retained by us and holding the position of [designation] as our true and lawful attorney (herein after referred to as the "Authorized Representative"), to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Application for Empanelment as Project Management Agency for [name of assignment in sector in.....category], by Housing and Urban Development Corporation Ltd. (the "Client") including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/responses to the HUDCO, representing us in all matters before the HUDCO, signing and execution of all contracts and undertakings consequent to acceptance of our Application.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or to be done by our aforesaid Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our aforesaid Authorized Representative in exercise of the powers hereby conferred and shall always be deemed to have been done by us.

IN WITNESS WHEREOF, WE [name of BIDDER(S)], THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS [date in words] DAY OF [month] [year in "yyyy" format].

For [name and registered address of Agency]
[Signature]

[Name] and [Designation] of Witnesses:
[Signature, name and address of witness]

Accepted
[Name of Authorized Representative of Bidder(s)]
[Designation] and [Address]
[Signature] and [Date]

Annexure-VII

Undertaking related to Environmental, Social and Governance (ESG) policy

TO WHOM SO EVER IT MAY CONCERN

1. Name of the Bidder(s):
2. Address of Bidder(s):

We herewith declare that -

1. We uphold ethical business conduct, including anti-corruption measures.
2. We encourage diversity and inclusion within our organization and supply chains and comply with health and safety regulations, ensuring the well-being of our employees

It is certified that the information furnished above is true and correct.

Signature of Authorized Person/Signatory of Bidder(s)

Full Name & Designation of Authorized Person of Bidder(s)

Seal of Bidder(s)

Date:

Place:

Annexure-VIII

Eligibility Declarations

To
ED(P), BUSINESS DEVELOPMENT CELL
HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED,
CORPORATE OFFICE
HUDCO BHAWAN, CORE 7A, INDIA HABITAT CENTRE,
LODHI ROAD,
NEW DELHI -110003

Subject: Self Declaration for complying with the Eligibility conditions mentioned in RfP.

Dear Sir,

We hereby confirm that our company/LLP/Firm (tick the correct option),
.....accomplies with all the stipulations of NIT-clause.....wrt
eligibility criteria and declare as under and shall provide evidence of our continued eligibility
to HUDCO.

1. Legal Entity of Bidder:.....
2. We are/ are not a JV.....
3. We solemnly declare that we (including our affiliates or subsidiaries or constituents):
 - i) Are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have our business activities suspended and are not the subject of legal proceedings for any of these reasons;
 - ii) (including our Contractors/subcontractors for any part of the contract):
 - a. Do not stand declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organisation or its Ministry/Department from participation in its Tender Processes; and or
 - b. Are not convicted (within three years preceding the last date of bid submission) or stand declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of Government of India from participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.
 - iii) Do not have any association (as bidder/partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the Tender Document.
 - iv) We certify that we fulfil any other additional eligibility condition if prescribed in

Tender Document.

- v) We have no conflict of interest, which substantially affects fair competition. The prices that will be quoted will be competitive and will not adopt any unfair/ unethical/ anti-competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.
4. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017. We certify as under: *"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered."*

We certify that:

We are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed) and;

We shall not subcontract any work to a contractor from such countries unless such contractor is registered with the Competent Authority.

5. MSME Status:

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

- i) We are- Micro/Small/ Medium Enterprise/ SSI/ Govt. deptt./ PSU/ Others:.....
- ii) We attached herewith, Udyam Registration Certificate with the Udyam Registration Number as proof of our being MSE registered on the Udyam Registration Portal. The certificate is the latest up to the deadline for submission of the bid.
- iii) Whether Proprietor/ Partner belongs to SC/ST or Women category. (Please specify names and percentage of shares held by SC/ST Partners):.....
6. Start-up Status we confirm that we are/are not a Start-up entity as per the definition of the Department of Promotion of Industrial and Internal Trade-DPIIT.

7. Make in India Status:

Having read and understood the Public Procurement (Preference to Make in India PPP- MII) Order, 2017 (as amended and revised till date) and related Procuring Organisation notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

i) Self-Certification for the category of suppliers:

(Provide a certificate from statutory auditors/ cost accountant in case of Tenders above Rs. 10 Crore for Class-I or Class-II Local Suppliers). Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of the supplier (tick the appropriate category):

Class-I Local Supplier/ Class-II Local Supplier/ Non- Local Supplier

ii) We also declare that:

- ☐ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for an offered Goods, or
- ☐ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Goods

8. Penalties for false or misleading declarations:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties as mentioned in this Tender Document.

.....
Signature with date

.....
.....
Name and Designation

Duly authorized to sign bid for and on behalf of

.....
.....
Name and address of Bidder and seal of company

Annexure-IX

Related Party Declaration

This is to certify that the Bidder(s) as well as any of our employee is not in relation with any employee working in HUDCO and also not having any relationship within the meaning of Section 2(77) of the Companies Act, 2013 with any Directors of HUDCO/Statutory Auditor (M/S SARC & Associates, Chartered Accountants, D-191, Okhla Phase I, New Delhi-110020).

Signature of Authorized Signatory

Name: _____

Designation: _____

Date: _____