

No. FR/PSB/Tax Consultant/2013

June 04, 2013

Sub: Invitation of offer for appointment as Tax Consultant in respect of Debt Securities of any nature- Technical and Financial Bids

Housing & Urban Development Corporation Limited (HUDCO), A Government of India Undertaking wish to invite technical and financial bids from reputed Chartered accountant firms for Tax Consultancy.

HUDCO has been issuing taxable & tax-free bonds on private placement basis and through public issue year after year. These bonds are transferable, by endorsement & delivery in case of physical scrip, and electronically in case of demat scrip. Currently HUDCO has around Rs.12000 crs worth bonds outstanding including Rs. 7500 crs raised through public issue with approx. 1500 folios of taxable privately placed bonds & 50000 folios of tax free bonds. The investor base comprises of Individuals, HNI, FIIs, Corporate, Banks, Financial Institutions, Mutual Funds, HUF, Trusts, Regional Rural Banks, Cooperative Societies and Foreign Banks etc.

During course of issuance and servicing of debt securities, there are tax implications. The scope of work of tax consultant is envisaged as follows:-

1. To verify and certify the interest calculations.
2. To verify, scrutinize and certify the tax calculations, tax challans & TDS certificates or other certificates, if any.
3. To visit HUDCO office, as and when required to, scrutinize the papers/orders /declarations received from bondholders and advise on their acceptability etc. and to advise us for deductions/non-deductions of tax.
4. To advise HUDCO for maintenance of records, facilitating & filing of returns as per Tax Authority Guidelines for filing of tax returns for cases where tax is deducted and those where it is not deducted.
5. To advise HUDCO to fulfill tax obligations in respect of Debt Securities of any nature and issuance of certificates in respect of tax from time to time.
6. To advise HUDCO on other tax related issues in respect of Debt Securities of any nature.
7. To timely inform HUDCO about revision in tax rates provisions and rules etc. whatever with regard to various categories of Debt Securities of any nature and their implications on HUDCO and Holder.
8. Preparation and filing of Annual Information Report.
9. Preparation and filing of E-TDS return of Debt Securities of any nature on quarterly/yearly basis as per Income Tax rules.
10. To assist HUDCO in settling any tax disputes with Tax authorities relating to Debt Securities of any nature.
11. In addition to above, Certification as may be required in context of issuance and/or otherwise of any debt securities by HUDCO.

The Chartered Accountant firms fulfilling following criteria may apply (for short listing):-

- i) Having a turnover of over Rs.50 lacs p.a.
- ii) Should be a partnership firm, Minimum number of partners to be 6.
- iii) Firm standing should be for a minimum of 15 years
- iv) Possess experience of providing similar services in PSUs for over 15 years and HFCs for last 5 years.
- v) The firm should have its head office/branch office in Delhi within a radius of 10 kms of registered office of HUDCO.

Other Terms and condition

- a. The period of contract shall be for a period of one year extendable by further two years with mutual consent on similar terms and subject to approval of HUDCO's management. The contract can be terminated by either side after giving a notice of one month.
- b. HUDCO would retain 10% of the annual fee for 3 years and the same would be paid after the said period on settlement of tax related queries / disputes.
- c. The bidder is required to submit supporting documents to substantiate as to how it meets the each of the criteria (for short listing) as stated above.
- d. The Technical bid shall be opened first and after qualifying technically, the financial bid will be opened in respect of successful bidders only.
- e. Any modification in offer after the date of opening will not be considered.
- f. Quotations received late, will not be considered. HUDCO will not be responsible for any postal delay or any delay whatsoever.
- g. HUDCO reserves the right to reject any or all bids and/or alter the condition without assigning any reason.
- h. All matters of disputes arising out of this order shall be referred to courts in Delhi/New Delhi jurisdiction only.

Declaration to ensure compliance u/s 297 & 299 of companies Act, 1956:-

You are requested to declare whether any partner of the firm or director of their company, as the case may be, has any relation with any employee working in the company. Give the name of the employee and the relationship, and also whether any of them has a relationship within the meaning of Section 6 of the Companies Act 1956, with any of the Directors of HUDCO, if so give details. This is necessary to ensure compliance of Sections 297 and 299 of the Companies Act, 1956.

You are requested to send in your technical & financial bids in two sealed cover envelopes separately, placed together in one sealed envelope. The first envelope shall contain technical bid and second envelope shall contain financial bid. The Technical bid/offer shall be opened first and the financial bids will be opened only in case of technically qualified firms. Bid/offers should be sent, either by post or deposited in Tender Box available at 1st Floor of HUDCO Limited, HUDCO Bhawan, India Habitat Center, Lodhi Road, New Delhi 110003 in a sealed cover clearly, indicating, "**Bid for appointment of Tax Consultant in respect of Debt Securities of any nature issued by HUDCO**" (as per address and schedule given on tender page).

Thanking you,

Yours sincerely,

Rajinder Paul
Executive Director (Finance)

Format of Financial Bid

Particulars	Amount (Rs.)
Annual Fees (all inclusive) payable quarterly (Service tax & other statutory taxes/levies as applicable)	

Note:

- However, Charges paid for filing of tax return with Tax Authorities shall be reimbursed at actuals on production of receipts / documentary evidence.
- There shall be no price escalation during the currency of the assignment from the date of appointment.