

RESPONSE TO PRE-BID QUERIES FOR RFP FOR ENGAGEMENT OF AUDIT FIRM FOR FINANCIAL AUDIT OF SEWA KENDRAS

S.no	Query Received From	Query	Response
1.	Vijay Kumar Partner, For Goyal Parul & Co. Chartered Accountants through Email dt. 22.09.2020	1. If a single DD can be made for both tender fee and EMD 2. Serial no. 4 on page no. 17 of RFP states that “The firm must have done at least one similar work of value Rs. 20 lacs for any Govt. entity in last 5 years” a. Please clarify the term similar Assignment b. Also clarify as to whether it will be considered as under Assignment A1+A2+A3.....An, total work value to be 20 lacs or more	As per RFP a. ‘Similar’ here means that the Audit/Reconciliation related to transactions or any work similar to the scope of work in the RFP b. To be considered as single work order of value at least Rs. 20 lacs
		3. As per page sr. no. (iii) no. 34 of RFP, applicant needs to submit Technical presentation (Adequacy of the proposed work plan and methodology- Power point presentation) , Please clarify the mode by which power point presentation needs to be submitted, pen drive /CD/Physical printout	Tender Evaluation Committee will call the bidders for presentation in which soft copy and hard copy shall be submitted
		4. Clarification is sought regarding location of audit:- Would it be one location which may be DGR office Mohali or each Suvidha Centre.	Primarily the audit/activity will be done at DGR office. However, the selected firm shall be required to visit atleast 10 Sewa Kendra per zone per month. Locations of Sewa

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		<p>Confirm is also sought on whether audit would be done at one location or the audit team needs to do audit by physical visit to each suvidha centre or each district office.</p> <p>5. Annexure 'A' and 'B' do not specify the period to which they relate. Further please differentiate between Service Wise Transaction volume of Punjab Sewa Portal and E-Sewa Application data</p> <p>6. Is this working to be allotted to multiple audit firms or to single audit firm... If it is to be allotted to number of audit firms then among how many firms the working will be allocated.</p>	<p>Kendras shall be intimated by PSeGS that will be in State of Punjab.</p> <p>All types of visiting/travelling costs shall be borne by the bidder.</p> <p>Period for details in Annexure 'A' and 'B' is from August, 2018 to June, 2020.</p> <p>Citizen applications at Sewa Kendras are registered through 2 portals – E-Sewa and Punjab Sewa Portal.</p> <p>Single audit firm should be selected</p>
2.	M/s Ritesh Juneja & Associates through email dt. 17.09.2020	<p>Briefed here below are the earlier eligibility criterion- Eligibility Criteria</p> <p>a. C.A. Firm (Lead firm and/or associate separately) should have at least 5 years of experience of working in the internal and statutory audit of Books and Accounts in Government sector/PSUs.</p> <p>b. The C.A. firm must be CAG empanelled.</p> <p>c. The Firm must be registered with ICAI (Institute of Chartered Accountants of India) and operational in India since last 5 (Five) years on the date of</p>	Eligibility criteria is as per RFP only

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		<p>publish of this RFP and must remain operational thereafter.</p> <p>The Firm must not have been blacklisted or Debarred by any state Govt./ Govt. Agency/ PSU/ GOI during last three years on date of submission of tender. The firm must submit an affidavit to this effect signed by authorized signatory as mentioned in the RFP</p>	
3.	CA. Nikhil Gupta through email dt. 21.08.2020	<p>With respect to RFP for Sewa Kendra Audit, we have following queries :-</p> <ol style="list-style-type: none"> 1. Earnest Money deposit: EMD of Rs 1 lac has been asked for MSME registered firms are not liable to pay EMD as per MSME Act. Accordingly, whether MSME registered firm is exempt to pay this EMD of 1 lac. 2. Can CA firms apply in any no. of district in any zone for eg. 2 district in zone 1 and 2 district in zone 2. 3. Data of deposit of wallet: how can the same be provided to CA firm by concerned deptt/PSU and will it be ratified by DGR? 	<ol style="list-style-type: none"> 1. As per RFP 2. Single audit firm to be selected for all districts. 3. PSeGS shall facilitate the selected firm to obtain the data from other departments however to be collected by the firm 4. As per RFP

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		4. RFP says a firm should have 10 CA on its payroll.- will CA firms having more than 10 partners with 2-3 CA on its roll be eligible.	
4.	Ms. Sandeep Kaur, Associate, Hemant Shah & Associates Llp, Chartered Accountants through email dt. 25.08.2020	<p>Please clarify the following point</p> <ol style="list-style-type: none"> 1. The firm must have at least 10 CAs on its payroll whether full time CA partners will qualify as CA on Payroll ? 2. The firm must have done atleast one similar work of value Rs. 20 lacs for any Govt. entity in the last 5 years. Whether the work of value rupees 20 lacs is from one entity in one year or is it cumulative value for 5 years from different government entities? 	<ol style="list-style-type: none"> 1. As per RFP 2. To be considered as single work order for any Govt. entity of value atleast Rs. 20 lacs of any time duration
5.	CA Sandeep Gupta, Partner Raj Gupta & Co. through email dt. 25.08.2020	<p>There arises a query regarding the eligibility criteria for the CA firm. Its written as "The firm must have done atleast one similar work of value Rs. 20 lacs for any Govt. entity in last 5 years".</p> <p>Thus the query is whether the work done must be same or it means that it must come under the ambit of the government entity?</p>	As per RFP

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		The same point that has been raised as a query has been enclosed herewith and highlighted. Please revert back as soon as possible.	
6.	CA Jasminder Singh & Associates through email dt. 15.08.2020	<p>In relation to your RFP for Engagement of Audit Firm for Financial Audit of Sewa Kendras, we have following queries:</p> <ol style="list-style-type: none"> 1. Whether all the zones will be allotted to single CA firm or otherwise? 2. What is the minimum base price for fixing the financial quote? 3. Requirement of Man days to conduct the audit? 	<ol style="list-style-type: none"> 1. Single audit firm to be selected for all districts. 2. Bidders are required to make their own assessment to provide the financial quote 3. Bidders are required to make their own assessment to complete the scope of work and to provide the deliverables in timelines as mentioned in the RFP
7.	CA Anu Chaudhary	<ol style="list-style-type: none"> 1. There are 516 Sewa Kendras in all over Punjab. Do we need to visit all for the monthly audit? Or data will be provided centralised at one location? 2. Affidavit regarding that Firm is not blacklisted or Debarred by any state Govt./Govt. agency/PSU/ GoI during last three years from time of submission of tender has to be given on letter head or stamp paper? If stamp paper on what amount of stamp paper it is required? 	<ol style="list-style-type: none"> 1. The access of data shall be provided. However, the selected firm shall be required to visit atleast 10 Sewa Kendra per zone per month. Locations of Sewa Kendras shall be intimated by PSeGS. 2. Stamp paper of value Rs. 100/-