

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.	CA Anu Chaudhary Email dt. 18.03.2021	1. Clarify EMD is Rs.50,000/- or Rs. 1.00 lacs as on place its mentioned Rs.50,000.00 and on other its Rs. 1.00 lacs.	EMD is Rs. 50,000/-
		2. Location of Audit: Primarily the audit/activity will be done at DGR office, Mohali. However, the selected firm shall be required to visit at least 15 Sewa Kendra per zone per month. Locations of Sewa Kendras shall be intimated by PSeGS that will be in State of Punjab. All types of visiting/travelling costs shall be borne by the bidder. - Is it applicable for Reconciliation as well as for regular audit? We have to visit Mohali and only 15 sewa kendra in punjab monthly?	Audit or Reconciliation activity may be done onsite or offsite.
		3. The firm must have atleast 20 employees on its payroll for audit purposes or The company must have atleast 25 CAs on its payroll. Both statement mentioned in RFP are contradictory to each other. Please clarify.	The firm must have atleast 20 employees on its payroll for audit purposes. Amended Annexure 'D' is attached.
2.	CA Jasinder Singh & Associates	1. One-time activity period Aug 2018 to Oct 2020 or Aug 2018 to March 2021 ?(Page 12- Point 1)	Period of Audit, Reconciliation (Pg. 12), point I to be read as "Aug 2018 to March 2021"

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	Email dt. 24.03.2021	2. Timeline for Providing the records(Page-13-:remarks 1 to 4)	Available records/Data/information shall be provided immediately after signing the contract
		3. EMD of Rs. 50000 or 100000?.	EMD is of Rs. 50,000/-
		4. EMD or BG or Both?	EMD shall be submitted at the time of bidding. It will be released once work is allocated. Bank Guarantee shall be submitted by the selected bidder at the time of signing of the contract
		5. NJSP to be purchased within 7 or 15 days (Page 27 point 13)	7 days
		6. Average annual turnover of the firm 50 Lakhs or 1 CR (Page 19 or Page 73)	Rs. 50 Lac
		7. 25 Employees or 25 CAS on Payroll(Page 19 or Page 74)	20 Employees on Payroll

Note:- Amended Annexure 'D' of the RFP is attached.

PRE- QUALIFICATION-CUM-TECHNICAL BID

(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS
INDICATED)

Sl.No.	Particulars	
1	Chartered Accountant Firm	Name & address of the firm
		Name & Address of authorized partners
		Telephone Number with STD code
		Mobile No.(s) of Partners
		e-mail ID
		(Submit copy of

		supporting document regarding address of the firm)
2. a)	Pre-qualification Criteria 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/ULB in India.	Relevant supporting documents of experience
b)	The CA Firms has to be empanelled with C&AG of	Empanelment Number <i>(Submit copy of</i>

	India and have presence in Punjab/Tricity.	<i>Evidence)</i>
c)	The Firm must be registered with ICAI (Institute of Chartered Accountants of India) and operational in India since last 5 (Five) years from the date of publish of this RFP and must remain operational thereafter.	Certificate of empanelment and certificate of operations
d)	The Firm must not have been blacklisted or Debarred by any state Govt./Govt. Agency/PSU/Gol during last three years from time of	Affidavit

	<p>submission of tender. The firm must submit an affidavit to this effect signed by authorized signatory as mentioned in the RFP</p>	
e)	<p>Average Annual turnover of the Firm from Consultancy services in last 3 (three) Financial years (2019 -20, 2018-19, 2018-17) must be equal or greater than 50 lac per annum.</p>	<p>CA Certificate with balance sheets</p>
f)	<p>The firm must have done atleast one similar work of value Rs. 20 lacs for any Govt. entity in last 5 years.</p>	<p>Attach work order/client certificate</p>

g)	The company must have at least 20 Employees on its payroll	Certificate from HR with details of manpower and proof of payroll
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Signature:

Date:

Name:

OFFICE SEAL

Designation: