

Minutes of Pre-proposal Meeting regarding “Internal Audit Services” held on 21st February 2022 at 1100 Hours via Online

The pre-proposal meeting against the Request for Proposal (RfP) for “Internal Audit Services” was held on 21st February 2022 at 1100 hrs through video conferencing.

Name of the Packages/ Ref. No

“Internal Audit Services” – RfP No. SICOM/Consultancy/RfP/2021-22/03

Name of the officials who participated:

From Purchaser:

1. Officials of SICOM

From Bidders:

1. Representative of M/s Vinaj Jain and Associates, New Delhi
2. Representative of M/s J K Sarawgi & Company, New Delhi
3. Representative of M/s Garg Ashok & Company, Delhi
4. Representative of M/s Rama K Gupta & Co., New Delhi

Opening Remarks

SICOM welcomed the participants and explained the context of this RfP. Thereafter, the bidders raised queries and sought clarifications and also submitted their queries through mail. The gist of queries and clarifications is attached at **Annexure- I**.

Annexure- I**Reply to the queries raised by the Bidders during the pre-proposal meeting of “Internal Audit services” held on 21st February 2022**

S. No	Query raised by Bidders	Clarifications by SICOM
1.	What is the Total Budget for Various projects for the year ending 31st March 2022?	The total budget for SICOM under various heads is approximately INR 35 Crores for the year ending 31 st March 2022.
2.	What is the Projected Budget for the year 2022-23?	The projected budget for SICOM under various heads is approximately INR 185 Crores for the year 2022-23.
3.	What Accounting Software is used by Organization?	Tally ERP is the accounting software used presently.
4.	Whether travel to project sites is compulsory or it can be taken test check basis.	The travel to project sites is not required.
5.	The Pre-Proposal meeting was terminated by host itself, please let us know what clarifications were sought by others.	<p>The pre- proposal meeting was ended after taking all the queries from the prospective bidders who attended the pre bid meeting.</p> <p>The clarifications sought by all the bidders are mentioned in these pre-proposal minutes.</p>
6.	Please let us know the No. of Employees in the Organization at present.	It is not related to RfP. However, please visit SICOM’s website i.e. https://sicom.nic.in/ for such information.
7.	Please let us know the number of Vouchers from 1st April, 2021 to till date.	The approximate 487 Vouchers have been generated from 1 st April 2021 till date.
8.	It is stated as per TOR – Section 5. Alternative professional staff shall not be proposed & only One C V may be submitted.	No changes in the existing Clause.

S. No	Query raised by Bidders	Clarifications by SICOM
	<p>Please clarify on which team member it will be applicable e.g. Partner, Audit manager or Team Member.</p> <p>In the pandemic period, to avoid any further replacement due to covid/medical conditions, we propose to provide following CV's</p> <ul style="list-style-type: none"> (i) Partner – 2 Nos. (any one to be deployed) (ii) Audit Manager – 2 Nos. (any one to be deployed) (iii) Team Member – 5 Nos. (any three to be deployed) <p>However for the purpose of evaluation we may propose Team -1 as per requirement & Team -2 as buffer/standing team which can be used in case of any medical problems/otherwise for any member after obtaining approval from client.</p> <p>(Page no. 19 of file/Page no 16 of RFP and Point No. 14.2- C V of Team)</p>	<p>Please refer ITC Clause 14 Preparations of Proposals- Specific Considerations sub-clause 14.1.2 (b) (at page no. 16).</p> <p>The Alternative Professional Staff is not applicable to any of Partner, Audit Manager and Team Member.</p> <p>This implies that the bidders need to submit one CV for one professional whether it may be Partner, Audit Manager and Team Member.</p> <p>Further, please refer ITC Clause 15 Technical Proposal Format and Content sub-clause 15.1.1 (at page nos. 16 & 17) which clearly states that the Consultant shall not propose alternative Key Experts and only one CV shall be submitted for each position. Failure to comply with this requirement will make the proposal non-responsive.</p>
9.	<p>Please note that though the present applicable rate of GST is 18% and we can quote fees inclusive of GST however it is requested that if rate of GST is increased in future, then such increase over & above 18%, should be reimbursed or fees quote may be asked including all taxes but excluding GST which may be charged at the rate as applicable as on date of issuing bill for professional fees.</p> <p>(Page No. 32 of file/ Page No. 29 of RFP and point No. 24.1 - All local Taxes including GST)</p>	<p>No changes in the existing Clause.</p> <p>Please refer GCC Clause 34 Changes in the Applicable Law Related to Taxes and Duties Sub-clause 34.1 (page 76) which states about the applicability of terms & conditions in case of increase or decrease of taxes.</p>
10.	<p>For F.Y. 2021-22 first 3 quarters have already been passed and time period for all 3 quarters report is</p>	<p>No changes in the existing reporting.</p>

S. No	Query raised by Bidders	Clarifications by SICOM
	<p>31.05.2022. It is requested that we should be permitted to submit one consolidated report for the period from April' 2021 to December 2021 & Secondly Annual Consolidated report for the period from April 2021 to March 2022</p> <p>(Page 58 of file / Page No. 55 of RFP and Point 12 – Submission of Reports)</p>	
11.	<p>Purpose of professional insurance in name of client of Rs.5 Lakhs per annum is not clear. Request you to waive it or clarify if the firm has taken professional indemnity insurance for an higher amount for overall functions of the firm – whether it will suffice the abovesaid requirements.</p> <p>(Page no. 76 of file / Page No.73 & 81 of RFP and Point No. 24 - Insurance to be taken out by consultant & Point no. 24.1 of special conditions of contract)</p>	<p>No changes in the existing Clause.</p> <p>The professional insurance as stated need to be taken specifically for SICOM to cover the risk of professional liability.</p>
12.	<p>It is written to provide a performance security for performance of the contract for an amount mentioned in the data sheet, however there is no such mention in Data Sheet</p> <p>(Page No. 80 of file/ Page No. 77 of RFP and Point 38.3.1 – Performance Security)</p>	<p>Please refer SCC- Number of GC Clause 38.3 Not Applicable (page no. 81).</p> <p>This indicates that no Performance Security will be taken under this Contract.</p>
