

Pre Proposal Conference
“Query and Clarifications” for hiring of CA firm for Internal Audit 2016-17 held on 25th October 2016 at BRLPS
Office, Biscomaun Bhawan, Patna.

RFP No. IN-BRLPS-1615-CS-FBS

The representatives of consultants have discussed in details the various provisions under the issued Request For Proposal and the same have been clarified to their satisfaction by the representatives of Client including the following specific queries and responses there against:

Sl. No.	Queries	Clarifications
1.	What is the last date of submission of RFP?	It is clarified that last date of submission of RFP is 9 th of November 2016. It is also clarified that technical and financial proposal should be in separate envelope and then both the envelope should be submitted in a single envelope. Further the name of assignment, address of the firm must be mentioned on top of the envelope. The technical proposal should be in hard copy as well as in soft copy [MS-word format] but financial proposal should be only in hard copy.
2.	It is mandatory to attached Photograph and copy of certificate of key expert along with CV?	It is clarified that there is no need to attach photograph and copy of certificate of key expert along with CV. CV must be signed by proposed key expert and certified by those partner who have submitted the proposal.
3.	What is the way of submission of Audit Report, Is it submitted quarterly basis or half yearly basis?	It is clarified that audit report must be prepared and submitted on quarterly basis along with annual report as mentioned in ToR.
4.	Cost of assignment mentioned in the RFP is for single assignment?	It is clarified that estimated cost of assignment mentioned in the RFP is for a single assignment comprising two districts mentioned there under.
5.	Team composition will be same for all the assignments applied for or not.	If any firm wants to submit their proposal for more than one assignment, it is clarified that team composition should different for all the assignments for which the proposal is being furnished.
6.	Power of Attorney should be given on stamp paper?	It is clarified that Power of Attorney may be given on plain paper at RFP stage but at time of signing the contract with successful firm, the power of attorney document shall required to be submitted on the stamp paper of requisite value.
7.	What are criteria for extension of contract, after completion of Internal Audit 2016-17?	It is clarified that extension of contract will be considered based on review of performance [quarterly basis] and grading awarded to the CA firm besides other factors of

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		extension elaborated in the contract with the firm.
8.	What is the meaning of the expression “adequacy for/relevant to the assignment”.	As elaborated in the RFP it should be construed as “reference to prior work /assignments that best illustrate capability to handle the assigned task”.
9.	Is it mandatory to attach supporting documents of experience of the firm along with proposal?	It is clarified that firm must attach the necessary supporting documents with the proposal for the claiming the experience of the firm and other conditions which is the basis for the award of technical score to the firm.
10.	What will the scope for replacement of key expert during the contract period?	<p>A provision regarding replacement of key experts has been elaborated under para 30 to draft contract annexed with the issued RFP.</p> <p>In the light of such provision it is clarified that any such replacement may be considered in appropriate circumstances based on the written request of the consultant and approval of the competent authority provided that the replacement is proposed with a person of equivalent or better qualifications and experience, and at the same rate of remuneration.</p> <p>The request for replacement of all or substantial part of the key experts may not be entertained.</p>
11.	Whether any format is prescribed for submitting the Statement of Undertaking mentioned at para 10.2 of the data sheet under instruction to consultant?	FORM TECH-I of the technical proposal, completed in all respect will be sufficient for the requirement of submitting the Statement of Undertaking mentioned at para 10.2 of the data sheet.
12.	As regards specific experience of the consultant (as a firm) relevant to the assignment [Reference: clause (i)/para 21.1 of data sheet under ITC]. How will the work order/s be considered for marking purpose, where there exist more than one work orders during a particular financial year?	In addition to the instruction available with clause (i)/para 21.1 of data sheet under ITC, it is further clarified that the where there exist more than one work order/contract during a particular financial year, each such distinct and separate work order, irrespective of the tenure of the assignment mentioned there in, shall be considered as a distinct assignment for marking purpose.