

**MINUTES OF PRE-BID MEETING**  
**(TENDER NO. SPMCIL/FIN/155/2010/1 DT. 1.7.2011)**

**Date 20.07.2011**

**Sub: NIT for appointment of CA Firms for conducting concurrent Audit of SPMCIL, EPF Trust**

The Pre-bid meeting held on 15.07.2011 at 03:00 PM

Following firms and their representatives attended the meeting for appointment of CA Firms for conducting Audit of SPMCIL held on 15.07.2011 at 03:00 PM.

Sr. No	Name of Representatives	Name of CA Firm
1.	Sh.DeepakChauhan	M/s Ajay K.Agarwal& Associates
2	Sh.HardeepSinghal	M/sRawla& Company
3	Sh.Aviral Gupta & Ms. Sudhi Jain	M/s Grant Thornton
4	Sh.AnujDhingra& Sh. H.s.Rekhi	M/s S.C. Vasudeva& Co.
5	Sh. R.K.Gupta	M/s R.P.L.& Co.
6	Sh. Deepak Sahoo	M/sB.N. Mishra & Co.

**2.** The Pre-bid meeting was chaired by DGM (F) and attended by Dy. Manager (Marketing), Officer(F&A) and Consultant Mrs. KiranKapoor and attended by firms named above.

**3 .** DGM (F) welcomed all CA Firms representatives and informed that this pre-bid meeting is for giving clarification on the issues being raised by CA Firms and bringing transparency and clarity in tender process. DGM(F) asked the participant of CA Firms to raise their query or seek any clarification on the terms and condition of the tender.

Following queries were raised by participants:-

**1. Grant Thornton**

**2. R.P.L & Co.**

Q.1 Both the Company's representative asked to clarify point (g) of qualifying criteria-

Ans. DGM (F) - For average turnover of last 3 years the firm have to submit their balance sheet of last 3 years. 2008-09, 2009-10, 2010-11.

Q.2 Representative of all the firms asked for clarification on scope of work page 17 Note (ii) i.e. from (initial date of audit to concluding date of concurrent audit, work should be done on daily basis.)

All firms asked to clarify this point.-

Ans: DGM(Fin) The firms are at liberty to consolidate report for Nov., 2008 to March, 2010 and from 01. April, 2010 to 31<sup>st</sup> March, 2011 onward firm has to give report on monthly basis and check the voucher/schedule on daily basis.

Q.3. All the firm asked to clarify Sr.2 & 4 of Annexure (E) schedule of information.

Ans: DGM (F) clarified that Sr.No.2 and 4 are repeated items hence Sr. No.4 may be deleted from Annexure-E.

Q.4 All the firm representative asked to clarify Sr.No.11 of condition (page-8).

Ans: DGM(Fin) Sr.No.11 of Page-8 of conditions, "should be read as the bidder shall furnish attested photocopy of service tax/income tax return alongwith his tender.

Q.5 All the representative of firms asked to clarify Sr.No.5 (B) page-9 of tender (Important instruction for tenderer).

Ans: DGM (Fin) It should be read as; "The tender submitted on behalf of a firm shall be on power of attorney of the firm or by a partner who has necessary authority on behalf of the firm to enter into proposed contract otherwise the tender is liable to be rejected.

All other terms and conditions of the tender will remain the same.

Above changes/amendments shall become integral part of the tender published vide SPMCIL/Fin/155/2010/01 dated 08.07.2011.

DGM (F) thanked all the participants and informed that all the changes made will be displayed on website on 20.07.2011(Wednesday).