

Minutes of Pre Proposal Conference for Engagement of an Internal Auditor for Meghalaya Community Led Landscape Management Project under MBMA

Place: Shillong

Date: 6th January, 2020

Participants from MBMA and other agencies – Attendance Sheet Attached (Annexure I)

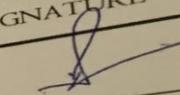
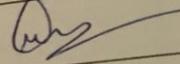
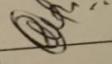
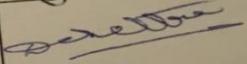
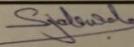
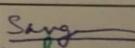
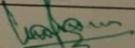
Various queries submitted in raised by the agencies during the pre-proposal conference held on **6th January, 2020** and clarifications with regard to RFP for **Engagement of an Internal Auditor for Meghalaya Community Led Landscape Management Project under MBMA** are as follows:

S. No	RFP Document Reference(s) Section	Content of RFP requiring Clarification(s)	Points of clarification	MBDA Response
1	Section 7. Terms of Reference. Point No 7 Deliverables and Payment of Audit Fees. Auditing Period	2019-2020. For April 01, 2019 to September 30, 2019 auditing to be completed by January 31, 2019 and report to be shared by February 28, 2020	January 31, 2019 could be a typo error. Also, the timeline may require to be revised as the timeline mentioned is not doable anymore.	Please refer to addendum
2	Clause no. iii. of 21.1 of Data Sheet	<i>Position K-6: one Procurement Expert/</i>	under clause 6 of Section 7: Terms of Reference (Pg. no. 63) it was mentioned that each team must have one Procurement Expert to conduct the audit at SPMU and DPMUs which is contradictory to the Clause 21.1 of the Data sheet.	The requirement is for only one procurement expert. Please submit CVs according to the requirement of clause 21.1
3	Section 7. Terms of Reference. Point No 6- Team Composition & Qualification- Audit Partner / Team Leader (CV would be	Qualified Chartered Accountant (One) with at least 8 years of experience as a partner with expertise in audit planning, execution and reporting. Preference will be given to person with	If at the time of audit, the mentioned CA is not available, can another CA with lesser experience conduct the audit	No. Only the mentioned CA whose CV is submitted will be allowed to conduct the audit. However, a CA equal or more experience can be considered however only after taking due approval from MBMA in written form along with the

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	evaluated at RFP stage)	knowledge and experience in dealing with Govt / Social sector projects and Donor funded schemes.		CV of the concerned CA.
4	Section 7. Terms of Reference. Point No 6- Team Composition & Qualification- Procurement Expert (CV would be evaluated at RFP stage)	Graduate (One) with at least 5 years' experience in Government or public sector procurement, well versed with CAG/ CVC guidelines and with World Bank Procurement Regulations.	Well versed with CAG/ CVC guidelines and with World Bank Procurement Regulations - How should the expert provide this information. Whether in the form of a declaration or experience?	It should be demonstrated in their respective CVs
5	Section 2. Instructions to Consultants E. Data Sheet; B. Preparation of Proposals – 21.1, clause (i)	Specific experience of the Consultant (as a firm) relevant to the Assignment	Please specify the break-up of marking per project in order to understand the total number of projects to be provided in this section.	There is no project based marking
6	General	Submission of Financial Bid	How should the Financial Bid be submitted	please refer to the Fin forms from Fin 1 to Fin 4.
7	General	Time period of audit.	From when shall the audit begin	Since the Financial year 2019-20 is on the verge of ending, for the Financial year 2019-20, the internal audit shall be done in June 2020. For the Financial year 2020-21 it shall be done on Semi Annual basis

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8	General	Engagement of Days	Engagement of days to be required per month of the team or team member.	The time requirements have already been mentioned in the ToR, and RFP, consultants may propose additional if so required by their approach and methodology; costs may be accordingly put in the financial proposal.
9	General	Team composition.	No. of person to be required in the team composition	Clearly indicated in the ToR, please refer to section 7 of the RFP.
10	General	Reimbursement	Reimbursement can be mentioned as per the actual or can it be the lump sum amount.	Since this is a lump sum contract, all costs need to be presented in the financial proposal.

Pre Bid Proposal Meeting of Communication Agency under CLMP
 VENUE: MBMA office
 DATE: 6th January, 2020
 TIME :- 11:00 AM
 ATTENDANCE SHEET

SL.No	NAMES	DESIGNATION	ORGANIZATION	PHONE NO	EMAIL ID	SIGNATURE
1	Ansan Suar	Director	MBMA	9436109181	aitansua@gmail.com	
2	Mamla Reis	Asst-Mgr (P)	MBMA	9089031225	mbda.procurement@mbma.org@gmail.com	
3	Prakash Chhetri	Mgr (P.A)	MBMA	9485175545	pk_chetri@hotmail.com	
4	Jyoti Chatterjee	Company Secretary	MBMA	8256974774		
Representatives from shortlisted agencies						
SL.No	NAMES	DESIGNATION	ORGANIZATION	PHONE NO	EMAIL ID	SIGNATURE
1	CA Sanjay Kumar Jaiswal	Partner	Nirajan & Narayan	9508183910	SSALEWALA@GMAIL.COM	
2	CA SANKITA TAILOK	PARTNER	JN GUPTA & CO.	9706998149	saitloksanjita@gmail.com	
3	CAS. Deb Basman	Partner.	KRS & CO.	9674067213	saptaroshni@kgss.in	
4						
5						

Sd/-
Shantanu Sharma, IAS
Additional Project Director
Meghalaya Basin Management Agency