

Details of Queries raised by representatives of various Firms and reply given by Bank Team in Pre Bid Meeting (RFP:CIAD:112/1) dated 17-03-2020 is as under.

Sr. No.	Query raised during Pre Bid meeting	Reply Given
1.	MEF Certificate does not contain any mention of “suggested by RBI for Statutory Audit” as mentioned in RFP. Clarification requested for whether any additional document is required for same or not.	It is clarified that Firm is required to submit Copy of MEF Certificate only. Grade – I CA Firm as per MEF Certificate (Multipurpose Empanelment Form) are eligible to participate subject to fulfilling other eligibility criteria.
2.	Clarification requested for whether experience of Audit of treasury function of Mutual Fund Co. will be counted or not.	It is clarified that only experience of Concurrent Audit of Treasury Branch of any Schedule commercial Bank will be considered under eligibility criteria.
3.	In Annexure 2 - Letter of Authorization to Bid on page 40 submitting details of Authorized person who will sign the documents. It is advised to submit Certified Power of Attorney. Whether, Firm is required to submit Certified POA on company’s letter head or Notarized ? In case we need to submit a POA, Can you provide us any format of POA?	Authorized Person as per mandate of Firm may authorize any partner to submit the bid documents. In case any partner is not in a position to submit the Bid document, Certified POA by Authorized Person / Signatory authorizing any representative to submit bid document is required.
4.	Whether we need to give the soft copy of proposal or the signed scan copy of the tender document in CD? It has to be in CD or we can give the Pen drive, please clarify.	Soft Copy of Proposal in Pen Drive is also acceptable.
5.	What is the daily transaction volume of SITB, Treasury of EVB & Treasury of EDB.	The detailed Volume of transactions at SITB & Treasury of EVB & Treasury of EDB were read out to the participants. It is informed that daily volume of transaction is approx. 5500-6000 for all units taken together.
6.	As per Annexure -5, Team profile of proposed Team Leader and -5- Team members are required. Whether, Firm may submit profile of more than -5- Team members.	Profile of proposed team leader and – other 5- team members are required to be submitted. More than -5- team members may be submitted under Annexure -5 (team Profile)
7.	Whether any firm which is presently engaged for carrying out Concurrent Audit in any Zone may apply for the same.	It is Clarified that firm can apply under RFP subject to fulfilling other eligibility criteria under RFP.

8.	Under RFP it is mentioned that Concurrent Auditor is also required certification as per Bank / RBI / Other Statutory / SEBI/ Government guidelines. Whether Bank may list out such certification in advance.	Reference is invited to Annexure 11 A-Certification which states <ul style="list-style-type: none"> • Limited review of Branches for quarter ending June, September & December as per RBI guidelines and other requirements stipulated by RBI for quarter ending March. • Other certifications as per Bank / RBI / Other Statutory / SEBI / Government Guidelines / Requirement.
9.	What is location of all three Units? Whether it is away from Mumbai.	All three units are functioning from Bandra Kurla Complex only. Detail as per Annexure - 13, Page No. 63 of RFP.
10.	Whether, Firm can have option to terminate the engagement after commencement of Concurrent Audit.	It is clarified that the Firm shall not have option to terminate the engagement after commencement of Concurrent Audit for convenience. However, on completion of one year period of engagement, the firm may exercise option to accept or not accept offer of engagement for further period of -12-months.