

Subject: Minutes of the Pre Bid Meeting of Tender of Hiring of Chartered Accountants

Date: 28.02.2018

Members	Invitees	Contractors attended Pre-bid Meeting
Shri Manoj Kumar K., Scientist – D (CS) & Chairman of Purchase Committee	Shri Shyam T Yadav, Assistant – (P&S)	M/s. BJS & Associates, Ahmedabd M/s. R.B Gohil, Ahmedabad.
Shri Harish Chandra, Admin Officer (F&A)	Shri Abhishek Kumar	M/s. Span & Co, Ahmedabad. M/s. Agarulat&Dhandhavani, Ahmedabad.
Shri S.M Munshi, Section Officer – (P&S)		M/s. S.K Associates, Ahmedabad. M/s. Parikh Shah Chotalia & Associates, Ahmedabad. M/s. Belimoria Mehta & Co, Ahmedabad. M/s. G.S.Mathur& Co, Ahmedabad. M/s. J.H Mehta & Co, Ahmedabad. M/s. T.N Shah &Co, Ahmedabad.

Sr.No	Tender Clause/ Page No.	Clarifications for	Querries/Request Raised	Answer By	AMENDMENT/CLARIFICATIONS/REMARKS
01.	Page No.7-8	Scope of Work	The services hiring for Accounting work or Statutory Audit work.	Centre	The services are for hiring Statutory Audit only which will include incidental & statutory compliance work etc.
02.	Page No.01	Estimated Cost	The minimum fees is required to be quoted in the tender as per latest ICAI guidelines	Centre	ICAI minimum overall charges are taken into consideration for estimated tender cost. The tender with reasonable cost only will be accepted, after qualifying technical criteria.
03.	Page No.7-8	Scope of Work	Request to elaborate the detailed scope of work	Centre	Detailed scope of work as per Part A and B stands good along with the statutory Audit.
04.	Page No.7-8	Scope of Work	Request the copy of the Audit report for FY 2016-17.	Centre	Can visit Accounts section of our Centre during working days before bid submission up to 10.03.18 to get the details of Audit Reports etc.
05.	Page No.7-8	Scope of Work	Provide us details of grant received and expenditure incurred in last year	Centre	The approx. grant received last year was 300-350 crores. However, for the period of 2018-19 it will be around 150-200 crores.
06.	Page No.7-8	Scope of Work	Provide us details of no of voucher per month	Centre	No. of vouchers per month 150 + (approx.) Receipts 300 + (approx.)
07.	Page No.7-8	Scope of Work	How many resources needs to be deployed	Centre	Two persons for 15 days after every quarter end.



Sub:

