

**RFP Reference No: - NHB/AD/RFP/ OUT06637/2021 dated October 22, 2021**  
**Pre-Bid Queries / Request from prospective bidders and their Response**

S. No.	RFP reference	Query / Request	Response
1	8.3 Soft Copy of Tender/RFP Document	Query is On Commercial Bid , you have asked for Soft of Commercial Bid inside the Commercial Bid envelope, So for that soft copy ,can we use Pen drive or CD for the same.	Soft Copy of Commercial Bid in CD or Pendrive, along with Hard Copy to be provided inside the Commercial Bid envelope duly sealed.
2	5. Scope of Work	We request you to please clarify the scope of work required as per the tender for the regional offices of NHB. We would like to attend the pre-bid meeting scheduled on 29th October, 2021 in regard to this tender. We kindly request you to send us the link for the same.	As per the scope of the work defined in the RFP (Head Office at Delhi & Mumbai Regional Office)  The link VC sent via email and uploaded on Banks website
3	5. Scope of Work  9. Bids (Technical & Commercial)	1. In eligibility criteria refer Format H. Please clarify whether turnover is inclusive of GST or exclusive of GST 2. In Clause 9-ii a-2, the period mentioned is 01/04/2016 to 21/03/2021. This is the period for which the audit should have been conducted or during which the report should have been submitted. 3. In the same clause whether only experience of concurrent audits are to be considered or experience as statutory auditors is also eligible. e.g Statutory audit of FI carried out during the defined period. The clarifications may be sent either as reply to this mail or through VC for which link may be sent from your end.	1. Net Professional Receipts ( <i>Net Professional Receipts = Gross Professional Receipts - Tax</i> ) as per the Audited Financial Statements of the bidder to be considered. Related documentary evidence to be provided for the same. 2. The bidder should have carried out Concurrent Audit of specified institution within the defined period as mentioned in the RFP. (RFP Clause 9, MEC 2) 3. The bidder should have carried out Concurrent Audit of specified institution within the defined period as mentioned in the RFP. (RFP Clause 9, MEC 2)  The link VC sent via email and uploaded on Banks website

4	5. Scope of Work	<p>1. Need more clarification about daily charges towards additional onsite man power mentioned in Commercial Bid Format (Annexure-IX).</p> <p>2. Who would be representing NHB with designation as it is mentioned in the Pre Contract Integrity Pact (Annexure-IX).</p> <p>3. In which mode we can send the soft copy of the documents because the document size is quite heavy.</p>	<p>1. The same was clarified during the course of Pre-Bid meeting and the firm was advised to fill up all the details of the Annexure IX of RFP as per the prescribed format.</p> <p>2. The NHB representative information to be kept blank for the Bank to decide later</p> <p>3. Soft Copy of Commercial Bid in CD or Pendrive, along with Hard Copy to be provided inside the Commercial Bid envelope duly sealed.</p>
5	5. Scope of Work 8.39 Bank Details	<p>1. What will be the location of the Concurrent Audit?</p> <p>2. What is the Report submission frequency?</p> <p>3. Please share your bank details for Tender Fee.</p>	<p>1. As per the scope of the work defined in the RFP (Head Office at Delhi &amp; Mumbai Regional Office)</p> <p>2. The monthly/quarterly consolidated report for Head Office and Mumbai Regional Office in the prescribed format should be submitted by 30th of succeeding month. (RFP Clause 5. Scope of Work Page 23)</p> <p>3. Already available in the RFP (RFP Clause 8.39 Bank Details)</p>
6	9. Bids (Technical & Comemrcial)	<p>1. Is every point in minimum eligibility criteria (8 points mentioned in page 41 and 42 in Request for proposal) are to be satisfied or non satisfaction of one or two points for getting eligibility in Participation of Tender.</p>	<p>1. The technical and commercial responses to this RFP will be considered further only for those bidders who meet all the condition under the Minimum Eligibility Criteria (RFP Clause 9 Page 41)</p>
7	Annexures in RFP	<p>1. Annexure XII - CV of key personnel - In This annexure the CV of only the personnel who would be designated for The Assignment in New Delhi and Mumbai has to be given, or anything more is required.</p> <p>2. Annexure XIV - PRE Contract integrity pact - does this have to be signed by us blank without any details.</p> <p>3. Annexure XV - SLA - does this have to be signed by us blank without any details.</p> <p>4. Annexures XVI - Confidentiality com non disclosure agreement - does this have to be signed by us blank without any details.</p> <p>5. Annexures XVII - does this have to be submitted now or after the contract is awarded.</p>	<p>1. CV of all Key personnel of the CA firm to be provided for the same.</p> <p>2. The CA firm to fill its details and provide signed copy of Pre - Contract Integrity Pact on Non-Judicial Stamp paper.</p> <p>3 &amp; 4. The CA firm should sign both the documents i.e. Annexure XV - SLA &amp; Annexures XVI - Confidentiality cum NDA as enclosures to bid document as token of acceptance of the formats.</p> <p>5. The PBG should be submitted by the successful bidder within 20 days of acceptance of work order (RFP Clause 8.14).</p>

8	5. Scope of Work	<p>1) As per the requirement of RFP, we understand only two branches of NHB (One in Mumbai and One in Delhi) is to be audited. Please clarify, how many branches are to be audited.</p> <p>2) Whether there will be an audit module/ standard report format according to which the audit is to be done or it has to be designed by the newly engaged CA firm?</p> <p>3) Whether the audit fee to be quoted will be for the complete assignment as a whole or it has to be quoted location / branch wise.</p> <p>We would request you to provide clarification of the above queries over the revert mail or we will have to attend the pre-bid meeting scheduled on 29th October. In case we have to attend the pre-bid meeting please send us the link for VC.</p>	<p>1. As per the scope of the work defined in the RFP (Head Office at Delhi &amp; Mumbai Regional Office)</p> <p>2. The Audit Firm to frame its own format of Concurrent Audit Reports based on the Scope of Work defined in the RFP</p> <p>3. The audit fee should be quoted by the bidder for the complete assignment</p> <p>The link VC sent via email and uploaded on Banks website</p>
9	General Query	<p>We are practicing firm of Chartered Accountants in New Delhi since 1984 &amp; MEF category-1(MEF empanelment no.03504), and have experience of 25 years of Statutory Audit, Concurrent Audit, Stock Audit etc. of Banks. Copy of firm profile is enclosed herewith.</p> <p>Kindly consider for allotment of concurrent audit of National Housing Bank, New Delhi.</p>	<p>Please refer to the RFP Reference No: - NHB/AD/RFP/OUT06637/2021 dated October 22nd, 2021 for Appointment of Concurrent Auditor available on NHB's website.</p>

10	9. Bids (Technical & Commercial)	We hope that you will consider our request to lower the turnover criteria as defined in the Minimum Eligibility Criteria (MEC 8) to suit MSME firms like us to get a fair chance.	<b>MEC-8</b> "Average annual professional income of the firm during latest available last three consecutive audited years i.e., 2017-2018, 2018-19, 2019-20, and 2020-21 should be minimum Rs. 2 Crore." remains unchanged  The technical and commercial responses to this RFP will be considered further only for those bidders who meet all the condition under the Minimum Eligibility Criteria (RFP Clause 9 Page 41)
----	--	---	--