

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

**Place:** Shillong

**Date:** 6<sup>th</sup> January, 2020

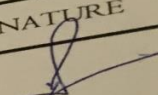
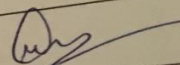
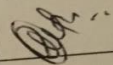
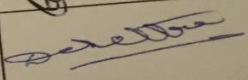
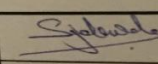
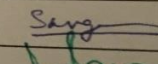
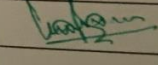
**Participants from MBMA and other agencies – Attendance Sheet Attached (Annexure I)**

Various queries submitted in raised by the agencies during the pre-proposal conference held on **6<sup>th</sup> 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:

<b>S. No</b>	<b>RFP Document Reference(s) Section</b>	<b>Content of RFP requiring Clarification(s)</b>	<b>Points of clarification</b>	<b>MBDA Response</b>
<b>1</b>	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
<b>2</b>	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
<b>3</b>	Section 7. Terms of Reference. Point No 6- Team Composition & Qualification- Audit Partner / Team Leader <b>(CV would be</b>	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

S. No	RFP Document Reference(s) Section	Content of RFP requiring Clarification(s)	Points of clarification	MBDA Response
	<b>evaluated at RFP stage)</b>	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

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

Sl.No	NAMES	DESIGNATION	ORGANIZATION	PHONE NO	EMAIL ID	SIGNATURE
1	Arun Suar	Director	MBMA	9436109181	airansuar@gmail.com	
2	Mamta Reis	Asst. Mgr (P)	MBMA	9089031225	mbdaprocurement@mbma.org	
3	Prakash Chhetri	Mgr (ADA)	MBMA	9485175545	pk_chetri@redmail.com	
4	Tej Chatterjee	Company Secretary	MBMA	8256974774		
Representatives from shortlisted agencies						
Sl.No	NAMES	DESIGNATION	ORGANIZATION	PHONE NO	EMAIL ID	SIGNATURE
1	CA Sanjay Kumar Sabuwale	Partner	Niranjay & Narayan	9508183910	SABUWALE@GMAIL.COM	
2	CA SANKITA TAILOK	PARTNER	JN Gupta & Co.	9706998149	tailorsankita@gmail.com	
3	CAS. Deb Basman	Partner.	KGRS & Co.	9674067213	saptaroshi@kgss.in	
4						
5						

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