

Minutes of the Pre-proposal conference on Selection of Consultant "Engagement of Internal Auditor" under M – LAMP Project

Venue: MBMA Office, Shillong, Meghalaya

Date: May 17, 2019

Time: 11:00 A.M.

Following Consultants participated in the Pre-proposal conference:

1. Mr. Govindalal Tosniwal, Sr. Partner - G. Tosniwal & CO., Chartered Accountants, Paltan Bazar, Guwahati.
2. Mr. Saptarshi Deb Barman, Partner – KGRS & CO., Chartered Accountants, Kolkata.

Representatives from MBMA:

1. Mr. P.A. Sawian, Chief Finance Officer, MBMA.
2. Mr. Prakash Chettri, Manager (F & A), MBMA.
3. Ms. Penelope Kharnami, Asst. Mngr. Procurement, MBMA.
4. Ms. Damaphi Rynghun, Programme Associate (F & A) Procurement, MBMA.

Following are the response to the queries regarding submission of Technical & Financial Proposals sought by the prospective Consultants for Internal Audit of MBMA:

| Sl. No | Queries | Responses |
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| 1. | Period of Project Audit: | 2019-20. |
| 2. | District Project Management Unit (DPMU) wise budget for the period to be audited: | <p>The actual district-wise budget shall be shared on award of the contract. For general information, the average tentative budget of the district offices are as below:</p> <ol style="list-style-type: none">a. Category A DPMU: 7 - 10 croresb. Category B DPMU: 6 - 7 croresc. Category C DPMU: 4 - 6 croresd. SPMU – 70 – 100 crores |
| 3. | Categorization/ Location of the Districts: | <p>List of the three categories of eleven DPMUs to Audit:</p> <ol style="list-style-type: none">1. Category A<ol style="list-style-type: none">i. East Khasi Hillsii. West Garo Hillsiii. South Garo Hills2. Category B<ol style="list-style-type: none">i. West Jaintia Hillsii. East Garo Hills3. Category C<ol style="list-style-type: none">i. East Jaintia Hillsii. West Khasi Hills |

| Sl. No | Queries | Responses |
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| | | iii. South West Khasi Hills iv. RiBhoi District v. North Garo Hills vi. South West Garo Hills |
| 4. | Estimated No of days to conduct the half yearly audit at different DPMUs: | Estimated no of days for Two half-Yearly audits in 11 DPMUs and SPMU 1) Auditor = 15 man days 2) Audit Manager = 15 man days 3) Sr. Audit Assistant = 26 man days 4) Jr. Audit Assistant = 52 man days |
| 5. | Whether the cost of accommodation and local conveyance to be reimbursed on actual basis? | Yes |
| 6. | Whether the financial evaluation will be done on the basis of professional fees only apart from the expenses mentioned in point no. 5? | Financial Evaluation will consider remuneration/professional fees. Reimbursable will be paid as per actuals on submission of invoices and supporting documents. All these expenditures must be prior approved by Finance Unit before they are incurred. |
| 7. | As per Data Sheet the Financial Proposal (para 16.1) is to contain details about "Reimbursable Expenses" in respect of per diem allowance, travel cost, accommodation cost, communication cost, printing and other allowances. In this respect you are requested to let us know about the counterpart facilities i.e. Travelling and boarding costs that shall be borne or provided by MBMA in respect of the Internal Audit as those costs shall not form part of our Financial Proposal. | Travelling and boarding costs will be paid as per actuals as per the invoices and other supporting documents submitted by the consultant |
| 8. | In order to plan on time and other resources that shall be required for the assignment kindly provide us the following financial data since the inception of the project: 1. Financial Year 2. Grants Received 3. Budgeted expenditure 4. Actual Expenditure | please refer to query No. 2; more information will be shared with the selected consultant. |
| 9. | In Instructions to Consultants (ITC) in the tender document on page no 21 (information to consultants) ITC clause - 14.1.2 there is mentioned that 6 person months per year is required (Estimated) and at page no 59, 8 | As per Request For Proposals (RFP) – Pg. No 21 ITC 14.1.2 estimated requirement of key expert is mentioned as 2 person months. |

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| | persons are required in for audit work. So how can we justify that 8 person adjusted to 6 person months per year. please guide as whether 6 person months is required only for auditor and audit manager (Team leader) or only for senior and junior audit assistant. | The time is estimated for key-experts only, junior auditor is not considered as key experts. However, a consultant is required to assess the human resources required for the assignment and propose costs accordingly. Minimum time inout though should not be less than |
| 10. | Previous Internal Audit Fees? | NIL |
| 11. | Duration for Internal Audit for the last period for conducting the same (Half Yearly basis) | NIL |
| 12. | Total Fund received from IFAD during the current financial year | Please refer to reply to Q2 |
| 13. | With whom the Auditor will deal with during the Audit? | For day to day operations: Manager Finance at SPMU will be the contact person. For field related activities: District Project Managers/ Assistant District Project Managers Officers / Accountants |