

# OFFICE OF THE PROJECT DIRECTOR

Sustainable Land Management, Meghalaya  
RLD Building, Springside, Lumsohphoh, Nongthymmai  
Shillong – 793014, Meghalaya  
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## Issued on: 6<sup>th</sup> February, 2025 Clarification, Addendum and Corrigendum

**"RFP for Hiring of Auditor for Project Audit under SLM, MBMA  
RFP No: MBMA/SLM/Audit/102/C-6/2024-25/29, Date of issue of RFP Document: 24<sup>th</sup>  
January, 2025**

Further to the RFP, the clarification, amendment, corrigendum notified as below. All other requirements information, terms and conditions shall remain unchanged in the RFP.

### 1. Clarification of the pre-proposal queries:

Sl. No	Clause and Page No.	Queries	MBMA Response
1	General	Whether the assignment is Internal or Statutory Audit?	This is an independent audit. <b><u>The "Internal Auditor" mentioned in pages 6,9 and 10 may be read as "Independent auditor".</u></b>
2		What is Proposed Expenditure to be audited in both the years to estimate the volume of work?	The grant phase of the project is approximately 42 crores.
3		What are the locations to be covered for audit?	State of Meghalaya- but documents will be provided in SPMU office situated in Shillong
4		How are books of accounts maintained- manual or in software. If in software name of the software?	Tally PRIME
5		What is the estimated manpower requirement for audit?	To be decided by Audit Firm (mentioned in page no. 9)
6	Point no 3- Conditions of the tender sub-point 1) formal Aspects Criteria section Clause 1- technical Proposal Evaluation Page 2	In the Criteria in page 2 and 3 it is mentioned that the minimum contract value should be Rs.50,00,000/-. Please clarify if this indicates the Fund/Grant/Expenditure amount of the Auditee?	This includes everything

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7		Please provide minimum fees indicator?	To be decided by Audit Firm
8	General	It is understood that the cost of travel and stay for SPMU has to be borne by the auditors. Do we need to mention the cost of travel and stay for audit of SPMU separately in the financial proposal, or submit a consolidated fee proposal including fees and cost,	Please submit a consolidated fee proposal including fees and cost, in a separate envelope.
9	Annex-A TOR Payment Terms Page 9	Estimate cost for travel to other locations is not required to be mentioned in the financial proposal and the same shall be reimbursed.	Yes. Travel expenses food lodging etc. for field visits would be made on reimbursement mode on submission of certified invoice /bills related to the field visit. Travelling to district and village will be reimbursed as per MBMA norms (Page No.9).
10	Point no 3- Conditions of the tender sub-point 1) formal Aspects Criteria section Clause 1- technical Proposal Evaluation Page 2	Additional weightage to firms having branch/HO in Meghalaya may create limitation for CA firms from Guwahati. Guwahati CA Firms are readily available in Shillong for work. It is suggested to include Guwahati in the additional weightage criteria.	Guwahati can be included provided the Firm has previous experience in the state of Meghalaya.
11	Annex-D in the RfP Page-23	Is there any suggested format suggested for submission of details of the Firm and Partners other than that mentioned in Annex D: Template Technical Proposal.	Must use the provided format.

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12	Point no 3- Conditions of the tender sub-point 1) formal Aspects Criteria section Clause 1- technical Proposal Evaluation Page 2	Format of Qual-2 as mentioned in Page-2 not found.	Please check Corrigendum.
13	General	Whether the Books of accounts are being maintained manually or in a particular Software/ERP?	Tally PRIME
14		Whether Audit is to be conducted of the transactions in the mentioned respective years or for the entire project expenses incurred from the initial stage of the past years also?	Yes, from January 2023.
15		If the same project or similar assignment have been audited before, can we have the copy of previous audit reports for better understanding of the work before quoting our price?	Yes, Statutory Audit has been completed till 2024
16	Point no 3- Conditions of the tender sub-point 1) formal Aspects Criteria section Clause 1- technical Proposal Evaluation Page 2	"The firm must have a minimum of Five (5) years of experience in similar assignments of doing an Internal Audit in Govt Depts, Govt. undertaking, Govt Company, PSU Banks etc. with a minimum contract value of INR 50,00,000 or Internal audit of Externally Aided Projects with a minimum financial contribution of INR 50,00,000 donor funder	The firm should submit the Experience Certificate/ Work Order as per the criteria provided. This is one of the technical evaluation criteria wherein a firm will be evaluated.

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		Schemes during the last 5 financial years"	
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2. Addendum:

Sl. No	Clause No. & Page No.	Original Clause in RFP	Updated Clause
1	Point 4- <b>Deadline</b> in the RfP document Page-3	Submission date is on 13th February, 2025 (5 p.m.)	Submission date is on 22nd February, 2025 (5 p.m.)

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## 3. Corrigendum

Sl. No	Clause No. & Page No.	Original Clause in RFP	Updated Clause
1	Point no 3- Conditions of the tender sub-point 1) formal Aspects Criteria section Clause 1- technical Proposal Evaluation Page-2	The Consultant is requested to prove his past project experience by including minimum 3 references of similar projects completed during the past 5 years in the format presented in QUAL-2.	Since Form QUAL-2 was added by mistake, it is hereby deleted from the document.

**Sd/-**  
**Project Director, SLM, KfW**  
**Meghalaya Basin Management Agency**

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