

**MINUTES OF THE MEETING HELD ON 22.09.2016 AT 11.30 AM IN THE
CHAMBERS OF THE DIRECTOR, ESD(MEESVA)**

Present:

1. Sri.S.Ramachandran, Senior Consultant, ESD.
2. Sri.Y.Bala Krishna Reddy, Partner, M/s. Raju & Prasad chartered Accountants, Punjagutta, Hyderabad.
3. Sri.Jaiprakash Goyal, Partner, M/s. S K Patodia & Associates, Somajiguda, Hyderabad.
4. Sri.P.Vamshi Krishna Reddy, Partner, M/s. Pary & Co., S.R.Nagar, Hyderabad.
5. Sri. N.Ramsharan, Article trainee, M/s. J.Singh & Associates, ECIL Post, Hyderabad.
6. Sri.Sumanth, Article Trainee, M/s. Eshwariah & Co., Hyderabad.
7. Sri.R. B. Anand, Partner, M/s. R.B. Associates, Ameerpet, Hyderabad.
8. Sri.S. Srinivas, Partner, M/s. Sarath & Associates, Banjara Hills, Hyderabad.
9. Sri. Sarvesh, Article Trainee, M/s. Murali and Rao Chartered Accountants, Hyderabad.
- 10.Sri. M.S. Rajambal, Partner, M/s. M.S.Rajambal & Co., Chartered Accountants, Banjara Hills, Hyderabad.

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After a brief introduction, the bidders were asked for clarification (if any) on the RFP. The queries / clarifications sought by the bidders and the response are given below:

Sl. No	Query	clarification
01	As per the mandate issued by ICAI(Institute of Chartered accountants of India) for engagement of Chartered Accountant Firms, a minimum fee has to be prescribed in the RFP. The bidders wanted clarification on this	It was clarified that the identified Service Provider under the RFP is not meant for statutory audit which is the jurisdiction of State Audit/ C&AG for Government accounts. The firm has to provide consultancy services for accounts and audit to streamline and improve the financial system and provide necessary reports. The

		identified bidder has to provide consultancy on TDS, service tax ,etc. in order to comply with statutory requirements. Hence no minimum fee is stipulated in the RFP. The bidder has to quote keeping the overall work in view.
02	Normally accounts and audit of any organization are to be done by independent agencies. In our bid we have sought the single entity for both the purpose.	As clarified at point 1, the identified service provider is not auditing MeeSeva accounts. He has to streamline financial transactions and procedures to meet the statutory audit requirements. Hence the separation of audit and accounts does not arise.
3	The Quantitative requirement of manpower per District is not provided.	The bidder should provide 14 well qualified and experienced team leads, , at 1 per District and 1 per Head quarters. Additional 36 qualified graduates should be provided for the urban centres across all the Districts suitably dispersed.
4	The frequency of urban centre visit for inspection by the identified agency / representative is not mentioned.	The visits should be commensurate with the scope of the work.
5	Qualification of the inspecting staff.	District and Head quarter team lead should be well qualified and experienced in audit and accounts including in statutory issues like IT, Service Tax etc. The other team members should be graduates with knowledge in audit and accounts.

6	The stationery, Hardware and connectivity requirement for the auditing agency to be clarified	The stationery, Hardware and connectivity should be arranged by the successful bidder.
7	The login & other permissions to access urban center transaction data to be clarified and provided	Logins will be provided to access requisite and appropriate data to the successful bidder to fulfill the RFP deliverables.
8	Timelines for the submission of the report	By 15th of every month.
9	Whether the financial quote to be given center-wise / District-wise/ as a whole	As given in the RFP the bidder must give fee required per month per urban MeeSeva center considering overall scope of the work.
10	If the number of centres are increased / decreased during this 3 year period, whether the professional fees is also increase / decrease pro-rata.	The professional fee will be increased / decreased pro-rata.
11	What is the periodic mode of professional fee payment - is it monthly / quarterly or half yearly.	Monthly.

The above has been issued with the approval of the Director, ESD(MeeSeva) on 26.09.16.

// By Order //

DEPUTY DIRECTOR