

Responses to Consolidated Queries regarding the tender for forensic audit of First Aid Trainings conducted in the field and issue of certificates by Indian Red Cross Society (IRCS) & St John Ambulance (India).

Query 1: *Page 5 Eligibility Criteria/Prerequisites*- Request for revision of following criteria:

- i) The registered bidder should be operating in India for a minimum period of 5 years. Bidder is required to submit copy of Registration Certificate with registration number issued to the firm by ICAI, Partnership Deed, Certificate of Partners etc. –
 - **Request to include bidders who are Ministry of Corporate Affairs (MCA) registered corporate entity who can submit incorporation certificate along with other documentation as proof of operations in India.**
 - **“XXXXXXX” is not registered with ICAI and consequently would not have a “registration certificate” and “registration number”. It is suggested to modify eligibility criteria and allow firms not registered with ICAI to be eligible for the project, since this is restrictive to competition.**
- ii) The firm should have minimum of 3 partners. The details should be submitted regarding all partners duly signed by the authorized officer of the firm. One of the partners should have successfully passed a certified Forensic accounting professional course from the Institute of Chartered Accountants of India (ICAI). The certificate to be submitted.-
Request to include Corporate entities who have 3 (three) senior employees (management level) with necessary qualifications and experience in the field of investigation & forensic audit

Clarification 1: The pre requisites have been decided by the committee of technical experts. Therefore, the pre requisites stand unchanged.

Query 2: *Page 10, Part 2 - Financial Bid Format* - The RFP requires the financial bid to be signed by an authorized signatory. **Please confirm if a letter of authority or any other supporting document authorizing the signatory is required to be submitted?**

Clarification 2: It is assumed that the signatory is the authorized authority to sign the document. Therefore, no separate letter of authority is required at this stage.

Query 3: *Page 8, Part 1- Technical Evaluation Criteria, point 2* - The RFP requires information on “number of forensic audits conducted in the last 5 years”. **It is further mentioned that work completion certificate/letter of appreciation by the client must be provided- Audits are confidential in nature,**

- i) **can we submit a case study and share the actual supporting documents/work order/completion certificates at a later stage?**
- ii) **Some of our clients do not share a work completion certificate/letter of appreciation post the completion of the work. In such a case would it suffice if we obtain an email from the client confirming the name, work performed, completion and redacted version of email is shared as evidence?**

Clarification 3: Provide the case study with Work Order Number, which needs to be verified later in case of selection. In case, work completion certificate is not available, a communication, in any form, from the client regarding the completion can be submitted.

Query 4: *Page 3 Point 2(v)* - The RFP requires that the contact number of all clients should be mentioned on certificates from relevant clients. *Page 5 Point 9(iv)* - "The bidder must submit the Name and contact details of clients along with completion certificate or letter of appreciations by the client." *Page 8, Part 1- Technical Evaluation Criteria, point 3* The RFP requires information on number of PSUs, Government Bodies/NGOs or any specific financial institution for which forensic audit has been done.

The complete contact details of the PSU/Govt/NGO/FI is required to be provided - **Forensic audit engagements are confidential in nature. The contact details would constitute personally identifiable information about the engaging officer and would lead to breach of privacy and confidentiality. Would it suffice if client references can be shared post approval, if needed?**

Clarification 4: Refer each client with some verifiable tag, so that the details can be verified later before issuing work order in case of selection.

Query 5: *Page 8, Part 1- Technical Evaluation Criteria, point 3* - The RFP states "Number of PSUs/ Government Bodies /NGOs or any Financial Institutions except Banks for which forensic audit has been done" - **Request you to clarify if the term "bank" refers to a private or commercial bank.**

Clarification 5: Any Bank, whether private or commercial or public, should be excluded

Query 6: *Page 5, Point 9 (iii) – Eligibility Criteria/Prerequisites* - "One of the partners should have successfully passed a certified Forensic accounting professional course from the Institute of Chartered Accountants of India (ICAI). The certificate to be submitted." - **Please could you clarify if equivalent certifications such as the Certified Fraud Examiner (CFE) certification issued by the Association of Certified Fraud Examiner (ACFE), USA would suffice to show relevant skill and qualification as a forensic auditor**

Clarification 6: No. One of the partners must possess a certificate of passing the Forensic Accounting Professional Course from ICAI.

Query 7: *Page 6 Point 10(i)(a/c/d):* "Training Centre sends the training report containing details of the training along with the attendance sheet, examination results to State Branch/Centre, which in turn send those details to NHQ with their recommendations for the issuance of certificates." "Such certificates are printed by an external agency appointed by the NHQ who maintains the record of Pass and Fail and prints certificates of only successful candidates" "State/UT Centers can issue provisional certificates, which is valid for a period of up to 3 months" – Request you to specify the format in which the following data is available

- training reports,
- attendance sheets
- examination results
- list of pass and fail candidates
- provisional certificates

- final training certificates

Are they available only in hard copies (or scanned images of hard copies) or in digital format?

Clarification 7: For the year 2016-17 till 2018-19, the above mentioned details are available in hard copy format ONLY.

Query 8: Whether any exemption allowed to MSME registered firms for Earnest Money Deposit of Rs 30,000/-

Clarification 8: No

Query 9: We had submitted the same tender in the month of Dec, 2021 kindly confirm the reason for floating the same tender again.

Clarification 9: The aforesaid tender floated in December 2021, was scrapped due to technical reasons, and floated again as open tender instead of limited tender.

Query 10: Will the records of Tamil Nadu & Karnataka be available at Delhi or we have to visit respective centres

Clarification 10: The visits to training centres are part of the scope of assigned work. The documents and facts pertaining to Centre shall be made available at the Centre

Query 11: No. of the mandays required for each location

Clarification 11: Number of man days at each location must be assessed by the selected bidder. *The Scope of work at page 6 states "The bidder should, inter alia, review the process, transaction and scrutinize the records and documents at NHQ and in 2 States, namely, Tamil Nadu and Karnataka, and at least 5 training centres in each of these 2 States to undertake the task. The bidder may also contact candidates on sample basis."*

Query 12: Single auditor will be appointed for completion of assignment or multiple auditors will be appointed for each centre.

Clarification 12: Winning Bidder as per the formula at page 4 shall be appointed for the work. There will be no splitting.

Query 13: Estimated amount or any ceiling limit of conducting Forensic Audit

Clarification 13: No such amount has been determined for the bid document