

Minutes of the Pre-Bid Meeting

Tender Ref No. - IIM-MUMBAI/RFP/2023(1) Dated 05.01.2024

Pre-Bid meeting (Online mode) was held on 05.01.2024 at 03:00 PM

Bidders Attendees:

1. M/s. Nadkarni Date & Associates LLP
2. M/s. Jain V & Co
3. M/s. S. K. Patodia & Associates
4. M/s. KBPS & Co.
5. M/s. A K Dadheech & Co.
6. M/s. RSM & Associates
7. M/S Santosh Gupta & Co.
8. M/s. Ekbote Deshmukh & Co

IIM Mumbai Attendees

1. Prof. Rauf Iqbal
2. Prof. (Ms.) KS Ranjani
3. Prof. Ravindra Gokhale
4. Chief Administrative Officer
5. Supdt CPSC

Queries raised and their responses discussed as below.

Sr. No	Query	Response by IIM Mumbai
1.	Exemption is available from payment of EMD and tender fees to MSME as per Central Government Rule.	As per Rule 170 of General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the firms registered with concerned Ministries/ Departments are exempted from submission of Bid Security provided they produce necessary supporting documents. Exemptions, if any, must be supported with legitimate documents and they shall have to enclose valid self-attested registration certificate(s) along with the tender to this effect.
2.	Clarification on how marking will be done since step marks have not been disclosed	Please refer corrigendum III for Tender Ref No. - IIM-MUMBAI/RFP/2023(1) dated 15.02.2024
3.	Tender Document Pre-qualification it is mentioned other assignments will be considered however in Annexure VI only Statutory audit assignment are asked	The experience of the interested CA agencies and Firms having executed similar audit assignments carried out in Educational Institution(s) such as IIT's, IIM's or any other centrally funded institute (CFTI) of the Government of India may be considered, for the purpose of counting of numbers of years of experience. Please refer corrigendum III for Tender Ref No. - IIM-MUMBAI/RFP/2023(1) dated 15.02.2024
4.	In scope of work point a what do 2,3 and II,III,IV refer is not understood.	Scope of Work (page no.6 of Tender document) For : (2) and (3) above Read : (ii) and (iii) above

		Sl. (iv) Section 8 of Companies Act 2013 is deleted from the scope of work.
5.	Difference in point c of scope of work and other work with regards to income tax, gst and other act compliance because they seem the same. If these are infact same how to quote for such works in the price bid annexure since as per format we are supposed to quote only for statutory audit.	<p>The interested CA firms/agencies: to submit bids only for statutory audit. Read the tender document thoroughly prior to submitting the bids.</p> <p>‘3.1.2. Other work’ of the tender document of IIM Mumbai is reproduced below for kind reference:</p> <p><i>“The statutory auditor or any other consultant may also be asked to file following returns, at a separate fee:</i></p> <ul style="list-style-type: none"> • <i>Income Tax Returns</i> • <i>Return with the Charity commissioner’s office</i> • <i>Foreign contribution Return with MHA</i> • <i>Assistance in GST matters</i> • <i>Certification on utilization certificates</i> • <i>Any Tax related consultation”.</i> <p><u>Bidders may please note:</u> The Fee will be as per norms, paid separately however, not to be quoted for the current bidding process.</p>
6.	The volume of transactions to better understand the scope of work for GST and other compliance also clarify from which month these compliances are expected and if they cover 9 and 9c with respect to GST.	Please refer response at Sl.5 above.
7.	When and where presentation needs to be made?	The presentations will be scheduled at IIM Mumbai campus. Bidders may also make presentation in online mode. Schedule for presentation and link will be provided to the technically qualified bidders only.
8.	Minimum fees mentioned in the addendum is inclusive of Out-of-pocket expenses?	<p>The Minimum fee mentioned in addendum for IIM-Mumbai/EOI/2023(1) dated 19.01.2024 is for the purpose of Statutory audit only.</p> <p>Please refer corrigendum (iii) dated 15.02.2024</p>
9.	No. of employees, No. of Students	<p>Current staff strength of 200 and likely to increase,</p> <p>No of Students : Approx 1200</p>
10.	System of accounting used by the Institute	A separate finance module (cloude base) is in use as primary solution and integration of the same is process with Main Erp. Alternatively old FoxPro - dbase system also maintained for checks and balances.

11.	No of Receipt Vouchers per month , Payment Voucher per month	A) Average Receipt Voucher : 250+ per month B) Average Payment Voucher : 500+ per month (more than 1200 transactions per month)
12.	Whether institute has appointed any internal auditor.	The Institute has appointed one in no. Internal Auditor.
13.	Expected fee collection of the institute	The institute fees details are available on the website, the below link may be referred https://iimmumbai.ac.in/admission-2024 .

Note: This document should form a part of technical bid and to be signed and stamped by bidder.

For information to Bidders

Issued by
Administrative Section