

Minutes of Meeting of Pre-bid for “Hiring of Chartered Accountants Firms for Internal Audit for the Financial Year 2017-18”.

Date: 04-10-2017

Place: Biscomaun Bhawan

Time: 11:00 am

1. The submission of proposal by the CA firm must be duly sealed and signed on each page of the proposal along with the page numbering.
2. The Technical Proposal & Financial Proposal should be submitted separately in envelop.
3. The report submission timeline is as below:

Quarter	Period of Audit	Time line for the District Auditors
1st	1 st April 2017 to 30 th June 2017	Within 20 days from the date of signing contract
2nd	1 st July 2017 to 30 th Sep 2017	
3rd	1 st Oct 2017 to 31 st Dec 2017	31 st January 2018
4th and Annual Report	1 st Jan 2018 to 31 st Mar 2018	15 th May 2018

4. If a CA firm received multiple RFP (maximum three) can apply all or any assignment with different key professional in each assignment.
5. The submission of key professional CVs should be in the given format only.