

Meeting Minutes

Sub: Minutes of the pre-proposal virtual meeting of ELEMENT Procurement-cum-Purchase Committee for providing clarification on the Request for Proposal (RFP) held on 26th September 2025, 11:00 AM, at Conference Room of ELEMENT Office.

The meeting was chaired by the Deputy Project Director - AFPA and attended by Committee members and representatives. The purpose of the meeting was to provide clarifications on the Request for Proposal (RFP) and address technical and procedural queries raised by prospective proposers regarding the hiring of a Chartered Accountant Agency for the Statutory Audit of ELEMENT Nagaland.

The meeting commenced with an overview of the submitted queries and the corresponding responses. The following points were discussed and agreed upon:

1. A query regarding the submission procedure under Data Sheet Instruction to Consultants (ITC) Clause 17.1 was raised. It was clarified that the acceptance of RFP submissions will only be through the designated Nagaland Government e-procurement portal at <https://nagalandtenders.gov.in/nicgep/app> as stated in the RFP, no other submission modes will be accepted.
2. Requests for revision of specific RFP provisions were made as follows:
 - a. Under Data Sheet 21.1, Part A – Mandatory Criteria, point 4, the minimum turnover requirement was originally stated as INR 30 million for the last three financial years (FY 2022-2025). The committee acknowledged a typographical error and revised the minimum turnover to INR 3 million.
 - b. Regarding the experience criterion related to audits of externally aided projects with a contract value not less than INR 20 lakhs in the last five years (as per ITC 1, Evaluation Criterion (i), page 36), proposers requested reduction of this limit to INR 2-5 lakhs. Considering the limited availability of large-scale externally aided projects in the Northeastern region, the committee agreed to reduce the contract value threshold to INR 5 lakhs.
 - c. A request was made to change the selection method from Least-Cost Based Selection (LCS), as per ITC – Data Sheet A. General, point 2.1 (page 26), to Fixed Budget Based Selection (FBS). The committee sought clarification from the World Bank, which advised that selection could be done through Consultant's Qualification Selection (CQS) or Quality Based Selection (QBS), where price is not a criterion. Based on this, the committee decided to adopt Quality Based Selection (QBS), evaluating quality without considering cost.

It was noted that all amendments will be finalized only after consultation with higher authorities and will be communicated through meeting minutes and a corrigendum published on the Nagaland Government e-tender portal. Previous clarifications will be attached as an annexure to the response.

The meeting concluded with a vote of thanks from the Chair.

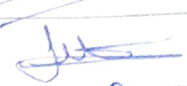
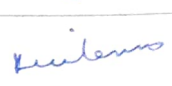
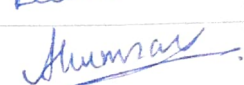
Encl: As stated


3/10/25
(CHONPENTHUNG EZUNG) NCS
Deputy Secretary, Agriculture
& Deputy Project Director, ELEMENT

ATTENDANCE SHEET

A pre-proposal meeting of the Procurement cum Purchase Committee regarding hiring of Chartered Accountant Agency for Statutory Audit of ELEMENT Nagaland held at the Conference Room of ELEMENT SPMU.

Date: 26/09/2025

Sl.no	Name	Designation	Signature
1.	Shri. CHONPENTHUNG EZUNG	Deputy Project Director- AFPA	
2.	THOTREI MUWAH	Finance Expert	
3.	Temu Longkumer	Finance officer	
4.	KEVILENUO	Asst. Finance	
5.	AKUMSASHI AO	Procurement Specialist	
6.			

QUERIES AND CLARIFICATION

Sl.No.	POINTS AT RFP	SUGGESTION FROM INTERESTED FIRM	RESPONSE
1	The firm should have at least two partners and two full- time qualified Chartered Accountants/ Cost Accountants.	The firm should have at least four partners or two partners and two full- time qualified Chartered Accountants/ Cost Accountants. Reason: There may be firms which are having 4 or 5 partners but may not be having full time employees as such	The project will adhere to the original requirement and selection criteria stipulating the involvement of two partners and not as requested.
2	The firm should have an average turnover of minimum INR 30 Million during the last three financial years (FY 2024-25, FY 2023-24 & FY 2022-23) from audit fees	The firm should have an average turnover of minimum INR 10 Million during the last three financial years (FY 2024-25, FY 2023-24 & FY 2022-23) from audit fees Reason: Turnover limit of 30 Million INR is quite higher so far as the firms from North Eastern States are concerned	The committee acknowledged a typographical error and revised the minimum turnover to INR 3 million.
3	Could you please provide an estimated amount or budget allocated for this audit assignment?		As per ITC 14.1.2 the client has indicate the estimated Key Expert's Time input in the Data Sheet.
4	Do we need to physically visit all 15 districts and the 225 villages covered under the project, or will the audit be conducted mainly at the State Project Management Unit (SPMU) office?		The Audit will be conducted only at SPMU (Kohima, Nagaland) for the mentioned period 14 April 2024 till 31 March 2025
5	Please confirm whether the tender submission is to be made in a sealed offline envelope or via the online e-procurement portal.		As per Data Sheet 17.1 The Consultant shall submit their Proposal (both Technical and Financial) electronically on the e-procurement portal.
6	We would also like to know if this will be the first time that statutory audit will be conducted for the organisation or has been there been Statutory Audits conducted in the past years as well.		Yes, the project is scheduled to conduct the Statutory Audit in accordance with our initiation dated 14 April 2025

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Agency for State

COMMENT

As a result of

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Expenses that will be incurred in the nature of travelling, fooding charges etc. while conducting the statutory audit will be reimbursed by the organization or will the expenses be covered in the bid amount. Also, if the expenses will be reimbursed by the organization, please let us know the capping on expenses.

Requesting to all the interested vendors the mentioned cost for travelling, fooding and other charges to be included in the bid amount. The travelling expenses will be incurred only for the visit at Kohima (i.e. Kohima office) for a limited number of expenses incurred for office set up and other administrative expenses only.