

**Request for Proposal for Appointment of Chartered Accountant/ Cost Accountant Firm for Accounting Work and as Tax consultant to PFRDA for the period Aug 2023 to July 2024**

**Queries Received and Responses thereof on 14th July 2023**

**Pre-bid Meeting time and location- 1500 hrs at O/o PFRDA, B-14A, Chatrapati Shivaji Bhawan, Qutab Institutional Area, New Delhi- 110016**

<b>S.No</b>	<b>Bidding Document Reference (Number/page)</b>	<b>Content of RFP requiring clarification</b>	<b>Points of Clarification required</b>	<b>PFRDA Response</b>
1.	Point No. 2 c. under General terms & Conditions	The Earnest Money Deposit (EMD) of Rs.10,000 (Rupees Ten Thousand Only), refundable (without interest), should be necessarily accompanied with the "Compliance with eligibility criteria (Technical Bid envelope)"	Is EMD exempted for MSME registered firms?	Yes, the EMD requirement is exempted in case of MSME registered firms. Attach registration certificate along with the tender documents. Corrigendum in this regard has been published in PFRDA's website.
2	Point no. 3 Broad scope of work A. Accounting work	Carrying out accounting entries/work in the Tally or any other accounting software used by the Authority on a daily basis	What is the volume of transactions?	Volume of transactions is between 200-250 entries on a monthly basis. This includes all entries in nature of payment, receipts, journal & contra etc.
		The applicant firm shall deploy a dedicated visiting team of experienced persons which shall invariably include at least one partner of the applicant firm.	Any specific number of days for the team to be present for the audit?	There is no audit involved in the said assignment. A dedicated staff should be available for all working days. Further, the dedicated staff should be well conversant in the domain of accounts and taxation.

				Team along with one partner shall be deployed in following cases eg: All tax returns (direct & indirect), concurrent checking of vouchers, finalizing Annual Accounts, assisting in various Audits etc.
3.	Point 3 (B). As a tax Consultant I. Direct Taxes Point b	Attending to all notice/letters, assessments/ appeals before income tax authorities/appellate authorities. Regular follow up with the Tax Authorities for tax related matters.	Number of cases pending and at what level, whether in assessment, appeal etc	No. of cases pending as on date is Nil.
4	Point 4.1 (d) Eligibility Criteria	During the last five years (upto 31st March 2023), the entity should have an experience of tax related/Accounting/Audit related work of any financial sector regulator.	List of organizations covered under "Financial Sector Regulators"	It is hereby clarified that "financial sector regulators" includes below organizations: <ol style="list-style-type: none"> <li>1. Reserve Bank of India</li> <li>2. Security Exchange Board of India</li> <li>3. Pension Fund Regulatory and Development Authority</li> <li>4. Insurance Regulatory and Development Authority</li> <li>5. International Financial Services Centres Authority</li> <li>6. National Financial Reporting Authority</li> <li>7. Insolvency and Bankruptcy</li> </ol>

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