

पंजीकृत कार्यालय  
 कोर-4,  
 स्कोप कॉम्प्लेक्स,  
 7- लोदी रोड,  
 नई दिल्ली -110003

Registered Office,  
 Core-IV,  
 Scope Complex,  
 7-Lodhi Road,  
 New Delhi-110003

Event Number: NTCL/Head Office/Finance/1/20-21/ET/1[Appointment of Internal Auditor]

Date of Tender: 19-01-2021

**Minutes of the Pre-Bid Meeting**

Sl. No.	Name of the Firm participated in Pre-Bid Meeting	Pre-Bid Meeting Query	Reply
1.	M/s S. Guha & Associates	i. Number of transactions in mills?	i. All mills of NTC are closed since March 2020 therefore there are reduced number of transactions.
		ii. Is it mandatory to have registered office in Delhi-NCR to be appointed as CIA?	ii. Firm was informed affirmatively.
		iii. Clarification Regarding the location Firms applying for units other than CIA.	iii. Firm was informed that Firms applying for units other than CIA can have their registered office or branch office to apply for tender.
2.	M/s AMRG & Associates	i. Number of transactions in mills?	i. All mills of NTC are closed since March 2020 therefore there are reduced number of transactions.

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	ii. Is there any Certification work involved?	ii. No, Auditor need not to certify anything else except audit report and in case of CIA, Auditor need to certify Compiled observations apart from Audit Report of Head Office.
	iii. How minimum audit fee is calculated?	iii. It was informed that minimum fee is reduced fee of Previous Year's Audit Fee.
	iv. Is it mandatory to have registered office in Delhi-NCR to be appointed as CIA?	iv. Firm was informed affirmatively.
	v. When will audit fee will be paid?	v. It was informed that previously firms were paid on half yearly basis
	vi. Previous three years audit fee of CIA.	vi. Firm was informed the fee of previous three years of CIA.

Further, in continuation to the **Tender No. NTCL/Head Office/Finance/1/20-21/ET/1[Appointment of Internal Auditor]** dated 19-01-2021,

1. No modification has been made in the tender document after the Pre-Bid meeting.
2. The technical bid and commercial bid has to be submitted online at <https://www.mstcecommerce.com/eproc>

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3. For any technical support, following contact details are provided:

1. MSTC HELPDESK	-	+911123217850
2. MSTC HO HELPDESK	-	+913322901004
3. MSTC NRO HELPDESK	-	+911123215163
4. MSTC NRO HELPDESK	-	+911123212357

4. All the queries pertaining to tender document may be sent to [internal\\_audit\\_ho@ntcltd.org](mailto:internal_audit_ho@ntcltd.org)

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