



GOVERNMENT OF SIKKIM
PLANNING & DEVELOPMENT DEPARTMENT
TASHILING SECRETARIAT, GANGTOK - 737101

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No. GOS/PDD/SI-WBP/53/POA/2025/ 48

Dated: 23rd Jul 2025

Clarifications to queries/suggestions received for Direct RFP – Hiring a Procurement Auditor Agency under ‘Sikkim: Integrated Service Provision and Innovation for Reviving Economies’ (INSPIRES) Program’ (RFP Ref no. IN-PMU-250627-LCS-LS-RFP-POA)

S. No.	Query / Suggestions from the Prospective Consultants	Clause Reference of RFP	Page Number	Content of Para / Clause under Reference as per RFP	Response/Clarifications															
1.	<p>Section 4 (Terms of Reference), Part IV: Scope of Work states that Consultant is supposed to carry out the audit of all the contracts during the period of audit. Data Sheet Clause 21.1 Part B – Evaluation Criteria mentions a total 9 person-months for the entire assignment (covering 3 financial years). The basis for the same is not clear. In order to estimate the appropriate person-months:</p> <ul style="list-style-type: none">Kindly confirm the number of contracts concluded in FY 2024-25 that will fall under the scope of Procurement audit.Please indicate the planned number of contracts for FY 2025-26 and FY 2026-27 that you expect to include in the Procurement audit.	<p>Section 4 (Terms of Reference), Part IV</p> <p>Data Sheet Clause 21.1 Part B</p>	Page No 68, 36	<p>Part IV: Scope of Work</p> <p>A list of all procurements (goods, works and consultancy/non-consultancy services) undertaken by the Program during the period of audit, as well as all activities for which any payments were made during the audit period will be shared by the Program. The consultant is expected to carry out the audit of all contracts provided in the list at the Program site.</p> <p>Data Sheet Clause 21.1 Part B – Evaluation Criteria</p> <table><tr><th>S. No</th><th>Role</th><th>Qty</th><th>Person Months</th><th>Max Points</th></tr><tr><td>1</td><td>Team Leader (TL)</td><td>1</td><td>3</td><td>15</td></tr><tr><td>2</td><td>Procurement Specialist (PS)</td><td>1</td><td>6</td><td>10</td></tr></table>	S. No	Role	Qty	Person Months	Max Points	1	Team Leader (TL)	1	3	15	2	Procurement Specialist (PS)	1	6	10	Beyond the scope of RFP. To be shared only at the time of award of Contract.
S. No	Role	Qty	Person Months	Max Points																
1	Team Leader (TL)	1	3	15																
2	Procurement Specialist (PS)	1	6	10																

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2.	<p>Exemption for MSMEs from EMD Payment</p> <p>Point 10 of the Notice Inviting Tender talks about Payment of Earnest Money Deposit of INR 45,000. GPCL Consulting Services Limited is a registered MSME, and as per the prevailing government norms and procedure generally followed by Government bodies, EMD is exempted for MSME organizations. We kindly request you to consider granting an exemption for the MSMEs from EMD submission in this context. This will encourage wider participation from MSMEs.</p>	Notice Inviting Tender / Page 2 of the RFP	Page 2	10. Earnest Money Deposit (Refundable) INR 45,000.00 (Forty-five thousand rupees) only Earnest Money Deposit should be in the form of a Demand Draft/Pay Order/ Account Payee Banker's Cheque drawn on any Nationalized/Scheduled bank in favour of: Additional Secretary cum Program Director, Sikkim INSPIRES, Planning & Development Department, Government of Sikkim Tashiling Secretariat, Gangtok, Sikkim 737101.	The existing provisions of the RFP shall remain unchanged.
3.	<p>Payment Terms</p> <p>In the Payment methodology section of Part V: Deliverables, the RFP mentions for 50 % annual payment on submission of the draft report and 50 % annual payment on acceptance of the final audit report. As significant mobilisation costs are incurred between inception and draft report stages, we propose at least 10% of annual payment on submission of Inception report.</p>	Section 7 – Terms of Reference Part V: Deliverables	Page 70	<p>V. Deliverables</p> <p>Payment Methodology: 50% of the annual payment will be made at the time of draft report and the balance 50% payment will be done after acceptance of Final Audit Report by PMU each year.</p>	The existing provisions of the RFP shall remain unchanged.

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4.	<p>Mandatory Empanelment with Finance Department</p> <p>Please share the detailed procedure, timeline and required documentation for empanelment with the Finance Department of the Government of Sikkim, as this is listed as an eligibility criterion.</p>	Section 2. Instructions to Consultants E. Data Sheet Clause 21.1 Part A: Mandatory Criteria	Pg 34	<p>E. Data Sheet Clause 21.1</p> <p>Part A: Mandatory Criteria:</p> <table><tr><th>S. No</th><th>Eligibility Criterion</th><th>Documents / Evidence to be Provided</th></tr><tr><td>1</td><td>Entity should be legally registered under appropriate authority for last 5 years.</td><td>Certificate of Incorporation/ Registration</td></tr><tr><td>2</td><td>Entity should be empaneled with the Finance Department, Government of Sikkim</td><td>Valid Empanelment Certificate.</td></tr></table>	S. No	Eligibility Criterion	Documents / Evidence to be Provided	1	Entity should be legally registered under appropriate authority for last 5 years.	Certificate of Incorporation/ Registration	2	Entity should be empaneled with the Finance Department, Government of Sikkim	Valid Empanelment Certificate.	<p>Please visit the link provided below and follow the instructions there by –</p> <p>http://www.sikkimfred.gov.in/Forms/Forms.aspx</p>
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5.	<p>Experience Criterion</p> <p>Section 7 (Terms of Reference), Part VII: Qualifications and Expertise states that the bidder must have “annual turnover of INR 25 Lakhs from consulting or auditing services.” To ensure alignment with the specialised nature of this engagement, we suggest the criterion be revised to “annual turnover of INR 25 Lakhs from Consulting or Procurement Audit” rather than the broader term “Audit,” which could encompass financial, statutory or other audits that may not be relevant to the context.</p> <p>Also, it is suggested that the experience of the Team to include “Procurement Audit” rather than the broader term “Audit”.</p>	Section 7 Terms of Reference, Part VII	Pg 80	<p>Section 7- Terms of Reference</p> <p>VII. Qualifications and Expertise</p> <p>The procurement audit agency should demonstrate:</p> <ul style="list-style-type: none">i. Entity should be legally registered under appropriate authority for last 5 years.ii. Entity should be empanelled with the Finance Department, Government of Sikkim.iii. Any three years, out of the last five years, the consultancy firm should have a minimum annual turnover of Rs. 25 lakhs from consulting or auditing services.iv. The consultants should be a professionally qualified firm with a minimum of 5 years of similar work experience. [work completion certificate shall be submitted]v. The audit assessment will be conducted by a designated 2-member team, as detailed below: <table><tr><th>SN</th><th>Team</th><th>Qualification</th><th>Experience</th></tr><tr><td>1</td><td>Team Leader (TL)</td><td>Master's degree in relevant discipline</td><td><ul style="list-style-type: none">10+ years of experience in relevant fieldCandidate must have handled at least 5 assignments of Audit</td></tr><tr><td>2</td><td>Procurement Specialist (PS)</td><td>Bachelor's degree in relevant discipline</td><td><ul style="list-style-type: none">5+ years of experience in relevant field.Candidate must have handled at least 2 assignments of Audit.</td></tr></table>	SN	Team	Qualification	Experience	1	Team Leader (TL)	Master's degree in relevant discipline	<ul style="list-style-type: none">10+ years of experience in relevant fieldCandidate must have handled at least 5 assignments of Audit	2	Procurement Specialist (PS)	Bachelor's degree in relevant discipline	<ul style="list-style-type: none">5+ years of experience in relevant field.Candidate must have handled at least 2 assignments of Audit.	The existing provisions of the RFP shall remain unchanged.
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6.	<p>Tender Fee Payable by Demand Draft</p> <p>Point 11 of Notice Inviting Tender, mentions about payment Tender Fee of INR 2,000 in the form of a demand draft. Given that the bidding process is entirely online, we propose waiving the tender fee.</p>	Notice Inviting Tender/ Page 2 of the RFP	Page 2	<p>Notice Inviting Tender/ Page 2 of the RFP</p> <table><tr><td>11</td><td>Tender Fee (Non-Refundable)</td><td>INR 2,000.00 (Two Thousand rupees) only. The Tender Fee must be submitted in the form of a demand draft in favour of: Additional Secretary cum Program Director, Sikkim INSPIRES Planning & Development Department, Government of Sikkim Tashiling Secretariat, Gangtok, Sikkim 73710.</td></tr></table>	11	Tender Fee (Non-Refundable)	INR 2,000.00 (Two Thousand rupees) only. The Tender Fee must be submitted in the form of a demand draft in favour of: Additional Secretary cum Program Director, Sikkim INSPIRES Planning & Development Department, Government of Sikkim Tashiling Secretariat, Gangtok, Sikkim 73710.	The existing provisions of the RFP shall remain unchanged.									
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7.	We would like to request an extension of the proposal submission deadline (currently 29/07/2025 at 3:00 PM) by at least 10–15 working days, to enable comprehensive participation and proper documentation. This will be particularly helpful for MSME bidders like us who are seeking clarification before finalizing the submission.	Notice Inviting Tender/ Page 2 of the RFP	Page 2	<div>Notice Inviting Tender/ Page 2 of the RFP</div> <div> <div>7</div> <div> <div>Last date for submission of proposals</div> <div>The Proposals must be uploaded on the e-procurement portal no later than: Date: 29/07/2025, Time: 03:00 PM</div> </div> </div>	No extension. The existing provisions of the RFP shall remain unchanged.