



**TENDER DOCUMENT NO.IGL/ET2/CP/CM18202**  
**HIRING OF CONSULTANT TO REVIEW ENTERPRISE RISK MANAGEMENT POLICY OF IGL BY COVERING ALL PROCESSES OF IGL**

**REPLY TO PREBID QUERIES**

Sr No.	Section	Tender Clause	Page No.	Description	Bidder Query	IGL Remarks
1	VI	SCOPE OF WORK	58	To analyze and review the existing Enterprise Risk Management (ERM) Policy of IGL by covering all the processes of IGL.	Request you to please clarify if the scope includes: 1. Review of policy including governance structure, roles and responsibilities of stakeholders and revision of risk scales 2. Review of existing risk registers and identification of new risks, if yes, then please provide the list of risk registers and no. of risks thereunder. 3. Kindly confirm if successful bidder needs to visit locations except IGL HQ in Delhi. 4. Kindly confirm the list of processes included in the scope.	1. Review of policy shall cover governance structure, roles and responsibilities of stakeholders and revision of risk scales. 2. Review of existing risk registers and identification of new risk shall not be covered in scope of work. 3. Successful bidder need not to visit locations except IGL HO. The work shall be executed from IGL head office. Successful bidder may commence the work on hybrid model (as advised by the User department). 4. The list of processes shall be shared during the initial phase of the project.
2	VII	FORMS AND FORMATS & Clause no. 6.5(ii)	72 & 8	FORM 9 PRO FORMA FOR LETTER OF AUTHORITY Power of Attorney to the bid signatory on Non-Judicial Stamp Paper / Board Resolution on Company Letterhead	Please Confirm If Instead of Form 9 we can provide Board Resolution of Company's Letter Head	Acceptable
3	I	BIDDER EVALUATION CRITERIA (BEC) Clause no. 7.1(a) & 7.2(a)	9	7.1(a) Bidder should have experience of successfully executing single order for framing/ review/update /audit of Enterprise Risk Management policy of an oil & Gas company of at least Rs.2.21 Lacs during the previous 7 years reckoned from the date of issue of tender. 7.2(a) Annual Turnover: The minimum annual turnover achieved by the bidder as per their audited financial results during any one of the three preceding financial year shall meet the turnover requirement of Rs. 4.43 Lacs.	Request if you consider increasing the annual turnover criteria for qualifying for this bid. Currently, the requirement is only 4.43 lacs, which means that a company with just two work orders of 2.21 lacs each could qualify. We believe that increasing the turnover requirement would ensure that only experienced vendors are eligible to bid, which would ultimately benefit the project.	Tender condition prevails
4	I	BIDDER EVALUATION CRITERIA (BEC) Clause no. 7.2(i & iii)	9	7.1(i) Bidders must submit documentary evidence such as Audited Balance Sheet & Profit & Loss A/c Statement for last three financial years in support of the above 7.2(iii) In case of tenders having bid submission date up to 30th September of the relevant financial year, and audited financial results of the immediately preceding financial year is not available, the bidder can submit the audited financial results of the three years immediately prior to that. Wherever the closing date of the bid is after the 30th September of the preceding financial year, bidder has to compulsorily submit the audited financial results for the immediate 3 preceding financial years.	As per the regulatory requirements, LLPs are required to file form 8 (Accounts) upto 30 October (where Tax audit is applicable) and we have yet to finalize our accounts for FY2023-24 and considering bid submission date is early in October 2023. Can we submit financials for "FY2022-23"; "FY2021-22" and "FY2020-21".	Tender condition prevails
5	I	BIDDER EVALUATION CRITERIA (BEC) Clause no. 7.2	9	Documents Required: • Details of financial capability in prescribed form should be submitted by bidder duly signed and stamped by Statutory Auditor/Chartered Accountant with UDIN • Audited Balance sheet and Profit & Loss of the last three preceding financial years	Can we attach Audited balance sheet and Profit & Loss for point 1 also. OR It is required as per "Form 5" on Page 68 of Tender document only	Tender condition prevails Both documents required
6	I	TENDER EVALUATION METHODOLOGY	10	Evaluation will be done on totality basis. Evaluation will be on lowest cost (L1) basis.	Please Confirm that evaluation will be done on L1 basis considering other laid requirements are met	Tender condition prevails Evaluation will be done on totality basis for complete scope as per tender document Award shall be done of L1 basis
7	IV	SPECIAL CONDITIONS OF CONTRACT (SCC) Clause no. 3.0	49	Within 30 days of execution of the contract agreement, the contractor shall register themselves and the contract at their own cost with the Reserve Bank of India, Income Tax, Sales Tax and such other statutory authorities, as may be required under the rules and regulations governing in India	Please Confirm if it is applicable to us	Tender condition prevails Required from all participated bidder
8	IV	CONTRACT PERFORMANCE BANK GUARANTEE (CPBG) Clause no. 6.0	50	Within 21 days from the receipt of notification of award of the Contract / Purchase Order, the Contractor shall furnish Performance Guarantee to the Purchaser in the form of Demand Draft or Bank Guarantee from any Nationalized / Scheduled bank, in the format provided in the Tender Document	Please Confirm if it is applicable to us	Tender condition prevails Required from all participated bidder
9	V	Scope of Work	58	To analyse and review the existing Enterprise Risk Management (ERM) Policy of IGL by covering all the processes of IGL.	Request you to please clarify if the scope includes: 1. Review of policy including governance structure, roles and responsibilities of stakeholders and revision of risk scales 2. Review of existing risk registers and identification of new risks, if yes, then please provide the list of risk registers and no. of risks thereunder. Kindly Share the list of locations that may have to be visited under the scope. Whether some of the meetings can also be conducted in virtual mode for officials in these locations.	Please refer reply point no. 1

10	VII	FORMS AND FORMATS	67	FORM 3 FORMAT FOR CERTIFICATE FROM STATUTORY AUDITOR / CHARTERED ENGINEER FOR DETAILS OF SIMILAR GOODS/ WORK/ SERVICES SUPPLIED/ DONE DURING PAST 7 YEARS FORM 4 CERTIFICATE FROM THE STATUTORY AUDITOR / CHARTERED ENGINEER REGARDING SUPPLY OF GOODS/WORKS/SERVICES	As the requirement is to provide work orders along with completion certificate, request you to please remove the requirement of certification from auditor and allow us to provide form 3 on self-certification only and remove requirement if form 4.	Tender condition prevails
11	VII	FORMS AND FORMATS	68	FORM 5 CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER FORMAT FOR STATUTORY AUDITOR / CHARTERED ACCOUNTANT	Due to the paucity of time, can we provide the turnover certificate, net worth certificates and balance sheet for Working capital requirements duly signed and stamped by the auditor/chartered accountant rather than the format prescribed in form 5.	Tender condition prevails
12	VII	FORMS AND FORMATS	71	FORM 8 LETTER FROM STATUTORY AUDITOR / CHARTERED ACCOUNTANT / CHARTERED ENGINEER	Kindly clarify the requirement of this certificate for this tender and request you to please consider removing this FORM from the requirement.	Tender condition prevails Required from all participated bidder
13	VII	FORMS AND FORMATS	73	Form-10 DETAILS OF LITIGATION	Request you to please consider changing the requirement to undertaking which states that:  As on date, we undertake that there is no litigation pending against the bidder (us) which shall threaten the performance of this tender/scope of work.  As this is the same requirement of many of the public listed and government PSUs.	Tender condition prevails
15	I	BID SECURITY	11	Not Applicable. However, bidder's need to submit declaration as per format attached at Annexure – I.	Bidder understands that there is no requirement for Bid Security/ EMD. Instead, bidder needs to submit Annexure 1 (Declaration of Bid Security). Kindly confirm.	Bidder understanding is correct
16	II	DOCUMENTS CONSTITUTING THE BID Clause no. 20.3 & 20.6	19	20.3 All the documents submitted in pdf format shall be duly signed and stamped on each page by the bidder or an authorized signatory of the bidder. 20.6 All signatures in bids shall be dated, as well as all pages of bids shall be initialled at lower right hand corner by the Bidder or by a person holding power of attorney authorizing him to sign on behalf of the bidder before the submission of bids	Bidder seeks clarification whether digitally signed documents (which will be one sign per document binding the whole document) would work in this regard.	Digitally signed shall be done by the person holding power of attorney against the tender
17	V	Scope of Work	58	Scope of Work	Bidder seeks clarity on the following points related to the scope of work: 1. Does bidder need to visit any site, apart from Delhi office, during the execution of the assignment?	Please refer reply point no. 1
18	IV	SPECIAL CONDITIONS OF CONTRACT (SCC)	49	Intellectual Property	Bidder proposes the following modification: "Notwithstanding anything to the contrary, we shall be allowed to retain sufficient documentation as part of our professional records to support and evidence the work performed by us. Such retention shall be subject to obligations of confidential."	Tender condition prevails
19	III	GENERAL CONDITIONS OF CONTRACT (GCC)	37	Settlement of Disputes	Bidder proposes that for the purposes of provision of arbitration, the sole Arbitrator shall be mutually appointed by the parties.	Tender condition prevails

Note:

1. Please note that only the clarifications of the queries received from the bidder's are replied in this corrigendum, under reply to bidder's Query.
2. All other terms & conditions of tender document remain unaltered.
3. Bidders are requested to visit IGL website / IGL's tendering website <https://petroleum.ewizard.com> regularly for further announcement
4. Please submit the signed and stamped copy of this corrigendum along with your offer.