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TENDER DOCUMENT NO.IGL/ET2/CP/CM18662  
Appointment of Internal Auditor for FY 2025-26 & 2026-27

**REPLY TO PREBID QUERIES**

S.NO	Section	Tender Clause.	Page No.	Description					Bidder Query	IGL Reply												
1	I	Technical BEC Clause no. 7.1 of IFB	8	.... Duly certified by Notary Public.					For most of the documents, there is a requirement for ‘attested by Notary Public’ or ‘Notarized Affidavit’.  We request that the requirement for attestation by Notary Public or Notarized Affidavit be waived off, and self-attestation and certificate signed by the Partner on the Letterhead of the bidder should be accepted.	Tender conditions prevails												
2	I	Tender Evakuaton Methodology Clause no. 8.3	13	<table><tr><th>S.no</th><th>Parameter</th><th>Max Score</th><th>Scale</th><th>Grading (Score)</th></tr><tr><td rowspan="4">5</td><td rowspan="4">The Internal Audit (CA) Firms/company should have some office setup in Delhi/NCR (Noida, Greater Noida, Gurugram, Faridabad and Ghaziabad)</td><td rowspan="4">10</td><td>Head office in Delhi/NCR</td><td>10</td></tr><tr><td>Branch office in Delhi/NCR With more than three Partners</td><td>9</td></tr><tr><td>Branch office in Delhi/NCR With More Than One Partner and Upto 3 Partners</td><td>8</td></tr><tr><td>Branch office in Delhi/NCR With one Partner</td><td>7</td></tr></table>	S.no	Parameter	Max Score	Scale	Grading (Score)	5	The Internal Audit (CA) Firms/company should have some office setup in Delhi/NCR (Noida, Greater Noida, Gurugram, Faridabad and Ghaziabad)	10	Head office in Delhi/NCR	10	Branch office in Delhi/NCR With more than three Partners	9	Branch office in Delhi/NCR With More Than One Partner and Upto 3 Partners	8	Branch office in Delhi/NCR With one Partner	7	We request that the firms who do not have Headoffice in Delhi NCR, but have 2 Branch Offices in Delhi NCR should be awarded 10 marks.	Tender conditions prevails
S.no	Parameter	Max Score	Scale	Grading (Score)																		
5	The Internal Audit (CA) Firms/company should have some office setup in Delhi/NCR (Noida, Greater Noida, Gurugram, Faridabad and Ghaziabad)	10	Head office in Delhi/NCR	10																		
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3	-	-	-	-					If possible, kindly provide the editable version (MS Word) of the RFP Document	You can download the Tender Document in PDF format from our below sites: 1. <a href="https://igl.ewizard.in">https://igl.ewizard.in</a> 2. <a href="https://www.iglonline.net">https://www.iglonline.net</a> Go to Vendor Zone> Active Tenders												
4	-	-	-	-					Submission of Audit Reports: Kindly confirm whether the Internal Audit Reports are required to be submitted on a quarterly basis or whether a single consolidated report for the entire FY 2025-26 is to be provided	Internal audit reports for each area/department are submitted as a single report covering the entire year.												
5	V	Scope of Work	63-68	-					Deployment of Paid Assistants from Group Firms: M/s..... is part of the M/s....., which includes other associated firms. We request clarification on whether paid assistants from other firms within the M/s.....may be included as part of the audit team proposed for this assignment.	All audit personnel, including paid assistants, must be from the bidding firm only. Deployment of resources from any firm other than the bidder is not permitted.												
6	I	Clause no. 7.1 (2) Technical BEC of IFB and 8.3 (2) Tender Evaluation Methodology of IFB	7 & 13	The firm should have at least 20 qualified Chartered Accountants with minimum 05 years post qualification experience (excluding Partners)					You have mentioned the requirement of 20 employees excluding 8 partners.  Whereas our submission is, if any firm has required strength of the partners whether in the form of employee or partner or associate and they submit required proof of their association, they should qualify for the tender. condition of having 20 employees which may create hurdle in participation in spite of having strength of CAs in different forms.  Therefore, it is requested to you to issue a suitable corrigendum to give effect to the above suggestion and focus on the strength of the firm rather than employee count.	Tender Condition Prevails												