

RFP for Appointment of Secretarial Auditors for FY 2021-22 dated 11th October, 2021

Clarifications to Pre-bid Queries

S. No.	RFP Document Reference (Section & Page Number)	Clause of RFP requiring clarification	Brief Details/ Query in reference to the clause	Clarifications
1	Annexure – I (Scope of Secretarial Audit), Point No. 6 of Page Nos. 11 & 12	Performing the function of scrutinizer for voting, remote e-voting and physical polls conducted.	As per the RFP, in the para relating to scope of Secretarial Audit as part of the various applicable laws “Performing the function of scrutinizer for voting, remote e-voting and physical polls conducted” (Point No.7) has also been included. We believe that the said function does not fall under the scope of the Secretarial Audit of a Company. The said point may be removed from this section	It is clarified that the work mentioned under Point No. 6 of Page Nos. 11 & 12 is not within the scope of Secretarial Audit and is a work in addition to the scope of Secretarial Audit.
2	Annexure – V (Proforma of Financial Bid) at Page No. 17	Conducting Secretarial Audit of LIC for FY 2021-22	a. Under the Financial Bid, whether i) we need to quote a consolidated amount for all the services (as mentioned in Page 12 of the RFP) including Secretarial Audit or ii) can we provide a break-up of charges for the specific services to be provided by	Scrutinizer Charges per Resolution for the work stated as point no. 6 at Page Nos. 11 & 12 of Annexure I (Scope of Secretarial Audit) and the consolidated fees for Secretarial Audit may be separately quoted in the financial bid. For the purpose of considering ‘Amount quoted’ consolidated Secretarial Audit fees and Scrutinizer charges for one

			<p>the bidder.</p> <p>b. If the answer to point a (i) is Yes, then kindly guide us on how to quote the charges for performing the function of scrutinizer for the General Meetings/ Postal Ballots etc. of LIC to be held during FY 2021-2022, since charges for acting as a Scrutinizer would be based on per meeting/postal ballot of the Company as and when held during the FY 2021-2022.</p>	<p>Resolution will be added together.</p> <p>The Proforma of Financial Bid (Annexure - V) is revised accordingly and is uploaded on LIC's website.</p>
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Company Secretary

Date: 28th October, 2021