

**Record note of discussion on the Pre Bid Meeting for appointment of Internal Auditors in APEDA Head Office held on 29<sup>th</sup> May, 2018 at 11:00 a.m. at Conference Room, APEDA**

List of Participants is enclosed.

1. There will be no extension of date or changes in ToRs including mentioning of minimum price for the assignments and change of EMD from selected firm to from performance guarantee to FDR.
2. The firm selected shall ensure that desired number of persons required are available in APEDA office and their attendance shall be monitored by APEDA. However, the firm shall be at liberty to change their manpower.
3. Any assignment (s) not covered in ToRs shall be paid extra on mutually agreed terms. Decision of Chairman APEDA shall be final in this regard.
4. As mentioned in ToRs, it was reiterated that the EMD of the successful firm shall be converted into performance guarantee and shall be retained with APEDA for the contract duration. In case a firm is selected on the basis of lowest offer but the firm does not accept the offer or refuses to take up the assignment or the firm appointed by APEDA works for a duration of less than the contract period of their own or due to providing unsatisfactory services from the date of taking up of the assignment with APEDA, the full performance guarantee shall be forfeited.
5. As mentioned in ToRs, the firm(s) which have already worked or working with APEDA but have not provided or providing satisfactory services and/or voluntarily withdrawn from the contract before its completion are not eligible to apply for the empanelment as internal auditors with APEDA.

## List of participants

S.No.	Name & Address
1.	Mr. Rishabh Jain M/s. AMRG & Associates
2.	Mr. P.K. Bansal M/s. D.D. Bansal Associates
3.	Mr. Sandeep Gupta & Pinto Kumar M/s. K.K. Chanani & Associates
4.	Mr. Vivek Kumar M/s. V.K. Verma & Co.
5.	Mr. Dron Puri M/s. Luthra & Luthra LLP
6.	Mr. B.K. Karn M/s. B. Rattan & Associates
7.	M/s. RVMK & Co.
8.	M/s. Garg Ashok & Co.
9.	Mr. Ravi B. Sehgal M/s. S.K. Mittal & Co.
10.	Mr. Shobhit Gupta M/s. B. Rattan & Associates
11.	Mr. S.S. Nayyar, General Manager APEDA
12.	Mr. Kumar Gautam APEDA