

Replies to Pre-Bid Queries - Tender No. NHIT/FY25-26/RFE/Agencies for Accounting and Payables Services

Request for Empanelment ("RFE") issued by National Highways Infra Trust (NHIT) for Empanelment of Agencies / Firms for Accounting and Payables Services for NHIT and SPVs of NHIT

Sr. N.	RFE Clause	Existing Provision (As per RFE)	Query / Suggestion (By Bidder)	Authority Response towards the received queries.
1	2.4 Submission of Empanelment (Page 4)	Please note that proposals with any conditionality will be summarily rejected.	As per the clause, "Proposals with any conditionality will be summarily rejected." We would like to seek clarification on whether this restriction applies strictly to the conditions or deviations within the RFP response only, or if it also applies to any suggestions or deviations proposed at the stage of signing the final agreement. Kindly confirm if there is an opportunity to propose changes or negotiate terms during the contract finalization phase, post-empanelment.	As per RFP Provisions restriction applies strictly as per management discretion
	2.7 A Bid may be declared non-responsive at the sole discretion of NHIT/SPVs of NHIT in case: (Page 7)	2.7.4 - If in case the Power of Attorney or the Authority Letter is not provided.	This is regarding Clause 2.7.4 and Clause 2.20.1 of the RFP: Clause 2.7.4 states that the bid may be declared non-responsive if the Power of Attorney or the Authority Letter is not provided. Clause 2.20.1, however, mentions that either a Power of Attorney or an Authority Letter from the Partner / Board / Managing Committee of the bidder entity should be submitted. We seek clarification that submission of an Authority Letter alone (without a Power of Attorney) will be considered sufficient and compliant. Kindly confirm if both documents are required or if one of the two would suffice.	Provide either Power of Attorney or duly Authorised Authority Letter
	2.20 - Documents to be submitted along with the Bid (Page 11)	2.20.1 - Either power of attorney or an authority letter from Partner / Board / Managing Committee of the Bidder entity should be provided for authentication of the authorized signatory signing the Bid document.		Provide either Power of Attorney or duly Authorised Authority Letter
	2.13 Minimum Eligibility Criteria of Qualified Bidders (Page 9)	2.13.3 The Bidder shall not be an associate of the Sponsor i.e., NHA, or NHIT or IDBI Trusteeship Services Limited.	Can we provide a self-declaration signed by authorized partner of the firm for this point?	Self-declaration is acceptable
	2.13 Minimum Eligibility Criteria of Qualified Bidders (Page 9)	2.13.4 The bidder should have positive net worth as per the last three years audited financial report. - Certificate from the Statutory Auditor/ Chartered Accountant	We can share the audit report along with the financial statements for the last 3 years that showcases positive net worth. Pls confirm that should be fine (instead of a separate certificate from the Statutory Auditor/ Chartered Accountant)	Self-certification with three years audited financial statements

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<p>2.13 Minimum Eligibility Criteria of Qualified Bidders (Page 9)</p>	<p>2.13.6 Blacklisting: The bidder should not be debarred/blacklisted by any Government Agency/ NHIT/Entities of NHIT/PSU in India as on date of submission of the Bid. 2.13.7 Legal: The bidder should not be subjected to any legal action for any cause in any legal jurisdiction in the last five years which would materially affect its ability to perform under this RFE.</p>	<p>Please clarify whether it would suffice if we provide a self-declaration signed by authorized Partner confirming and self-declaring on these clauses</p>	<p>Self-declaration is acceptable</p>
<p>2.18 - Procedure for Empanelment of Agency/s (Page 10)</p>	<p>2.18.2 - NHIT proposed to empanel Four Agencies/Firms. NHIT reserves the right to finalize the number of Agency/Firm to be empanelled at its discretion.</p>	<p>We seek clarification on the evaluation outcome in the scenario where more than four bidders secure the maximum score (e.g, 80 marks). In such a case, will all bidders with top scores be empanelled, or will NHIT apply an additional selection methodology to restrict the empanelment to four firms only? If so, kindly clarify the basis or criteria for such selection.</p>	<p>As per RFP Provisions applies strictly as per management discretion</p>
<p>2.23 - Commencement of Services (Page 11)</p>	<p>Within 10 days of issuance of LOA/Work Order by NHIT/SPVs under NHIT.</p>	<p>We would like to seek clarification on whether there is any flexibility to mutually agree on an extended timeline for commencement, in case of specific operational or onboarding requirements. Kindly confirm if the commencement period can be revised to a reasonable term on mutual consent, where needed</p>	<p>As per RFP Provisions applies strictly</p>
<p>Section B: Technical Information (Page 15)</p>	<p>A.1 - Firm's Experience - Experience of CA firms in providing accounting services</p>	<p>Pls confirm whether a self-declaration confirming on our experience in years along with the firm certificate of incorporation would suffice to substantiate on this requirement. Providing engagement letters / contracts for our clients with sensitive client details may be difficult and breach our confidentiality towards them. Pls suggest a feasible option</p>	<p>Self-certification includes Firms Name, where Accounting Services Provided or Continue</p>
<p>Section B: Technical Information (Page 15)</p>	<p>A.2 - Partner / Employee Strength - Numbers of partners in the Firm.</p>	<p>The clause seeks details regarding the number of partners in the firm. We would like to confirm whether a self-declaration on firm letterhead, duly certified by a partner, stating the total number of partners and staff associated with the firm would be acceptable, instead of submitting the detailed list of individual names. Given the large size of our firm (with over 100 partners and 1200 staff), we request your confirmation on whether the summary declaration would suffice for evaluation purposes.</p>	<p>Self-certification includes Partners Name & Membership No.</p>
<p>Section B: Technical Information (Page 15)</p>	<p>A.4 - Staff Strength - Number of Staff</p>	<p></p>	<p>Self-certification includes Employees Name & Employees Code or Employees ID</p>

5

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Section B: Technical Information (Page 15)	A.5 - Presence in Cities - Presence in number of cities in India.	We would like to seek clarification on the documentary proof required to substantiate this. Specifically, would a self-declaration on the firm's letterhead, duly certified by a partner, be acceptable, or is it mandatory to submit GST certificates or other official documents for each city? Kindly confirm the preferred or acceptable form of proof for this requirement.	Self-certification is acceptable & State wise GST Registration certificates declaration is preferable
Section B: Technical Information (Page 15)	A.6 - Certifications ISO Certifications are awarded to the firm. ISO 9001: ISO 14001 ISO 20000 ISO / IEC 27001	We would like to propose the inclusion of SOC 2 certification (i.e., /SAE 3402) as an acceptable certification under this category, considering its relevance to information security and controls in service organizations. Kindly confirm if SOC 2 certification can be considered equivalent and acceptable along with the listed ISO certifications. 1) The header in part 1 of the table mentions the Name of agency for Name of Project / Plaza - We need clarity on whether we need to provide the details required in the table and if yes, elaboration of what data / support needs to be provided Part 2 table requires certain Forms and Registers - Pls clarify on what exactly is the data required to be provided for this table	As per RFP Provisions applies strictly
ANNEXURE I - HR STATUTORY COMPLIANCE CHECKLIST (Page 18)		Our entity is an LLP and not a CA firm. Hence, we would like to check and clarify that an LLP registered under the Limited Liability Partnership Act, 2008 would meet the requirements of 'CA firm' mentioned in this clause	Annexure I is not applicable and should be ignore.
Section B: Technical Information	A.1 - Firm's Experience - Experience of CA firms in providing accounting services		LLP is acceptable.

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<p align="center">ANNEXURE I – HR STATUTORY COMPLIANCE CHECKLIST (Page 18)</p>	<p>Part 2 Table – requiring below details Form A (Register of Employees) Form -B (Register of Wages) Form - C (Register of Loan /Advance/Fine/Damage /Loss /Recovery Form - D (Attendance Register) Form - E (Register of Leave/Rest/Comp- off) EPF Challan EPF Contribution History EPF TRRN Data ESIC Payment receipt ESIC Contribution Statement New Joining / Exit Staff Data (Updated Form A) Payment Slips or Bank Endorsed Statement on wages paid LWF or BOCW Cess Professional Tax Payment Challan Payment of Bonus Register Annual Return Under CLRA, 1970</p>	<p>Part 2 table requires certain Forms and Registers for employees. Can we submit this for the employees who would be part of this engagement on being awarded with the contract</p>	<p align="center">Annexure I is not applicable and should be ignore.</p>
<p align="center">Annexure I</p>	<p align="center">ANNEXURE I – HR STATUTORY COMPLIANCE CHECKLIST</p>	<p>This appendix is not referred to anywhere in the RFE document issued. Is the bidder required to fill this information? If yes, some of the fields may not be applicable to our firm e.g. PSARA License for Security & Gunman. What is required to be filled in those cases.</p>	<p align="center">This Annexure I is not relevant for this and may be ignored.</p>
<p align="center">Section 2</p>	<p>2.131 The Bidder should have a minimum of 02 years’ experience in providing similar services (Accounting works), Proof of the same shall be attached with bidding documents</p>	<p>Does the two years of experience encompass accounting experience specifically related to toll-related Special Purpose Vehicles (SPVs), or does it represent two years of experience across all industries?</p>	<p align="center">Experience across all industries is acceptable</p>

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Replies to Pre-Bid Queries - Tender No. NHIT/FV25-26/RFE/Agencies for Accounting and Payables Services

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Section 2	2.20.7 Experience Certificate self-attested along with copy of Work order/Purchase Orders.	<p>We have entered into Non-Disclosure Agreements (NDAs) with our clients, which restrict us from sharing any work orders or purchase orders without the client's explicit approval.</p> <p>In light of this, we propose to provide a self-certification that outlines the relevant accounting experience. We trust that this will meet the requirements of this clause.</p> <p>We can share the client details and necessary supporting documents at a later stage (if required)</p>	This is accepted.
Section 4	<p>Section A: General Information</p> <p>(ii) Profile of the organization with full particulars of the constitution, ownership and business activities of the prospective Financial Consultant(s)</p>	<p>Is there any specific format for submission of this information?</p> <p>What supporting document is required to be submitted to demonstrate compliance with this requirement? We propose to provide a self-certification that outlines the relevant accounting experience. We trust that this will meet the requirements of this clause</p>	<p>There is no specific format for this</p> <p>Self-certification is acceptable</p>
Section 4	A.1 Experience of CA firms in providing accounting services.	<p>As per clause 2.13.2 of the RFE document</p> <p><i>"The Bidder/ Company should have average annual revenue/ turnover of a minimum of Rs 350 Crore during the last three financial years ending 31/03/2022, 31/03/2023 and 31/03/2024. Certified copies of Financial Statements or certificate of turnover from Statutory Auditor/ Chartered Accountant of the Bidder to be submitted along with the bid."</i></p>	CA Certificate is acceptable as mentioned in the RFE.
Section 4	<p>A.3 Average Annual Turnover of Firm in Last Three Financial Year 2021-22, 2022-23, 2023-24 as per Audited Accounts/provisional accounts.</p>	<p>Can the Chartered Accountant (CA) certificate issued in accordance with the requirements of clause 2.13.2 (as mentioned above) be submitted as supporting evidence to demonstrate compliance with this requirement given in S.No. A.3 of Section 4?</p>	CA Certificate is acceptable as mentioned in the RFE.

5

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	<p>2.10 Consortium of Bidders is not allowed</p>	<p>To be clarified, Bidder must be a single entity (natural person or a private entity), and not a group of entities (the "Joint Venture") coming together to implement the project. Bids from Joint ventures consortium, combination or any sort of arrangement between two or more than two entities, including Sub-Contracting, are not permitted</p>	<p>We operate under a unified brand name that encompasses multiple legally distinct entities. These entities serve clients independently under the leadership of different partners for the same nature of services, without forming any joint venture, consortium, combination, or subcontracting arrangement. For the purpose of this bid, we are participating solely through one legal entity, which is fully responsible for the bid and its execution. The authorized signatory for this entity is the current partner leading the engagement. Trust this is acceptable for the purposes of this requirement.</p>
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