

**Response of Queries for RFP Reference No: PSBA/TENDER/LEGAL CNSLT/2022-23/005 dated 16<sup>th</sup> September 2022**

Sr No	Page No.	Section No.	Clause	Bidder's Remark	PSB Remark
1.	6	4	Point 3	The RFP requires submission of the copy of Audited Annual Financial Statement for each of the last 3 financial years (2019-20, 2020-21 & 2021-22) as a supporting document for average annual turnover of Rs. 2 Crores per year during the last three financial years. The audited financial statements of the firm are confidential in nature. Please confirm whether we can alternatively submit a certificate from chartered accountant certifying that the annual turnover of the firm for the last three financial years exceeds Rs. 2 Crores per year.	An auditors / CA certificate clearly specifying the annual turnover for each of the last three financial years (2019-20, 2020-21 & 2021-22) will suffice. Please refer to Corrigendum 1.
2.	6	4	Point 3	The RFP requires submission of the copy of Audited Annual Financial Statement for each of the last 3 financial years (2019-20, 2020-21 & 2021-22) as a supporting document for average annual turnover of Rs. 2 Crores per year during the last three financial years. The financial statements of the Firm for the financial year 2021-22 are undergoing audit. Please confirm whether we can submit a certificate from chartered accountant certifying the annual turnover of the Firm for the financial year 2021-22 basis the management certified trial balance.	Bidders may submit copy CA Certificate for the FY 2021-22 with the provisional/ unaudited figures. However, Bidders are required to submit an undertaking confirming that once the audited financials are ready for FY 2021-22 they will provide the CA / auditors certificate for the same. Please refer to Corrigendum 1.
3.	6	4	Point 4	The RFP requires submission of the copy of Audited Annual Financial Statement for each of the last 3 financial years (2019-20, 2020-21 & 2021-22) as a supporting document for profitability during the last three financial years. The audited financial statements of the firm are confidential in nature. Please confirm whether we can alternatively submit a certificate from chartered accountant certifying that the Firm is profitable during the last three financial years.	An auditors / CA certificate clearly specifying the annual turnover for each of the last three financial years (2019-20, 2020-21 & 2021-22) will suffice. Please refer to Corrigendum 1.
4.	6	4	Point 4	The RFP requires submission of the copy of Audited Annual Financial Statement for each of the last 3 financial years (2019-20, 2020-21 & 2021-22) as a supporting document for profitability during the last three financial years. The financial statements of the Firm for the financial year 2021-22 are undergoing audit. Please confirm whether we can submit a certificate from chartered accountant certifying that the Firm is profitable for the financial year 2021-22 basis the management certified trial balance.	Bidders may submit copy CA Certificate for the FY 2021-22 with the provisional/ unaudited figures. However, Bidders are required to submit an undertaking confirming that once the audited financials are ready for FY 2021-22 they will provide the CA / auditors certificate for the same. Please refer to Corrigendum 1.
5.	7	4	Point 6	The RFP requires that the bidder should have an office in Mumbai with at least 10 team members and a Senior Partner located and based in Mumbai. Please clarify the eligibility criteria for qualifying as a senior partner. Further, please clarify what details are required from the senior partner.	A partner with over 15+ years of experience in legal field.

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6.	12	6	6.3	Paragraph 1 requires the bidder to furnish a copy of Power of Attorney or Authorization Letter along with the RFP Response. Please clarify who should be the signatory to the authorisation letter on behalf of the firm.	In case of a partnership the authorised signatory can be a partner and the other partners can authorise the same through an authority letter and in case of a Company through a board resolution they can authorise a particular individual to sign.
7.	12	6	6.3 (2)	We understand that there is a pre-bid meeting scheduled on September 23, 2022 is it mandatory for us to attend it, if we are proposing to respond to the RFP?	A pre-bid meeting is for bidders to know about the Company and the broad scope of the RFP. Response to queries and clarifications submitted by all the bidders will be posted on the Company's website for everyone.
8.	12	6	6.3 (3)	We understand that the bid has to be submitted as per clause 6 (3) on October 06, 2022. Prior to submission of the bid as per the RFP, are there any formalities we need to fulfill?	Please be guided by the RFP document
9.	16	7	7.1	Under Annexure 1: Covering Letter, the RFP requires bank account details. Please clarify whether we are required to provide details of all the bank accounts operated by the Firm or only 1 (one) bank account.	Any 1 Bank account details are fine.
10.	18	7	7.3	Under Annexure 3: Bidder Details, the RFP requires the details of services proposed. We understand that the RFP on page 5, Section 3 provides a broad scope of work. Please confirm whether the services proposed under Annexure 3 refer to the scope of work under the RFP.	Annexure 3 is Vendor Details. Its basic details of the Company / profile. You can mention all the services you provide as a Company in that which should ideally also include the services that are part of the scope.
11.	18	7	7.3	Under Annexure 3: Bidder Details, the RFP requires the bidder to enclose copies of Income Tax registration and last Income Tax clearance certificate. Please clarify what documents (other than PAN) would constitute Income Tax registration and last Income Tax clearance certificate.	PAN and GSTN are fine
12.	20	7	7.4	Under Annexure 4: List of Major Customers, the RFP requires documentary proof for number of years of providing services to the major customers/ clients. Please clarify whether documentary proof would be required as a proof for number of years of providing services and what proof would be required.	You can either give a self-declaration or if you have the documentary evidence you can attach the same. Both self-declaration / documentary evidence will work.
13.	20	7	7.4	Under Annexure 4: List of Major Customers, the RFP requires reference letter to be enclosed / self-certification be provided. Please clarify whether both reference letter and self-certification is required or either one document is fine.	You can either give a self-declaration or if you have the documentary evidence you can attach the same. Both self-declaration / documentary evidence will work.
14.	20	7	7.4	Under Annexure 4: List of Major Customers, the RFP requires documentary proof for project status of major customers/ clients. Please clarify what documentary proof would be required as a proof for project status.	You can either give a self-declaration or if you have the documentary evidence you can attach the same. Both self-declaration / documentary evidence will work.