

**Minutes of the Pre-bid Meeting held through Video Conferencing (through Webex) on December 08, 2021 at 3 PM regarding the RFP no. EXIM/RFP/2021-22/27 for appointment of a consultant for Comprehensive Gap Analysis, and Formulation of risk-based Compliance Programme for Export-Import Bank of India.**

A pre-bid Meeting was convened through Video Conferencing (Webex) on December 08, 2021 at 3:00 PM regarding RFP No. **EXIM/RFP/2021-22/27 dated November 11, 2021** for appointment of a consultant for Comprehensive Gap Analysis, and Formulation of risk-based Compliance Programme for Export-Import Bank of India.

Ms. Manjiri Bhalerao, Chief General Manager, Exim Bank presided over the meeting. The list of attendees of the meeting is annexed at **Annexure 1**.

**Gist of Discussions:**

- (i) Brief introduction about the Bank, its business and Terms of Reference was given.
- (ii) All written queries received before the meeting were discussed.
- (iii) Further additional/supplementary queries to existing queries were discussed.
- (iv) It was advised to those present that minutes of the meeting will be uploaded on the official website of Exim Bank.

Details of deliberations with respect to queries and clarifications provided during the meeting is annexed at **Annexure 2**.

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**List of Attendees**

**Exim Bank**

1. Mr. Mukul Sarkar, Chief General Manager
2. Ms. Rima Marphatia, Chief General Manager
3. Ms. Manjiri Bhalerao, Chief General Manager
4. Mr. Tarun Sharma, Chief General Manager
5. Mr. Vikramaditya Ugra, General Manager
6. Ms. Aparna Kulkarni, Deputy General Manager
7. Ms. Suchitra Palshetkar, Chief Manager
8. Ms. Siddhi Keluskar, Specialist Officer

**Representation from Prospective Bidders:**

1. Mr. Anand Mihir, Ernst & Young LLP
2. Mr. Bhavin Veera, Ernst & Young LLP
3. Ms. Nirali Goradia, Ernst & Young LLP
4. Mr. Mitesh Mehta, BDO India LLP
5. Mr. Jayant Kohli, BDO India LLP
6. Mr. Mark Channayil, BDO India LLP
7. Mr. Suresh Wadhwani, Deloitte Touche Tohmatsu India LLP
8. Ms. Shiksha Batra, Deloitte Touche Tohmatsu India LLP

## Annexure 2

<u>Sl. No</u>	<u>Reference Clause/ Page No.</u>	<u>Query</u>	<u>Exim Bank's Response/ Clarification</u>
01	2.13 (i), (viii) (Page no.14)	Kindly confirm if, the 8 overseas representative offices and 1 branch in United Kingdom are in scope for this project.	It is clarified that as per para 2.13 (viii) of the RFP, the assignment is envisaged for Bank's HO. Domestic Regional Offices and London Branch (to the extent of RBI Regulations applicable to the London Branch). Other overseas offices are not included in the scope.
		The RFP document doesn't have any mention of list of locations which needs to be covered. The compliance obligations applicable of a branch / location depends on many factors (eg. location type, employees, facilities provided, etc) and much be identified separately for each location independently. We urge you to make required changes in the scope.	
		Whether a compliance calendar wrt the reporting requirements of the Overseas Representative Offices is also required to be developed?	
		Please clarify if the scope includes creating a compliance program of the Bank's overseas branch and representative offices?	
02	2.13 (ii) (Page no.14)	<p>Kindly confirm the following:</p> <ul style="list-style-type: none"> <li>Is it expected to travel to Bank's Head Quarter and regional offices?</li> <li>If the evaluation will be limited only to credit, operational, market, audit and risk management functions.</li> <li>If there is a need to evaluate the level of compliance within</li> </ul>	<p>Yes. The Consultant is expected to be present at Bank's Headquarters to execute the assignment. Visit to Regional Offices is not envisaged in the ordinary course.</p> <p>No. Evaluation is for all functions of the Bank.</p> <p>Yes.</p>

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		the first line with applicable regulatory obligations.	
03	2.3 (iv) (v) (vi) (Page No.14)	Kindly confirm if EXIM Bank is using any Risk Management tool/systems (e.g., SAS) for risk assessment and monitoring.	Presently, the Bank is not using any model for Compliance risk assessment.
04	3.1 (Page No.16)	Kindly confirm if, EXIM Bank is willing to provide a dispensation with respect to eligibility criteria.	No change in Eligibility criteria is envisaged.
		Whether any relaxation/flexibility will be provided for compliance with eligibility criteria by EXIM Bank?	
05	3	Please clarify if the pre-bid meeting will be held in person or online?	Pre-Bid meeting was held in online mode.
06	Page No.2	Please clarify the last date for registration for e-tendering on Exim bank website?	As the last date and time for submission is December 13, 2021; 5.00 pm, Bidders may register before the final submission.
07	Page No.4	General Tender Details – Note: Would the training on the methodology of submitting the bids online be scheduled for all bidders? Or would it be conducted for only requesting bidders?	For any queries w.r.t Submission of Bids, may contact E-Procurement Technologies Limited. (Refer page no.5 of RFP)
08	Page No.6	Mandatory information required for pre-qualification of the Bidder: Please clarify the last date to upload the mandatory information for pre-qualification of the bidder on the e-tender portal?	Refer General Tender Details for last Date and Time for submission.(Page no.3 of RFP)
09	2.13 (i) (Page No.14)	Please clarify if the scope of the engagement includes creating a repository of requirements applicable to the Bank from various regulatory and statutory bodies? If yes, please	Yes, creating a repository of requirements applicable to the Bank from various regulatory and statutory bodies is envisaged.

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		clarify if the Bank has an existing repository of applicable requirements which needs to be reviewed or the requirement is to create the repository from scratch?	Presently, there is no such repository.
10	2.13 (ix) (Page No.14)	Please elaborate if the below requirement is required for compliance testing or another purpose: - The checklist on external and internal guidelines applicable will cover not only operational issues, but also non-business matters, such as human resources, procurement, environmental and social governance, etc	<ul style="list-style-type: none"> <li>• The checklist on external and internal guidelines applicable will cover not only operational issues, but also non-business matters, such as human resources, procurement, environmental and social governance, etc. This is for the updation of the Compliance Manual.</li> <li>• The templates for Compliance testing will be separate.</li> </ul>
11	2.15 (Page No. 15)	Please clarify if the timelines provided in the RFP are indicative or the bidder is required to strictly adhere to the given timeline?	It is expected to adhere to the given timelines.
12	4.1(Page No.21)	Please clarify if the response to the RFP should include three separate documents as listed below: i) Eligibility Criteria document ii) Technical Proposal iii) Financial Proposal	Yes. Three separate documents to be uploaded on Bank's E-Procurement Portal.
13	2.13(Page No.14)	Whether the Entire review of the Compliance function should be carried out at EXIM Bank HO office in Mumbai?	Yes. The entire review of the Compliance function for the Bank's Indian Operations and London Branch to the extent of applicable RBI regulations may be carried out from Mumbai.
14	2.13(Page No.14)	Considering the COVID scenario, whether the assignment can be carried out remotely?	The assignment may be carried out in offline and online mode based on the prevalent situations.

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15	2.13 Sr No iv (Page No.14)	The pace of changes in laws (globally) is fastest over last 10 years and is expected to continue / increase in future. Creating manual framework is thing of past and is neither scalable, nor comprehensive anymore. We urge EXIM Bank to relook at their scope and include SaaS based Compliance Management Software (that has capability to provide Real Time Regulatory updates along with copy of notifications) as part of their current RFP.	Automation of Compliances is not included in the Scope.
16	2.13 Sr No vii (Page No.14)	Whether the Compliance Risk Assessment Model should be complementing the Risk Control Matrix Model followed by Internal Audit function?	The present assignment needs to be considered independently although synergies across all the functions is expected.
17	3.2 Sr No. f (Page No.18)	Whether the NDA has to be signed on a stamp paper? If yes what should be the Stamp Value?	Yes. It should be executed on a Stamp Paper of Rs.500.
18	3.2 Sr No. b (Page No.18)	Whether there is any specific format to submit the Consultant's Organisation and management details? Or will the Consultancy firm can use their own format	There is no specific format for providing Consultant's Organization and management details. The Consulting Firm may use their own format.
19	3.2 Sr No. g (Page No.18)	Whether there is any specific format to submit Comments and Suggestions on Terms of Reference (TOR)?	There is no specific format for providing Comments and Suggestions on Terms of Reference (TOR).
20	3.2 Sr No. d (Page No.18)	What is the expectation of EXIM Bank wrt list of assignments cancelled / withdrawn from / by the firm in the past, if any, alongwith reasons for cancellation / withdrawal to be provided by the bidder?	It is to be provided as per the format provided in RFP i.e. Annexure II.

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21	5.5 (Page No.26)	What is the estimated time to commence the assignment/project once the contract is awarded?	The selected firm shall sign the contract within 10 days and is expected to commence the assignment soon thereafter. (Refer Page no 26 for Notification of Outcome)
22	5.5 (Page No.26)	Whether a separate engagement letter along with the contract has to be signed covering all terms of engagement once the contract is awarded?	The Bank shall follow the procedures to award the contract to the eligible bidder as mentioned in RFP.
23	6.3 (Page No.27)	What are the requirements of the team composition, expected qualifications and competence of the team members required by EXIM Bank?	Bidders may decide on the qualifications & experience of the team based on the Terms of Reference given in the RFP.
24	6.3 (Page No.27)	As bidder is allowed to collaborate with other parties to bid for the tender, the RFP should clearly allow inclusion of team members from our partner's teams.	Please refer to clause nos. 1.13 and 6.3 of the RFP.
25	1.14 (Page No.9)	To reduce time and control cost, we would our IP to provide services under current RFP. The IP won't be created solely for EXIM Bank, thus can't have sole right of EXIM Bank.	Any pre-existing intellectual property (IP) of the bidder or IP that is created during the engagement but not intended for the client (incidental IP) will remain under the ownership of the bidder.
26	3.1 (Page No.16)	Whether any consulting LLP firm (Not registered with ICAI) can bid for the assignment?	Kindly refer Eligibility criteria of RFP. (Refer page nos. 16 and 17 of the RFP)
27		Extension of timelines: We have requested bank to relook into the scope which requires time from bank to deliberate and interested parties to rework their	No extension in timelines is envisaged at this stage.

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		proposals, we request bank to extend the submission dates by 1 month.	
28	Annexure VIII –(5)	Self - Declaration For Compliance: “My company shall strictly follow and complied to Export-Import Bank of India's policies, procedures, and security measures during contract period.” Please clarify.	It was clarified during the meeting that this is a standard clause for all the assignments. The Bidder needs to follow Exim Bank's policies, procedures and security measures during the contract period. Modification to this clause will not be acceptable.

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