

NOTICE INVITING TENDER (NIT)

For

**Inviting Expression of Interest for engagement of Chartered Accountant
Firms for Internal Audit of Partliputra Bus Terminal, Patna.**

Tender - 7/2026-27/Patna

Purchaser : Partliputra Bus Terminal Patna Society

Issued on : 26.09.2026

e-Procurement Mode Only

<https://www.eproc2.bihar.gov.in>

**Notice Inviting Tender (NIT) for Inviting Expression of Interest for engagement of Chartered Accountant
Firms for Internal Audit of F.Y. 2025-26”under “Partliputra Bus Terminal Society, Patna”**

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Section – 1: BACKGROUND- NIT

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the work. Such assumptions, assessments and statements do not contain all the information that each Bidder may require. This RFP may not be appropriate for the persons, and it is Not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP, the assumptions, assessments, Statements and information contained in the Bidding Documents, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources,

Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law, The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative Statement of law, The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein,

The Authority, its employees and advisors make no representation Or warranty and shall haveing liability to any person, including any Applicant or Bidder under any law, statute enrichment or otherwise for any loss, of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of

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the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select 2 Bidder or to appoint the Selected Bidder or Operator, as the case may be. for the Project and the Authority reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Bid, All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or expenses incurred by a Bidder in Preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

OBJECTIVES

The Expenditure are incurred against various activities approved in the Annual Work Plan & Budget from funds released by the Government of India and the State Government covering the programme cost. A statement of expenditure based on actual amount spent under various interventions is sent to Government of Bihar.

The Programme Accounts (books of accounts) provide the basis for preparation of the PFS and are established to reflect the financial transaction in respect of the operation & maintenance of Partliputra Bus Terminal, Patna and collection of Chungi against Bus/Vehicle parking & others activities as maintained by the work implementing agency Partliputra Bus Terminal Society, Patna.

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The objective of the audit of the Programme Accounts (Programme Financial Statement {PFS}) is, on the basis of exercise such tests of accounting records, internal checks and control and other necessary audit of the accounts as per general principles and standard of audits of the Institute of Chartered Accountant of India, to enable the auditor to express a professional opinion as to whether:

The Programme Financial Statement give a true and fair view of the financial position of collection of chungis and rents & others and other fund of Govt. of Bihar at the end of each financial year and of the funds received and expenditure incurred for the accounting period ended 31st March, 2025 as reported by the Programme Financial Statement the funds were utilized for the purposes for which they were provided.

(a) The objectives of the Concurrent Audit include timely detection and rectification of :-

- (i) accounting errors;
- (ii) deviation from generally accepted accounting principles;
- (iii) non-compliance of instructions given by the Office;
- (iv) non-adherence to norms of PBT Society & Govt. of Bihar, etc.;
- (v) erroneous bank transactions;
- (vi) non-reconciliation of bank accounts;
- (vii) previous year implemented work should be merged with PBT, Patna;
- (viii) erroneous reporting to the Office; and
- (ix) errors in value of fixed assets;
- (x) delay in adjustment of advances; and
- (xi) non-accounting of liabilities

(b) The objective of the audit also is to expedite preparation of largely error-free accounts to be placed before the Statutory Auditors at an early date and to facilitate completion of the audit process for the year well in time.

(c) Long pending issues are also sought to be settled with the advice of the auditors who, through the process of on-the-spot verification, will be in a better position to assess and express their opinion on and suggest ways and means of closure of such issues.

(d) The auditor is expected to ensure that the funds received for various purposes are actually used for the purpose for which they are received.

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- (e) Although the responsibility for detecting and preventing irregularities and frauds, remains with the Management of Partliputra Bus Terminal Society, Patna, they are sought to be pre-empted to a large extent by frequent and regular verification of transactions but responsibility of the Auditor remains to the extent of timely reporting about any irregularities and fraud.
- (f) The audit is also expected to project the potential areas of risk and highlight the high-risk areas. Suggestions from auditors are also expected on ways and means of mitigating such risks.

I. REPORTING AND TIMING

The reporting periods and reporting dates shall be as under:

Sl. No.	Final submission of Report	Remarks
i	One month after the issuing of LOA	(a) Audit to be completed after the visit at Unit, Head office and descusion with management.

II. Transfer of RFP

The RFP Document is not transferable to any other bidder.

III. Consortium and Joint Ventures

Consortium, Joint venture, AOP (Association of Persons), subletting, Sub-contracting and Outsourcing will not be allowed.

IV. Completeness of Response

Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of Proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications. The response to this RFP should be full and complete in all respects. Failure to furnish all information required by the RFP documents or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of its Proposal and forfeiture of the Proposal EMD.

V. Proposal Preparation Costs.

The bidder will bear all costs incurred in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

VI. Bidder Inquiries.

Bidder shall send their queries in the Pre-Bid Meeting.

VII. Supplemental Information to the RFP

If Partliputra Bus Terminal Society, Patna, deems it appropriate to revise any part of this RFP or to issue additional data to clarify an interpretation of provisions of this RFP, it may issue supplements to this RFP. Any such corrigendum shall be deemed to be incorporated by this reference in to this RFP.

VIII. Partliputra Bus Terminal Society, Patna`s right to terminate the process

District Magistrate-Cum-Chairman, Executive Committee, Partliputra Bus Terminal Society, Patna may terminate the RFP process at any time and without assigning any reason. District Magistrate-Cum-Chairman, Executive Committee, Partliputra Bus Terminal Society, Patna reserves the right to amend / edit / add /delete any clause of this Proposal Document. However this will be informed to all and will become part of Proposal / RFP.

IX. REQUEST FOR PROPOSAL

Request for proposal is hereby invited through e-tender from the firms of Chartered Accountants in the prescribed format for short listing such firms for conducting ConcurrentAudit of the accounts of Partliputra Bus Terminal Society, Patna being implemented by PBT in the State of Bihar.

X. PERIOD OF AUDIT

The purpose of this assignment is the conduct of ConcurrentAudit of accounts of the Partliputra Bus Terminal Society, Patnafor the financial year 2025-26.

XI. SUBMISSION OF PROPOSAL

To participate in the e-tendering process, the bidder/agency are required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e., <https://www.eproc2.bihar.gov.in>, may contact the helpdesk at the following

address, “eProc 2.0 Help Desk Address: mjunction services limited, RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar, Toll Free Number: 1800 572 6571, Email Id: Working Hours: 8AM to 7PM (All days in week except few selected state holidays)” or may visit the link <https://eproc2.bihar.gov.in> and also inform this to PBT PATNA.

- XII. Tenderer may also download the tender documents (a complete set of documents is available on website) from e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) and submit its tender by using the downloaded document.
- XIII. The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal. Proposal with deviation from this format shall be rejected. This Proposal should be submitted in English language only.
- XIV. **Schedule of Events**

Sl. No.	Event Descriptions	Timeline
1.	Last date & time of downloading the RFP/NIT	Till 06.11.2026 up to 03:30 PM, on the e-Procurement Portal (https://www.eproc2.bihar.gov.in).
2.	Last date & time for submission (upload) of online bidding document.	06.11.2026 till 4:00 PM, on the e-Procurement Portal (https://www.eproc2.bihar.gov.in)
3.	Time, Date of opening of Technical Bid	07.11.2026 at 03:00 PM on the e-Procurement Portal (https://www.eproc2.bihar.gov.in)
4.	Time, Date of opening of Financial Bid	To be announced later the e-Procurement Portal (https://www.eproc2.bihar.gov.in)
5.	Pre-bid meeting (Date , time & Venue)	02/11/2026 AT 12:00 PM Venue: "District Magistrate-Cum-Chairman, Executive Committee, Partliputra Bus Terminal Society, Patna Conference Hall, Collectariate, Patna – 800 001."
Note – i) Interested bidders may obtain further information about this Notice Inviting Tender (NIT) from the office of the District Magistrate-Cum-Chairman, Executive Committee, Partliputra Bus Terminal Society, Patna.		

ii) No tender will be accepted after closing date and time in any circumstances.

- XV. The tender would be accompanied by Earnest Money Deposit (EMD) through online mode only. Tenders without EMD shall be summarily rejected.
- XVI. The technical and financial bids must be submitted/uploaded through e-Procurement Portal (<https://www.eproc2.bihar.gov.in>) before the date and time specified in the NIT. The PBT Patna doesn't take any responsibility for the delay / Non-Submission of Tender / Non-Reconciliation of online Payment caused due to Non availability of Internet Connection, Network Traffic/ Holidays or any other reason."
- XVII. The bidders shall submit/upload their eligibility and qualification details, Certificates as mentioned in the tender document, in the online standard formats given in e-Procurement Portal <https://www.eproc2.bihar.gov.in> at the respective stage(s) only.
- XVIII. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids and other certificate /documents in the e-Procurement Portal <https://eproc2.bihar.gov.in>.
- XIX. All prospective bidders may attend the Pre-bid meeting. The venue, date and time are indicated in Schedule of Events as in **Clause XIX** above.
- XX. The EMD should be deposited on-line on or before the scheduled time as indicated in **Clause XIX above**, failing which the tenders will be treated as late tender and would be summarily rejected.
- XXI. PBT PATNA reserves the right to accept or reject any or all bids or change the terms and condition of NIT or cancel the NIT without assigning any reasons at any stage and time.
- XXII. All further notifications/Corrigendum/Addendum, if any shall be posted on e-Procurement Portal <https://www.eproc2.bihar.gov.in> and shall be binding on all the bidders.
- XXIII. Financial proposal submitted by the firm should be valid for 90 days.
- XXIV. The Non - Refundable tender document fee of rupees 1000/- (One Thousand Only) shall have to be deposited through online mode.

Section – 2:INSTRUCTIONS TO BIDDER (ITB)

I. General Instructions

- (a) The bidder should prepare and submit its offer as per instructions given in this section.
- (b) Instructions/ Guidelines for tenders for electronic submission of bids online have been mentioned below for assisting the prospective bidders to participate in e-tendering.
- (c) **Registration of Bidder:** To participate in the e-tendering process, the bidders/agencies are required to get themselves registered with Bihar Government Centralized e-Procurement Portal, i.e.,<https://www.eproc2.bihar.gov.in>, shall contact the helpdesk at the following address, “eProc 2.0 Help Desk Address: mjunction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar, Toll Free Number: 1800 572 6571, Email Id: Working Hours: 8AM to 7PM (All days in week except few selected state holidays)” or may visit the link <https://eproc2.bihar.gov.in> and also inform this to PBT PATNA.
- (d) **Digital Signature certificate (DSC):** Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC).
- (e) The bidder can search & download NIT & Tender Documents electronically from computer once he logs on to the eProcurement Portal <https://www.eproc2.bihar.gov.in> using the Digital Signature Certificate. This is the only mode of collection for Tender Documents.
- (f) **Submission of bids:** Bids are to be submitted through online mode to the e-Procurement Portal <https://eproc2.bihar.gov.in> at a time for following activities – one while uploading documents for submission of technical bid & the other at the time of submission of Financial bid before the prescribed date & time as mentioned in **Clause XIX** in Notice Inviting Tender(NIT) using the Digital Signature Certificate (DSC). The documents will get encrypted (transformed into non-readable formats).

- (g) Before preparing the tender and submitting the same on the e-Procurement Portal <https://eproc2.bihar.gov.in>, the bidder should read and examine all the terms & conditions, instructions, checklist etc. contained in the Tender Documents. Failure to provide required information or to comply with the instructions incorporated in these Tender Documents may result in rejection of tender(s) submitted by bidders.
- (h) The tenders which are for only a portion of the components of the job /service shall not be accepted. (The tenders /bids should be for all components of the job /service.).
- (i) The agency/bidder shall indicate the Lump-Sum amount of Audit Fee together with TA/DA and other incidence cost associated therewith for all schemes excluding as per Goods and Service Tax Rules as mentioned in ToR/Scope of Work of the Notice Inviting Tender (NIT), for the service(s), it proposes under the contract. The rates quoted by the bidder shall be excluding of charges of other service charges and all applicable taxes, duties and levies **including Goods & Services Tax (GST)**. Other applicable taxes, if any, would be deducted at source, as per prevailing rates/rules. The financial bid(s) shall be quoted in the online mode only. If an agency/bidder quotes, “Nil” charges in consideration, the bid shall be treated as non-responsive and shall not be considered.
- (j) The technical bid (technical and financial details of the bidder/agency) shall be submitted before the last date & time of submission in online mode only. Tenders submitted after the stipulated date & time (closing date and time for uploading the tender as mentioned in the NIT/RF) shall not be considered and would summarily be rejected.

II. Tendering Expense

The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and subsequently processing the same. The Partliputra Bus Terminal (PBT), PATNA in no case be responsible or liable for any such cost, expenditure

etc. regardless of the conduct or outcome of the tendering process.

III. Language of the tender

The tender submitted by the bidder and documents relating to the tender shall be written in the English language. However, the language of any printed literature furnished by the bidder in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail. However, if the language of any of the printed document(s) submitted by the bidder is/are in “Hindi” language, then there is no need for providing an English translation of the same document, for interpretation.

IV. Amendments to the tender document

- (a) At any time prior to the deadline for submission of tenders, the PBT PATNA may, for any reason deemed fit by it, modify the Tender Documents by issuing suitable amendment(s) to it.
- (b) Such an amendment will be notified on eProcurement Portal <https://eproc2.bihar.gov.in> and the same shall be binding to all prospective Bidders.
- (c) Any bidder who has downloaded the tender document should watch for amendment, if any, issued on the above eProcurement Portal <https://www.eproc2.bihar.gov.in>. and the PBT PATNA will not issue separate communication to them. The PBT PATNA shall not be responsible in any manner if prospective Bidders miss any notifications placed on mentioned eProcurement Portal <https://eproc2.bihar.gov.in>.

V. Pre-Bid Meeting

- (a) In order to provide response to any doubt regarding terms and conditions, scope of work and any other matter given in the tender document, a pre-bid meeting has been scheduled to be held in the office of PBT PATNA as per details given hereunder:

Date & Time:	02.11.2026 AT 12:00 PM
Venue:	Office of the "District Magistrate-Cum-Chairman, Executive Committee, Partliputra Bus Terminal

	Society, Patna Conference Hall, Collectariate, Patna – 800 001.”
Contact persons:	ShriSunil Kumar,Manager-Cum-Secretary, Executive Committee, (I/c), PBT PATNA – 7667570813

- (b) During the pre-bid meeting, the clarification sought by representative of prospective bidders shall be responded appropriately. However, they shall clarify and will be asked to submit their written request by close of office next day. The Partliputra Bus Terminal (PBT) PATNA shall upload written response on the eProcurement Portal <https://eproc2.bihar.gov.in> to such requests for clarifications, without identifying its source. In case required, amendments, in terms of Clause-V above shall be issued, which shall be binding on all prospective bidders.

VI. Earnest Money Deposit (EMD)

- (a) The tender shall be accompanied by Earnest Money Deposit (EMD) for the sum of Rs5,000/- (Rupees Five Thousand only) and should only be paid through online mode only.
- (b)
- (c) It may be noted that no bidder is exempted from deposit of EMD. Tenders submitted without EMD would be summarily rejected.
- (d) The EMD of unsuccessful bidder will be returned to them without any interest, after conclusion of the resultant contract. The EMD of the successful bidder will be returned without any interest, after receipt of performance security as per the terms of contract.
- (e) Earnest money is required to protect the PBT PATNA against the risk of the Bidder's conduct, which would warrant the forfeiture of the EMD.
- (f) The EMD/ Bid Security shall be forfeited by the PBT PATNA hereunder or otherwise, under the following conditions:
- i. If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice
 - ii. If a bidder withdraws its bid during the period of bid validity as specified in this bid document and as extended by the PBT

PATNA from time to time.

- iii. In the case of selected bidder, if it fails within the specified time limit to sign the contract and/or to furnish the Performance Security before signing the contract agreement within the period prescribed in the Letter of Intent (LoI).

VII. Preparation of Tender

- (a) The Bidding documents shall be submitted in the mode as mentioned below: -

(1) Earnest Money Deposit (EMD)	Online Mode Only
(2) Technical Bid	Online (Cover-Technical Stage)
(3) Financial Bid(s)	Online (Cover-Cost Bid Stage)

- (b) Bidders are requested not to submit the hard copy of Financial Bid. In case the hard copy of financial bid is submitted the tender shall be straight away rejected. Also, uploading of the financial bid in prequalification bid or technical bid will result in rejection of the tender.
- (c) The tender documents shall be duly signed by the authorized person duly approved by the appropriate authority at the appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any shall be initialed by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialed by the person(s) signing the tender. The entire document being part of tender document should be page numbered. The Authorization Letter shall also be furnished along with the tender, as per the **Annexure-2**.
- (d) A person signing (manually or digitally) the tender form or any documents forming part of the contract on behalf of another shall be deemed to warranty that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the PBT PATNA may, without prejudice to other civil and criminal remedies, cancel the contract and hold the signatory liable for all cost and damages.
- (e) **Prices are to be quoted in the financial Bid format in online mode**

only. The financial bid submitted in any other format will be treated as non-responsive. The bidder will be required to download the financial bid file, from e-tendering portal and quote the prices in prescribed format before uploading it. The bidder shall quote prices in all necessary formats.

- (f) The bidder must submit self-attested copies of the documentary evidences as required in the Eligibility/Pre-Qualification criteria through online mode on e-Procurement Portal <https://www.eproc2.bihar.gov.in> as detailed in the Section – 5: ELIGIBILITY CRITERIA.

VIII. Tender Submission

- (a) The Pataliputra Bus Terminal (PBT) PATNA will open the tenders at the date and time as indicated in Section 1 - Clause XIX, of the Notice Inviting Tender (NIT). In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the Pataliputra Bus Terminal (PBT) PATNA, the tenders will be opened in online mode, on the next working day.
- (b) Technical evaluation of the Bid will be done on the basis of technical qualification criteria and documents mentioned (TECHNICAL BID) in Mandatory Documents Link present in the eProcurement Portal <https://www.eproc2.bihar.gov.in> failing which the bid will not be considered for technical evaluation.
- (c) The technical evaluation shall be done only on the basis of documents/papers submitted by the bidder on e-Procurement Portal <https://www.eproc2.bihar.gov.in>.
- (d) The financial bids of bidders whose Technical bids are found technically responsive and comply with the bid documents will only be considered for financial evaluation. The date of opening of financial bids shall be communicated to such bidders, who are technically qualified.
- (e) The date fixed for opening of financial bids, if subsequently declared as holiday by the PBT PATNA, the revised date of schedule will be notified on the e-Procurement Portal <https://www.eproc2.bihar.gov.in> official website.

However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

- (f) The price offered in the financial bid by the bidder/agency, shall be valid for the entire contract period. The price shall remain firm and will not be subject to escalation during the execution of the contract, for the entire contract period.

Section – 3: EVALUATION OF TENDERS

I. Scrutiny of Tenders /Bids

- a) A detailed evaluation of the bids shall be carried out by the bid evaluation committee constituted by the PBT PATNA to determine whether they are complete and meet the requirements as set forth in the NIT, i.e. whether the bidder is eligible and technically qualified as per criteria laid down in this NIT. The committee, will evaluate and compare the quotations determined to be substantially responsive i.e. whether bids;
- are properly signed? ;
 - meet the eligibility/qualification criteria /requirements specified? ;
 - confirms to the terms and conditions, and specifications? ; and
 - are accompanied by the required securities and are valid for the period specified in the tender document.
- b) The bid, which do not meet the Eligibility Criteria/Technical Criteria are liable to be treated as non-responsive and shall have no access to the financial bids. The decision of the PBT PATNA as to whether the bidder is eligible and qualified or not and whether the bid is responsive or not shall be final and binding on the bidders. Financial bids of only those bidders, who qualify on technical bid, will be considered, and opened.

II. Basic of Evaluation

- (a) Evaluation will be done on the basis of Technical & Financial Proposal i.e on quality and cost basis 60% points will be given on Technical evaluation and 40% point on Financial evaluation.
- (b) Such Proposals that are submitted in the prescribed format and fulfil all the 6 eligibility criteria will be evaluated further and points will be awarded to the firm as per the following norms:

Sl. No.	Criteria	Basis of Evaluation	Points	Maximum Points
i.	Age of Firm	More than 5 years up to 10 years	3	9
		More than 10 years up to 15 years	6	
		More than 15 years	9	

Sl. No.	Criteria	Basis of Evaluation	Points	Maximum Points
ii.	Full-time Partners'/CA/ Employees' Association with the Firm (Maximum 5 partners marks)	In case of an FCA associated with the Firm for:		18
		● more than 1 year but up to 5 years	1.8*5	
		● more than 5 years but up to 10 years	2.4*5	
		● more than 10 years	3.6*5	
		In case of an ACA Accountant associated with the Firm for:		
		● more than 1 year but up to 5 years	1.2*5	
		● more than 5 years	1.8*5	
iii.	Number of Semi-qualified Staff	Staff, Articled/Audit Clerks employed by the firm who have passed the Intermediate/PE-II/PCC/IPCC Examination of the ICAI/CMA..		9
		● more than 5 but up to 8	3	
		● More than 8 but up to 11	6	
		● more than 11	9	
iv.	Average Annual Turnover	● From 75 Lac and up to 100 Lac	6	12
		● More than Rs.100 Lac and up to 125 Lac	9	
		● More than 125Lac	12	
v.	Head Office & Branch Office	Firm has Head Office in any other city of Bihar.	3	6
		Firm has Head Office in Patna	6	
vi.	Past Experience in similar assignment i.e Concurrent Audit/internal audit	Completed at least 10 concurrent/internal audit assignments of Central/State Govt. Organizations in the past	3	6
		Completed 10 or more concurrent audit assignments of Central/State Govt. Organizations in the past	6	
Maximum Total Points				60

Note:

1. In case of merger, the partners of the merging firms will be assigned points after one year from the date of merger.
2. If the FCA is more than one year but association with a firm is more periods then their points will be considered in the FCA category adding the period of association as ACA also.

(c) Manager-Cum-Secretary, Partliputra Bus Terminal, Patna shall evaluate Financial Proposals of eligible bidders. If there is a discrepancy between words and figures, the amount in words shall prevail. For any other calculation / summation error etc. the proposal may be rejected. The financial selection of the successful bidders from the technically qualified bidders will be done by considering both the price quoted and the technical capability using the following criteria.

Sl. No.	Criteria	Method of allocating point for combined score
1.	Points for financial bid	<p>The following formula will be applied for allocating points on financial bid :-</p> $\frac{\text{Lowest Bid} \times 40}{\text{Bid being considered}}$

All marks will be given rounded up to two decimal points. The bidder getting the Maximum combined score out of 100 above a specified cut-off score will be short listed for further consideration.

III. Bid Clarification

- a) The PBT Patna reserves the right to ask for a technical elaboration/clarification in the form of technical presentation/evidence from the bidder on the already submitted Technical Proposal at any point of time before opening of the Financial Proposal. The bidder shall furnish the required information to the PBT Patna and its appointed representative or the third-party agency as the case may be, on the date asked for, at no cost to the PBT Patna. The PBT Patna may at its discretion, visit the office / Operational Center being run by the bidder, any time before the issue of Letter of Intent.
- b) No further discussion/interface will be held with the bidder whose bid has been technically disqualified / rejected.

IV. Discrepancies in Prices

If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail. If the bidder does not agree to the observation of the purchase committee, the tender will be summarily rejected.

V. Fraudulent & Corrupt Practices

- a) The bidder and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained herein, the PBT Patna may reject the bid without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Selection Process.
- b) Without prejudice to the rights of the PBT Patna hereinabove, if an Bidder is found by the PBT Patna to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, such Bidder shall not be eligible to participate in any tender or RFP issued by the PBT Patna during a period of 5 (Five) years from the date such Bidder is found by the PBT, Patna to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- c) For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
 - i. **“Corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly or indirectly, any official of the PBT Patna who is or has been associated in any manner, directly or indirectly, with the Selection Process.
 - ii. **“Fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process.

- iii. **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Selection Process.
- iv. **“Undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the PBT PATNA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest, and
- v. **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

VI. PERFORMANCE SECURITY

- a) 10% as performance security of the total bid/contract value will have to be deposited in form of **Bank Guarantee in favour of Executive Committee, Partliputra Bus Terminal (ISBT), Patna**, by the lowest evaluated responsive bidder before the award of work (valid till at least 30 days from the date of expiry of defect liability period)
- b) The performance security will be refunded only after the expiry of Guarantee/Warranty period as specified in the bid-document/agreement.
- c) The performance security deposit shall be forfeited in case any terms and conditions of the contract/agreement are infringed or the bidder fails to complete the work in time.

VII. AWARD OF CONTRACT

- a) The PBT PATNA reserves the right to accept in part or in full any tender or reject any tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder(s).
- b) PBT, Patna shall notify those firms whose proposals did not meet the minimum qualifying mark or were considered non-responsive for any other reason that their

Financial Proposals will be returned unopened after completing the selection process. The PBT, Patna shall simultaneously notify the firms that have secured the minimum qualifying points, indicating the date and time set for opening of Financial Proposals. The notification may be sent by registered letter, facsimile, electronic mail or telephone.

- c) The Financial Proposals shall be opened publicly in the presence of the firm's representatives. Each firm must ensure that they are represented by a person duly authorised to accept or reject a proposal for carrying out the assignment applied for at a Total Fee other than that quoted by in their Financial Proposal. The name of the firm, the technical scores obtained, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened.
- d) On the basis of marks obtained in Technical and Financial Bid the evaluated points shall be added for merit rank list.
- e) The proposal of the Bidder whose Bid has been determined to be substantially responsive and who has been offered the 1st ranked in Zone - I to VI will be designated as lowest evaluated responsive bidder (L1).
- f) The State Project Director, PBT PATNA will notify the lowest evaluated responsive bidder (L1) in writing that its proposal has been accepted.
- g) The Bidder shall within 7 days of issue of the Letter of Intent (LoI), submit his acceptance.
- h) Negotiations, if any, will be held with the selected Bidder only at the office of the PBT Patna. The committee's decision would be final and binding to the Bidders.
- i) The PBT Patna reserves the right at the time of Contract award and/or during validity of contract, to increase or decrease the scope of services without any change in unit price or other terms and conditions.
- j) The successful bidder must furnish to the PBT Patna the required Performance Security (PS) as specified in the NIT, before executing the contract/signing of the contract agreement positively failing which the EMD will be forfeited and the award will be cancelled and bidder may also be blacklisted.

- k) The contract agreement will be signed between Partliputra Bus Terminal, Patna and the selected bidder and will be required to be signed within 21 days of the issue of the Letter of Intent(LoI). The stamp duty and registration charges, if any levied by the Central or State governments or any other statutory body, payable on the Agreement will be borne by the selected service provider/bidder.

VIII. PENAL PROVISIONS

The following penalties are livable for delayed submission of reports:

Sl. No.	Extent of Delay	Penalty
i.	Up to 5 days of delay beyond the reporting dates stated in '3' above	Deduction of 10% of the agreed fee for the deliverable.
ii.	For delay of more than 5 days beyond the reporting dates stated '3' above	Deduction of 20% of the agreed fee for the deliverable.
iii.	In case of inordinate delay above 10 days beyond the reporting dates stated in "3" above	Deduction of 30% of the agreed fee for the deliverable, PBT, Patna may decide on other disciplinary actions as well.

- (a) *The appointed firm has no right to any arbitration in this matter*
- (b) *However, B.E.P.C. Management may decide to waive the penalties indicated above if it is proved to its satisfaction that there was reasonable cause for such delay beyond the control of the appointed firm.*

Section – 4: TERMS OF REFERENCE /SCOPE OF THE WORK

In conducting the Audit, attention should be given to the following:

- a. All funds have been used in accordance with the condition of the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
- b. Generally accepted accounting principles are followed by all entities who are authorized to incur expenditure under PBT, Patna fund of Govt. of Bihar.
- c. Goods, works and services financed have been procured in accordance with relevant provisions of the Procurement Procedure prescribed for the purpose. Proper documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills, TA bills etc. are maintained and linked to the transactions and retained till the end of the Programme.
- d. All necessary supporting documents, records and accounts have been kept in respect of all programme expenditure including expenditure covered by Statement of Expenditure. Clear linkages should exist between the books of accounts and reports presented to the State Government.
- e. Expenditure incurred under PBT, Patna is strictly in accordance with the financial norms prescribed in the SamagraShiksha framework or any other clarifications issued from time to time. The expenditure statements / financial statements included in the statement of expenditure of the relevant period represent a true and fair view or implementation and operations of the programme at the end of the financial year and of resources and expenditure for the year ended on that date.
- f. Expenditure is incurred with reference to the budget allocation approved by the PBT, Patna. In case the budget allocation is exceeded proper re-appropriation duly approved by the competent authority has been obtained. The CA should point out expenditures activity-wise that exceeded the budget allocation.
- g. PBT, Patna funds are used efficiently and economically to the purpose for which they are intended.

- h. Reconciliation of Bank Statements and accounts is regularly carried out on a monthly basis.
- i. The C.A. firm appointed for the audit should also look into the position of audit compliance of previous audit objections / observations raised in the previous audit report, if any. The audit report should include a separate Paragraph on compliance of previous years' audit objections/observations.
- j. The audit should cover the accounts of Society, all works and programmes.
- k. The C.A. firm appointed for the audit should be required to give adequate coverage of procurement process and reflection of same in the audit report.
- l. The C.A. firm appointed for the audit should be required to certify of only those expenditures, which are supported by expenditure statements/ Utilization Certificates/ Vouchers etc. as per the provision of Para 6.1.6 of the Manual on Financial Management and Procurement, and budget allocations for the same exists in the approved AWP&B for the year 2025-26. The expenditure certified by the audit should be as per the activity heads under which allocations has been approved by Project Approval Board.
- m. The audit report should include the details of unadjusted outstanding advance year wise. These should not be certified as expenditure but shown as advances only.
- n. The audit will undertake verification of ALL transactions undertaken by the Manager, PBT, Patna's during the reporting period and ensure proper accounting thereof in the Tally Accounting System.
- o. The MIS and other reports sent by the Manager, PBT, Patna and other departments must be in consonance with the books of account.
- p. Special attention must be paid to booking and adjustment of prior period items and old outstanding items.
- q. A partner CA employee of the firm must visit concerned officer of PBT, Patna once
- r. The audit will report any matter not covered by the above that in their opinion it requires the attention of the management.

- s. If there is lacking in the report of the auditor, PBT, Patna shall withhold 20% of the invoice value until it is complied in the next report.

I. Duration for the Audit Work

- (a) The duration of the Audit work would be for an initial period of One year from the date of execution of the Work Order, which may further be extended for a further period of two more years on the same rates, terms and conditions based on the requirements, availability of resources and funds under PBT Society, Patna or any other source and satisfactory performance of work done by the agency and any other conditions mutually agreed by the agency, and PBT, Patna.
- (b) If the agency fails to comply with any of the clauses of the Agreement or services are found unsatisfactory, the PBT, Patna will issue notice for necessary ratification/improvement in full satisfaction of the agency within a period not more than 30 days. In case the desired ratification is not done within the stipulated time, the first Party may terminate the agreement by giving 15 days advance notice to the Second Party. In such case, the First Party shall not be liable to make any payment of any charges from the date of issue of the first notice for ratification.

II. PAYMENT TERMS: -

The payments arrangements under this project are as follows:

- (a) Invoices raised at the contracted value for each deliverable must accompany the deliverable.
- (b) All Payments will be subject to deduction of Income Tax, GST and any other tax prevailing / applicable at the time of payment.
- (c) In bills all taxes should be shown separately.
- (d) No advance payment shall be made.
- (e) No interest would be payable on delayed payments. However, PBT, PATNA would normally make every possible effort to make payments promptly.

Section – 5: ELIGIBILITY CRITERIA (Pre- Qualification Criteria)

1. BASIC(ELIGIBILITY) CRITERIA FOR THE CONCURRENT AUDITOR FOR PARTICIPATING IN PROPOSAL PROCESS

Minimum Eligibility Criteria for Bidders

Only those Chartered Accountant Firms which satisfy all of the following minimum eligibility conditions as on the date of submission of bid shall be considered eligible to participate in this tender:-

(i) Constitution of Firm

The bidder must be a Partnership Firm or a Limited Liability Partnership (LLP) registered with the Institute of Chartered Accountants of India (ICAI). Proprietorship concerns shall not be eligible.

(ii) Peer Review Status

The firm must be a Peer Reviewed Firm in accordance with the guidelines issued by ICAI. A valid Peer Review Certificate shall be submitted.

(iii) Experience of Existence

The firm must have been in continuous practice for a minimum period of Five (5) years as on the date of bid submission.

(iv) Location of Head Office

The Head Office of the firm must be located in the State of Bihar. Documentary evidence in support of the same shall be furnished.

(v) Turnover Criteria

The firm must have an average annual gross professional turnover of not less than ₹75lacs (Seventy Five lacsonly) during the last three financial years, i.e. FY 2023-24, FY 2024-25 and FY 2025-26, duly certified by a Chartered Accountant.

(vi) Partners & Qualification Requirements

- a. The firm must have a minimum of three (3) partners as on the date of bid submission.
- b. Out of the total partners:
 - i. At least two partner must be a Fellow Chartered Accountant (FCA).
 - ii. At least two partners must possess ISA (Information Systems Audit) qualification issued by ICAI.(i.e certificate for the same should be attached)

(vii) Experience of AG Audit

The firm must have experience of conducting at least one (1) audit assignment under the office of the Accountant General (AG Audit).

(viii) Government Audit Experience

The firm must have:

- a. Experience of minimum ten(10) internal audit assignments of Government Departments / Government Bodies, and
- b. Experience of minimum two statutory audit assignments of Government Departments / Government Undertakings / Autonomous Bodies.
Relevant work orders and completion certificates shall be submitted.

(ix) Preferential Qualification (Desirable Criteria)

The Technical proposal received must be strictly in the format prescribed in Section 5 (2) and will first be checked against the eligibility criteria listed in above. In case the format of the proposal differs materially from the prescribed format or the firm fails to meet any one or more of the criteria listed above the proposal shall be declared as "non-responsive" and the evaluation process in respect thereof will not be continued any further.

Section – 6: GENERAL TERMS & CONDITIONS

(a) Acknowledgment copy

Signing and returning the acknowledgment copy of a contract issued by or beginning work under that contract shall constitute acceptance of a binding agreement between PBT PATNA and the Successful bidder.

(b) Legal Status.

The Successful bidder shall be considered as having the legal status of an independent successful bidder vis-a-vis the Manager-cum-Secretary, Executive Committee, Partliputra Bus Terminal, Patna. The Successful bidder's personnel shall not be considered in any respect as being the employees or agents of the Manager-cum-Secretary, Executive Committee, Partliputra Bus Terminal, Patna.

(c) Successful bidder's Responsibility for Employees

The Successful bidder shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

(d) Source of Instructions

The Successful bidder shall neither seek nor accept instructions from any authority external to Partliputra Bus Terminal, Patna. in connection with the performance of its services under this Contract. The Successful bidder shall refrain from any action which may adversely affect the Partliputra Bus Terminal, Patna. and shall fulfill its commitments with the fullest regard to the interests of the Manager-cum-Secretary, Executive Committee, Partliputra Bus Terminal, Patna Office.

(e) COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

The Partliputra Bus Terminal, Patna. shall be entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights and trademarks, with

regard to documents and other materials which bear a direct relation to or are prepared or collected in consequence or in the course of the execution of this contract. At the Manager-cum-Secretary, Executive Committee, Partliputra Bus Terminal, Patna request, the successful bidder shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to Partliputra Bus Terminal, Patna in compliance with the requirements of the applicable law.

(f) TERMINATION / CANCELLATION / AMENDMENT OF CONTRACT

(i) If any of the information/documents furnished by the firm is found to be incorrect or fraudulent, the contract shall be treated as terminated forthwith and PBT, Patna shall notify the firm of such termination along with reasons for such termination.

(ii) PBT, Patna may decide to terminate the contract at any time during its pendency for any valid and cogent reason(s). In such a case, PBT, Patna shall forthwith intimate the appointed firm of such termination and the reasons for such termination. After the termination the PBT may appoint another CA.

(iii) The contract for carrying out concurrent audit of the respective site of PBT, Patna covers the reporting period from April 1, 2025 to March 31, 2026 only. PBT, Patna at its discretion and subject to the consent of the appointed firm may extend the contract to cover one more reporting period from April 1, 2025 to March 31, 2026. However, PBT, Patna reserves the right not to extend the contract without assigning any reasons for the same.

(iv) After termination of the contract either during its pendency or on its expiry, the appointed firm shall return and not retain any materials/documents that are the property of PBT, Patna and accept copies of such materials/documents that validly form the audit working papers or audit documentation as per the relevant Standards on Auditing issued by the ICAI.

Upon termination of the contract, The Partliputra Bus Terminal, Patna may require the Successful bidder to deliver any finished work which has not been delivered and accepted, prior to such termination and any materials or work-in-process related specifically to this contract. Subject to the deduction of any claim The Partliputra Bus Terminal, Patnamay have arising out of this contract or termination, The Partliputra Bus Terminal, Patnawill pay the value of all such finished work delivered and accepted by The Manager-Cum-Secretary, PBT, Patna.

(g) Liquidated Damages

Provisions for liquidated damages shall be included in the conditions of contract when delays in the delivery of goods, completion of works or failure of the goods or works to meet performance requirements would result in extra cost, or loss of revenue or loss of other benefits to the implementing agency.

(h) ASSIGNMENT AND INSOLVENCY

1. The Successful bidder shall not, except after obtaining the written consent of The Manager-Cum-Secretary, assign, transfer, pledge or make other dispositions of the Contract, or any part thereof, of the Successful bidder's rights or obligations under the Contract.
2. Should the Successful bidder become insolvent or should control of the Successful bidder change by virtue of insolvency, The Partliputra Bus Terminal, Patnamay, without prejudice to any other rights or remedies, terminate the Contract by giving the Successful bidder written notice of termination.

(i) OFFICIALS NOT TO BENEFIT

The Successful bidder warrants that no official of the Partliputra Bus Terminal, Patnahas received or will be offered by the Successful bidder any direct or indirect benefit arising from this Contract or the award thereof. The Successful bidder agrees that breach of this provision is a breach of an essential term of the Contract.

(j) PROHIBITION ON ADVERTISING

(k) AUTHORITY TO MODIFY

No modification or change in this Contract, no waiver of any of its provisions or any additional contractual relationship of any kind with the Successful bidder shall be valid and enforceable against The Partliputra Bus Terminal, Patna unless provided by an amendment to this Contract signed by the authorized official of The Manager-cum-Secretary, PBT, Patna.

(l) GOVERNMENT LAW AND DISPUTE RESOLUTION

That the Agreement would be executed with the successful bidder shall be governed by the laws in India and courts in Patna only shall have exclusive jurisdiction over matters relating to or arising from the said Agreement.

We look forward to receiving your quotations and thank you for your interest in this Project.

Manager-Cum-Secretary,
Executive Committee,
Partliputra Bus Terminal Society,
Patna – 800001.

Memo No.:.....

Dated:/...../2020.

Manager-Cum-Secretary(I/C),
Executive Committee,
Partliputra Bus Terminal Society,
Patna – 800001.

Annexure 1: Cover Letter/Letter of Proposal

To,

Manager-Cum-Secretary,
Executive Committee,
Partliputra Bus Terminal Society,
Patna – 800001.

Subject: Selection of Chartered Accountant Firm for conducting Concurrent Audit for the Year 2025-26.

Dear Sir/Madam,

We, the undersigned, offer to provide the services for Concurrent Audit for the year 2025-26 in all work of PBT, Patna in the State of Bihar, in accordance with your RFP/NIT Ref Nodated We are hereby submitting our Proposal for the same.

We understand that the PBT Patna, may cancel the selection process at any time and that you are neither bound to accept any proposal you receive nor to select the agency, without incurring any liability to the bidders. We acknowledge the rights of PBT Patna to reject our bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever. Further, we declare that:-

- (a) We have examined and have no reservations to the tender documents, including any addendum issued by the PBT Patna;
- (b) We agree and understand that the proposal is subject to the provisions of the tender document. In no case, I/We shall have any claim or right of whatsoever nature if the assignment is not awarded to me/us or our proposal is not opened.
- (c) We agree to keep this offer valid for 180 days from the proposal due date specified in tender.
- (d) A Power of Attorney (PoA) in favour of the authorized signatory to sign and submit this Proposal and documents is also attached herewith.
- (e) We agree and undertake to abide by all the terms and conditions of the tender Document. In witness thereof, I/we submit this proposal under and in accordance with the terms of the tender document.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of the Signatory:

Name of the Firm:

Address:

Location: _____ Date: _____

Annexure 2: Power of Attorney

AUTHORIZATION LETTER FOR SIGNING OF PROPOSAL

Know all men by these present, we _____ (name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms. _____ R/o _____ (name and address of residence) who is presently employed with us and holding the position of _____ as our authorized representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the bid of the firm/ organization, _____ for **“Selection of Chartered Accountant Firm for conducting Concurrent Audit for the Year 2025-26”** including signing and submission of all documents and providing information / responses to Partliputra Bus Terminal (PBT PATNA), representing us in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us. Dated this the day of 2020.

For

(Name, Designation and address)

Accepted

..... (Signature)

(Name , title and address of the Attorney)

Date:

Note:

- (i) The mode of execution of the Power of Attorney (PoA) should be in accordance with the procedure , if any, laid down, by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- (ii) In case, an authorized director of the bidder/agency signs the bid, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney(PoA).

Annexure - 3 (i)

Firm Details

Status of Firm

Partnership

Sole Proprietorship

1. (a) Name of the firm (in Capital letters)

- (b) Address of the Head office

(Please also give telephone no. and _____

e.mail address) _____

- (c) PAN No. of the firm _____

2. ICAI / CMA Registration No. _____ Region Name _____ Region Code No. _____

3. (a) Date of constitution of the firm:

(b) Date since when the firms has a full time FCA

4. Full-Time Partners of the firm as on 31-01-2021 or latest {Please fill up Annex 3 (iii)}

5. Number of Part Time Partners if any, as on 31-01-2021 or latest {Please fill up Annex 3 (iv)}

6. Number of Full Time Chartered Accountant Employees on 31-01-2021 or latest {Please fill up Annex 3 (v)}

7. Number of audit staff employed full-time with the firm {Please fill up Annex 3 (vi) & (vii)}

(a) Articles / Audit Clerks _____

(b) Other Audit Staff (with knowledge of book keeping and accountancy) _____

8. Number of Branches {Please fill up Annex-3 (viii)}

9. Whether the firm is engaged in any Concurrent Audit of any PSUs/Govt. Companies/Corporations etc. {Please fill up Annex-3 (ix)} Yes/No

10. Whether the firm is implementing quality control policies and procedures designed to ensure that all audits are conducted in accordance with Statements on Standard Auditing Practices (SAP 17) Yes/No

11. Whether there are any court / arbitration/ any other legal case against the firm (If yes, give a brief note of the case indicating its present status) Yes/Not

Place: Signature

Date: Full name and address.....

(Seal of the Firm)

Annexure - 3 (ii)

Undertaking

I/We the partner(s) of M/s. _____, Chartered Accountant do hereby jointly and severally verify and declare-

- (i) That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949/Cost and Works Accountants Act, 1959 and the regulations framed thereunder;
- (ii) That the firm, or partners has not been debarred or cautioned by ICAI during the last three years, (if debarred, give details);
- (iii) That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949;
- (iv) That the constitution of the firm as on 31st December, 2026 or latest shown in the Request for Proposal is same as that in the constitution certificate issued by the ICAI.

Sl. No.	Name of the Partners	Membership No.	Date of Birth	PAN No.	Signature of the partners

***A For membership**

B For issue of certificate of practice

Place:

Signature

Date:

Full name and address.....

(Seal of the Firm)

Annexure - 3 (iii)

1. Firm's name _____

Details of Full Time Partners of the firm. (As on 31.12.2025)

Sl. No.	Name of the Partners	Member-Ship No.	Whether FCA / ACA	Date of joining the firm (full time)	Date of becoming FCA	Station & Region where residing at present

Place:

Signature

Date:

Full name and address.....

(Seal of the Firm)

Annexure - 3 (iv)

1. Firm's name _____

Details of Part-Time Partners of the firm. (As on 31.01.2021)

Name of Partners	Member-Ship No.	Whether FCA / ACA	Date of becoming FCA	Date of joining the Firm.	Name of other firm in which he is partner/ Employee	Whether practicing in his own name also (Y/N)	Whether employed elsewhere (Y/N)

Place:

Signature

Date:

Full name and address.....

(Seal of the Firm)

Annexure - 3 (v)

Details of full time Chartered Accountant Employees. (As on 31.12.2026)

Sl.No.	Name	Member- Ship No.	Whether FCA / ACA	Date of joining the firm as full time employee	Signature of the employees

Place:

Signature

Date:

Full name and address.....

(Seal of the Firm)

Annexure - 3 (vi)

Other Audit Staff employed full time with the firm (As on 31.01.2021):-

Sl. No.	Name of Staff	CRO/ERO/NRO No.	From the Period

Place:

Signature

Date:

Full name and address.....

(Seal of the Firm)

Annexure - 3 (vii)

Particulars of Branches (Including foreign branches, if any)

Sl.No.	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner incharge of the branch	Date of opening of the branch	Region

Place:

Signature

Date:

Full name and address.....

(Seal of the Firm)

Annexure - 3 (viii)

Details of audit experience of the firm for in the following proforma.

Name of the area / sector	Name of the company /Firm/ body etc.audited	Year of audit e.g.	Fees charged for each of the assignments in each year.	Nature of audit assignment viz. Concurrent audit / Branch audit /Internal Audit Etc.	Name of the full time partner who supervised the audit or signed the financial statements and who is still working in the firm

Place:

Signature

Date:

Full name and address.....

(Seal of the Firm)

Annexure 4: Performance Bank Guarantee Format

To,

Manager-Cum-Secretary,
Executive Committee,
Partliputra Bus Terminal Society,
Patna – 800001.

Whereas(hereinafter called “the Bidder”) has submitted its Bid dated (date of submission of Bid) for Selection of Chartered Accountant Firm for conducting Concurrent Audit for the year 2021-22 in consonance with the Tender/RFP No..... dated issued by the PBT PATNA, Patna, (hereinafter called “the Bid”).

Whereas as per Clause.....of the Bid, the bidder is required to furnish a Bank Guarantee as Performance Security from a scheduled nationalized bank (Bank Guarantee)

In consideration of the fact that the Bidder is our valued customer and the fact that he has submitted the Bid, we, (name and address of the bank), (hereinafter called “the Guarantor Bank”), has agreed to bind ourselves, our successors, and assigns to irrevocably issue this Bank Guarantee and guarantee as under

NOW THIS GUARANTEE WITNESSED: -

1. If the Bidder

having been notified of the acceptance of its Bid by the Manager-cum-Secretary, Partliputra Bus Terminal (PBT Patna), Patna

- (a) during the period of Bid Proposal validity:
- (b) fails to perform as per the contract obligations.

The Guarantor Bank shall immediately on demand pay the Manager-cum-Secretary, Partliputra Bus Terminal (PBT), Patna, without any demur and without the Manager-cum-Secretary, Partliputra Bus Terminal (PBT), Patna, having to substantiate such demand a sum of Rs _____ Lakhs (_____ Lakhs) (Guaranteed Amount).

1. The Guarantor Bank will make the payment of the Guaranteed Amount forthwith on the demand made by the Manager-cum-Secretary, Partliputra Bus Terminal (PBT), Patna, notwithstanding any objection or dispute that may exist or arise between the Manager-cum-Secretary, Patlipurta Bus Terminal (PBT Patna), Patna, and the Bidder or any other person.

2. The demand of the Manager-cum-Secretary, Patlipurta Bus Terminal (PBT Patna), Patna, on the Guarantor Bank for the payment of the Guaranteed Amount, shall be deemed as the final proof of fulfillment of the conditions stipulated in (1) above.
3. This Guarantee shall be irrevocable and shall not be discharged except by payment of the above amount by us to the Manager-cum-Secretary, Patlipurta Bus Terminal (PBT Patna), Patna, and our liability under this Guarantee shall be restricted to the Guaranteed Amount being Rs ____ Lakhs (_____ Lakhs).
4. If it is necessary to extend this Guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on the request of the Bidder under intimation to the Manager-cum-Secretary, Patlipurta Bus Terminal (PBT Patna), Patna.
5. To give full effect to the Guarantee contained herein, the Manager-cum-Secretary, Patlipurta Bus Terminal (PBT Patna), Patna, shall be entitled to act as if the Guarantor Bank is the principal debtor in respect of claims against the Bidder and the Guarantor Bank hereby expressly waives all its rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this Guarantee.
6. Any notice by way of demand or otherwise may be sent by special courier, telex, fax, registered post or other electronic media to our address as afore-said and if sent by post, shall be deemed to have been given to us after expiry of 48 hours when the same has been posted.
7. Our liability under this Guarantee will continue to exist until a demand is made by the Manager-cum-Secretary, Patlipurta Bus Terminal (PBT Patna), Patna, in writing or up to and including 2 (Two) year from the date of signing of contract, i.e. up to _____, and any demand in respect thereof should reach the Bank not later than the above date.

Dated this day Yours faithfully,

For and on behalf of the Guarantor Bank,

(Signature)

Designation

(Address and Common Seal of the bank)

Note: To be executed at the time of Signing of Contract by the Selected Vendor

**Annexure5: Self-declaration – Court Cases / Arbitration Cases / any other case or No
Blacklisting against the firm and partners
(On bidder's letter head)**

To,

Manager-Cum-Secretary,
Executive Committee,
Partliputra Bus Terminal Society,
Patna – 800001.

In response to the Tender/RFP Reference No:dated _____ for establishment & operationalization of “**Selection of Chartered Accountant Firm for conducting Concurrent Audit for the Year 2025-26**” in all work of PBT on a turn-key basis for five years, as an Owner/Partner/Director of _____, I/We hereby declare that presently our Company/ firm _____, at the time of bidding, is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT. If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder:

Authorized Signatory:

Seal of the Organization:

Date:

Place:

Annexure 6: Instructions for Financial bid

1. The bidder/agency shall provide services for audit of “Selection of Chartered Accountant Firm for conducting Concurrent Audit for the Year 2025-26” in all work of PBT with the terms, conditions, specifications stipulated in the bid document /Scope of work and will quote rates for site of PBT as follows :-

Format for Financial Proposal

Sl. No.	Particulars	Rate (Fee/Cost per unit) in Rs.	Total Amount (in Rs.)
1.	Concurrent Audit Report for each of 12 months commencing from April 1st, 2025 to March 31st, 2026		

- The above quoted fee/cost should be exclusive of Goods and Service Tax and/or other taxes.

Name of the Firm

Signature of the Authorised Person

Name and Designation of the Authorised Person

Place:

Date:



Seal of the firm